

## **Delivery preparation and methods**

### **Block canvassing and late block canvassing**

Block canvass is done to validate and update address listings in most urban areas to produce a complete and reliable list of addresses for the mail-out of census questionnaires in selected urban and urbanized areas.

Block canvass covers about two-thirds of all dwellings in Canada. Enumerators:

- verify that the addresses listed in the Block Canvass Register are complete;
- correct errors in the address information for each dwelling;
- add missing addresses of valid dwellings;
- code invalid addresses for deletion from the mailing list.

Late block canvass is a follow-up operation designed to collect complete address information on dwellings that were under construction during the block canvass operation to determine if they are available for occupation as of Census Day. This operation took place from February 1 to February 28, 2006 and ensured that new addresses were recorded and became part of the final mail-out file.

### **Delivery methods**

Between May 2 and May 12, 2006, every occupied private dwelling in Canada received a census questionnaire. Two primary methods were used for delivery: list/leave and mail-out. List/Leave refers to the delivery of questionnaires to dwellings by an enumerator. Mail-out refers to the delivery of questionnaires to dwellings via mail by the Canada Post Corporation.

While list/leave was the usual delivery method used in 2001, mail-out was employed for the first time in 2006, taking over from list/leave as the primary method of enumeration and accounting for upwards of 70% of all dwellings across Canada.

### **Canvassing**

In 2006, approximately 2% of households were enumerated using the canvasser enumeration method. In these cases, an enumerator visited the household and completed a questionnaire for the household by interview. This method is normally used in remote and northern areas of the country, and most Indian

reserves. In these areas, Form 2D, a canvasser version of the long questionnaire is used.

The canvasser enumeration method is also used in certain urban areas where there are challenges such as language differences, high population density, and traditional non-response, and it is considered highly possible that respondents will not fill in a questionnaire. An enumerator visits these households and completes a 2A or 2B questionnaire by interview. Canvasser enumeration took place between May 16, 2006 and June 9, 2006.

### **Procedures for official languages**

Eighty percent of all households received a questionnaire package containing an English and French short form. The remaining 20% of households received a unilingual or bilingual long form questionnaire package.

The criteria for language designations for long form recipients were as follows:

- Census subdivisions where the first official language spoken and mother tongue data from the 2001 Census indicate that at least 5% of the population use the other official language from that of the majority received a bilingual questionnaire package.
- New Brunswick received bilingual long form packages.
- Ottawa–Gatineau received bilingual long form packages.
- Other areas where the census subdivision does not meet the 5% standard but where there is significant use of the minority language also received bilingual long form packages.

Households requiring a questionnaire in the other official language could either contact the Census Help Line or complete the questionnaire online in the language of their choice.

### **Collection methods**

#### **(a) Self-enumeration**

In 2006, approximately 98% of households self-enumerated either online or by completing the paper questionnaire and mailing it back. Respondents completed the census with either an online questionnaire or a paper questionnaire, providing information for all members of the household as it pertained to Census Day, May 16.

If the questionnaire was completed on paper, the respondent returned it by mail in a pre-addressed yellow envelope to the centralized Data Processing Centre. The questionnaire was then scanned and verified for completeness in an automated manner. If a questionnaire was completed and returned online, the information was directly submitted into the Data Processing Centre system and did not need to be scanned, but was verified for completeness.

### **(b) Online questionnaire**

The 2006 Census offered the vast majority of Canadians the option of completing their census questionnaire online. This easy, secure and convenient option could be used anywhere, anytime during the census collection period, and was available in English and French.

Each paper questionnaire had a unique Internet access code printed on the front page along with the 2006 Census website address ([www.census2006.ca](http://www.census2006.ca)). Respondents used this access code to access and complete their questionnaire online.

Upon successful login using the Internet access code, the respondent completed the pages of the census questionnaire one at a time. As each page of the census questionnaire was completed, data was encrypted at the respondent's browser and decrypted at the census website application server using the census private key. Edits were applied against the decrypted data on the census web application server. If there was an error, then an appropriate message was sent back to the respondent. Data were accumulated in the memory on the census web database server and transmitted to the Data Processing Centre when the respondent submitted the completed questionnaire.

The census web application generated a confirmation number that was displayed at the respondent's browser advising the respondent to retain it as a proof of completion of the census questionnaire over the Internet.

The census web application sent a logout request to Session Encryption with Automated Login (SEAL), which in the majority of cases cleared the applet and session cookie from the respondent's browser memory to ensure nothing was left behind on the browser after the session had ended.

This security feature made it secure, simple and quick for everyone to complete their census questionnaire online. This way of collection allowed the census data to be processed more quickly than those collected from paper questionnaires.

### **(c) Enumeration of people outside Canada**

Canadians working abroad for all levels of government and National Defence were enumerated with the cooperation of Foreign Affairs and International Trade Canada, Transport Canada, National Defence, and Agriculture and Agri-Food Canada, as well as other departments with staff working abroad.

Form 2C was used to enumerate people posted outside Canada. This included Canadian government employees (federal and provincial) and their families, and members of the Canadian Forces and their families. Form 2C was also used to enumerate all other Canadian citizens, landed immigrants and non-permanent residents outside Canada who requested to be enumerated.

Persons aboard Canadian registered ships were enumerated with the cooperation of shipping contacts. These persons were enumerated using Form 3B if they were Canadian citizens or landed immigrants, even if they had no usual place of residence in Canada. This included commercial vessels (merchant, passenger, or fishing vessels that were not government-operated), and non-commercial vessels (Canadian Forces ships, coast-guard vessels and other government-operated vessels).

### **Census of Agriculture questionnaires**

When delivering Census of Population questionnaires during list/leave, the enumerator asked a household member if anyone in the household operated an agricultural operation. If the answer was yes, a Census of Agriculture questionnaire was left for completion. If no one was at home, the enumerator determined if a Census of Agriculture questionnaire should be left. To make sure no operations were missed, there was a question in both the 2A and 2B population questionnaires asking if anyone in the household runs an agricultural operation. If the household returned a population questionnaire with this question marked yes, a Census of Agriculture questionnaire was delivered to the dwelling during later operations. Farm operators were required to complete both a Census of Population and a Census of Agriculture questionnaire.

### **Data collection stages**

#### **Early enumeration and reserve enumeration**

The special populations area manager in each region was in charge of planning and organizing early enumeration and reserve enumeration. In the Western region, the First Nations manager oversaw reserve enumeration and early enumeration; in the Central and Eastern regions, the special populations area manager oversaw these two operations.

Early enumeration and reserve areas were enumerated by interview between February and June 2006. Early enumeration took place from February 1 to April 13, 2006 and reserve enumeration took place from May 16 until June 27, 2006. No non-response follow-up took place in areas of early and reserve enumeration, as completeness (i.e. dwelling coverage) was verified during the enumeration process.

### **List/leave**

List/leave took place in areas where dwelling addresses were not sufficiently complete for the mailing of a census questionnaire to each dwelling. Door-to-door delivery took place from May 2 to May 12, 2006; however, the list/leave operation continued until June 9, 2006. During the list/leave operation, enumerators listed all private dwellings, collective dwellings and agricultural operations in their Visitation Record. This list was used for the follow-up of agricultural forms and the updating of the Master Control System for non-response follow-up.

The list/leave operation covered about 30% of total dwellings in rural and urban fringe areas.

### **Mail-out**

Mail-out refers to the delivery of questionnaires to dwellings via mail by the Canada Post Corporation. Each questionnaire was directed to a dwelling rather than to a specific person. Mail-out took place from May 2 to May 4, 2006. Some remaining questionnaires were delivered on May 5, 2006.

The mail-out method was used for the first time in the 2006 Census and covered about 70% of total dwellings.

### **Collective enumeration**

The enumeration of all types of collective dwellings followed the same general procedures (regardless of whether they are in a mail-out or list/leave area) with field staff co-ordinating the delivery of forms, and ensuring each usual resident was enumerated. A major difference between mail-out and list/leave collective enumeration methodology was that the enumeration of collective dwellings in list/leave collection unit was the responsibility of the individual enumerator performing delivery, whereas, in mail-out collection unit collective dwelling enumeration, teams were responsible for the enumeration activities. In other non-mail-out areas, the enumerator was responsible for the enumeration of private and collective dwellings.

Mail-out collective dwelling enumeration was done from May 8 to June 16, 2006.

Type of dwelling	Type of enumeration	Form
<p><b>Collective dwellings without care or assistance services:</b></p> <p>hotels, motels, tourist establishments, lodging and rooming houses, school residences and residences for training centres, other establishments with temporary accommodation services, campgrounds, and parks, work camps, religious establishments and military camps.</p> <p>Hutterite colonies</p>	<p>Self-enumeration: Usual residents complete own questionnaire.</p> <p>Self-enumeration: Each family completes own questionnaire.</p> <p>Also some canvasser enumeration</p>	<p>Form 3B</p> <p>Form 2B</p> <p>Form 2D</p>
<p><b>Collective dwellings with care or assistance services:</b></p> <p>Shelters for persons lacking a fixed address, other shelters with lodging and assistance services, general hospitals and hospitals with emergency, other hospitals and related institutions, nursing homes, residences for senior citizens, facilities for persons with a disability, establishments for delinquents and young offenders, establishments for children and minors, correctional and general institutions and jails.</p>	<p>Enumerator consults administrative records for institutional residents.</p> <p>Live-in staff and members of their family complete own questionnaire.</p>	<p>Form 3A</p> <p>Form 3A</p>