

1 9 9 6 C E N S U S

9B

GUIDE

and reasons why the questions are asked



Statistics
Canada

Statistique
Canada

Canada

WHAT'S INSIDE

What Is A Census?	Page 3
Why Is The Census Important?	3
The Law Protects What You Tell Us	3
What If I Need Help?	3
You Are Important!	4
<u>STARTING OFF – STEP BY STEP</u>	4
<u>THE QUESTIONS – WHY AND HOW</u>	4
<u>BASIC POPULATION INFORMATION</u>	
Questions 1 to 6	4
<u>ACTIVITY LIMITATIONS</u>	
Questions 7 and 8	5
<u>LANGUAGE</u>	
Questions 9 to 12	5
<u>SOCIO-CULTURAL INFORMATION</u>	
Questions 13 to 21	7
<u>MOBILITY</u>	
Questions 22 and 23	10
<u>EDUCATION</u>	
Questions 24 to 29	11
<u>HOUSEHOLD ACTIVITIES</u>	
Question 30	14
<u>LABOUR MARKET ACTIVITIES</u>	
Questions 31 to 46	15
<u>INCOME</u>	
Question 47	22
<u>HOUSING</u>	
Questions H1 to H8	28

What Is A Census?

A census provides a statistical portrait of a country and its people. Almost every country in the world carries out a census regularly to count its population and to collect important information about the social and economic situation of the people living in the various regions. In Canada, the census is conducted every five years, and all households receive a census questionnaire which is to be answered on Census Day and mailed back to Statistics Canada.

Why Is The Census Important?

Census results are used to make decisions – decisions affecting your neighbourhood, province or territory . . . the entire country. Governments, businesses, associations and community organizations are among the many groups that use census information to plan services that benefit all Canadians. Census results are used:

- to decide how much money is transferred from the federal government to your province or territory;
- to plan pension, health care, housing and employment programs;
- to determine where hospitals, roads, schools, day care centres and public transit are needed;
- to analyse markets, select sites for building locations and develop marketing strategies.

The Law Protects What You Tell Us

By law, Statistics Canada must take a census every five years, and every household must fill in a census form.

The confidentiality of your census form is also protected by law. All Statistics Canada staff take an oath of secrecy, and only employees who work with census data see your form. Your personal census information cannot be given to anyone outside Statistics Canada – not the police, not another government department, not another person. This is your right.

What If I Need Help?

Please call the CENSUS HELP LINE (1 800 670-3388) if:

- you need help completing your questionnaire; or
- you have difficulty answering a question and you need clarification.

This **free** service is available from 9 a.m. to 9 p.m. from May 9 through to May 17.

TDD/TTY (Telecommunication Devices for the Deaf/Teletype Machines only) users call: **1 800 303-9633** (free of charge).

You Are Important!

You are the most important part of the census because your information helps complete the statistical portrait of our country, which in turn contributes to many important decisions. So please complete your form and count yourself in on Tuesday, May 14, 1996.

STARTING OFF – STEP BY STEP

STEP 1

We ask for your address so we can make sure that every household is counted. We use your telephone number to call you for any information you may have forgotten to put on your form.

STEPS 2 to 5

We ask for this information to ensure that the count of people in Canada is correct. These steps help you to decide who should and should not be included on your questionnaire. They tell us that we have counted everyone that we need to count, once and only once.

STEP 6

This tells us if someone in your household operates a farm. It also makes sure that we count all farms for the Census of Agriculture, once and only once.

STEP 7

No further instructions.

THE QUESTIONS – WHY AND HOW

BASIC POPULATION INFORMATION

Question 1 asks for the name of each person in the household so that no one is left out or counted twice. Names are not put on the census database.

Questions 2 to 6 ask about the people in each household. From this we can learn about family size, the number of children living with one parent and the number of people who live alone. This information is used for planning certain programs, such as Old Age Security and the Child Tax Benefit. It is also used by towns and cities to plan day care centres, schools and senior citizens' homes.

QUESTION 1 – Name

QUESTION 2 – Relationship to Person 1

QUESTION 3 – Date of Birth

QUESTION 4 – Sex

QUESTION 5 – Marital Status

QUESTION 6 – Common-law Status

No further instructions.

ACTIVITY LIMITATIONS

Questions 7 and 8 provide information on the number of people in Canada with mental and/or physical disabilities as well as those individuals with chronic health problems that limit activity. The results may be used to help Statistics Canada design surveys to find out more about the barriers persons with disabilities face in their everyday lives.

QUESTIONS 7 AND 8 – Activity Limitations

Each adult should answer for himself/herself whenever possible. A parent or guardian should answer for persons less than 15 years of age.

Include **long-term** physical conditions, mental conditions, health problems, disabilities or handicaps that have lasted or are expected to last **six months or more**. Measure the period from the time the condition or problem began.

LANGUAGE

Questions 9 to 12 provide information on the language first learned at home in childhood and on the languages understood and spoken throughout the various regions of the country. The data are used to implement programs that protect the rights of Canadians under the *Canadian Charter of Rights and Freedoms*. This information also helps to determine the need for language training and services in English or French.

For persons who are **deaf or mute**:

- report knowledge of English, French or other languages, including sign language, if used;
- report the language used most often at home to communicate, including sign language.

For persons who use **Indian languages or Aboriginal languages**:

- report the specific language if a person speaks or knows an Indian language from India (such as Punjabi or Hindi), or an Aboriginal language (such as Cree or Ojibway); **do not** report Indian.

QUESTION 9 – Knowledge of English and French

Report English or French only if the person can carry on a conversation of some length on various topics in that language.

For a **child who has not yet learned to speak**:

- report the language(s) that the child is learning to speak at home: English, French, both or neither.

QUESTION 10 – Knowledge of Other Language(s)

Report only those languages in which the person can carry on a conversation of some length on various topics.

For a **child who has not yet learned to speak**:

- report a language other than English or French that the child is learning to speak at home.

QUESTION 11 – Language Spoken at Home

Report the language spoken **most often** at home.

Report more than one language only if all languages are spoken equally often.

For **persons who live alone**:

- report the language in which you feel more comfortable.

For a **child who has not yet learned to speak**:

- report the language that is spoken most often to this child at home. If two languages are spoken, report the one most often spoken to the child. If both languages are used equally often, report both languages.

QUESTION 12 – First Language Learned at Home

For a person who learned two languages at the same time in early childhood, report the language this person spoke most often **at home** before starting school. Report two languages only if they were used equally often and are still understood by this person.

For a **child who has not yet learned to speak**:

- report the language that is spoken most often to this child at home. Report two languages only if they are spoken equally often to the child, so that he or she learns both languages at the same time.

SOCIO-CULTURAL INFORMATION

Questions 13 through 21 provide a social and cultural profile of Canada's population.

Question 13 tells us the province or territory in Canada, or the foreign country where people were born. This information tells us about population movements within Canada, and between Canada and other countries.

Question 14 tells us the citizenship status of Canada's population, which helps in electoral planning. When combined with age data, this information can tell us the number of potential voters. This question also provides information used to administer pension exchange programs between Canada and other countries.

Questions 15 and 16 tell us the number of immigrants and non-permanent residents in Canada, and the year people immigrated to Canada. Information from these questions is often used in combination with other census data to compare the socio-economic conditions of immigrants over time, to review immigration and employment policies and programs, as well as to plan education, health, and other services.

Question 17 tells us about the ethnic and cultural diversity of Canada's population. This question provides information required under the *Multiculturalism Act* and the *Canadian Charter of Rights and Freedoms*. Information from this question, when combined with other census data, also tells us about the characteristics of the ethnic or cultural groups living in Canada. This information is used extensively by ethnic or cultural associations, government agencies and researchers for a wide range of activities such as health promotion, communications and marketing.

Questions 18, 20 and 21 provide information about Aboriginal or First Nation peoples, which is used to administer legislation and employment programs under the *Indian Act* of Canada and the *Employment Equity Act*.

Question 19 tells us about the visible minority population in Canada. This information is required for programs under the *Employment Equity Act*, which promotes equal opportunity for everyone.

QUESTION 13 – Place of Birth

For persons born in Newfoundland or Labrador before that province joined Confederation in 1949, mark **Nfld**.

For persons born in an area of Canada which was part of the Northwest Territories at the time of their birth, but which is now part of a province, mark the place of birth according to the current provincial boundaries.

For persons born in any of the six counties of Northern Ireland, print **United Kingdom**. For persons born in one of the other counties of the Republic of Ireland, print **Eire**.

For persons born in the former U.S.S.R., the former Yugoslavia, or the former Czechoslovakia, print the name of the independent country or republic, according to the boundaries in existence on Census Day – May 14, 1996.

For persons who are not sure of their country of birth because of boundary changes since the time of their birth, print the name of the nearest city, state or province in the box provided.

QUESTION 14 – Citizenship

Mark **Canada, by birth**, for persons:

- born in Canada (see exception below);
- born outside Canada, if at the time of their birth, one or both parents were Canadian citizens **and** if this person has retained Canadian citizenship.

Exception:

Some persons who are born in Canada should NOT MARK **Canada, by birth**, if at the time of their birth:

- one or both parents were government representatives of another country (diplomatic service), **and**
- neither parent was a Canadian citizen or a landed immigrant.

Mark **Canada, by naturalization** for persons who have become Canadian citizens. These persons have been issued a Canadian citizenship certificate. This includes persons born in the United Kingdom or in other Commonwealth countries who have immigrated to Canada and have become Canadian citizens.

For persons who were born outside Canada and have not become Canadian citizens, print under **Other country**, the name of the other country or countries for which they hold citizenship.

For persons who are **dual citizens** of Canada and another country, do not write “dual citizenship”. Mark either “Canada, by birth” and print the name of the other country **or** mark “Canada, by naturalization” and print the name of the other country.

QUESTION 15 – Landed Immigrant Status

Mark **No** for persons who are:

- Canadian citizens by birth;
- foreign students, foreign workers, Minister’s permit holders or refugee claimants.

Mark **Yes** for persons who:

- are Canadian citizens by naturalization;
- have been granted the right to live permanently in Canada, by Canadian immigration authorities, but have not yet obtained Canadian citizenship. These persons are referred to as “permanent residents” under the *Immigration Act*.

QUESTION 16 – Year of Immigration

For persons who marked **No** to Question 15, do not answer this question.

For persons who immigrated to Canada more than once, enter the year that landed immigrant status was **first** obtained.

QUESTION 17 – Ethnic Origin

This question refers to the ethnic or cultural origins of a person’s ancestors. An ancestor is someone from whom a person is descended and is usually more distant than a grandparent. Other than Aboriginal persons, most people can trace their origins to their ancestors who first came to this continent. Ancestry should not be confused with citizenship or nationality.

For all persons, report the specific ethnic or cultural group or groups to which their ancestors belonged, not the language they spoke. For example, report “Haitian” rather than “French”, or “Austrian” rather than “German”.

For persons of **East Indian** or **South Asian** origins, report a specific group, do not report **Indian**. For example, report “East Indian from India”, “East Indian from Guyana”, or indicate the specific group, such as “Punjabi” or “Tamil”.

For persons with **Aboriginal** ancestors, report a specific group. For example, report “Cree”, “Micmac”, “Ojibway”, “North American Indian”, “Métis”. Do not report **Indian**.

QUESTION 18 – Aboriginal Peoples

No further instructions.

QUESTION 19 – Population Group

This question tells us about the groups that make up the visible minority population (Chinese, South Asian, Black, Arab/West Asian, Filipino, South East Asian, Latin American, Japanese, and Korean). The *Employment Equity Regulations* that accompany the *Employment Equity Act* define visible minorities as persons, other than Aboriginal peoples, who are “*non-Caucasian in race or non-white in colour*”.

Population group should not be confused with citizenship or nationality.

For persons who belong to more than one group, mark the circles that apply. Do not print “bi-racial” or “mixed” in the box provided.

QUESTION 20 – Indian Band/First Nation Membership

No further instructions.

QUESTION 21 – Registered Indian

Mark **Yes** for persons who:

- are registered as Indians under the *Indian Act* of Canada;
- are Treaty Indians, **only if** they are registered as Indians under the *Indian Act* of Canada;
- have become registered as Indians since June 1985, when **Bill C-31** changed the *Indian Act* of Canada.

All other persons should answer **No** to this question.

Also answer **No** to this question for persons who may be entitled to, but for some reason have not registered, under provisions of the *Indian Act*.

MOBILITY

Questions 22 and 23 tell us where people living in Canada are moving to and from within Canada, and from outside Canada. This information is used to help estimate the population at the national, provincial and subprovincial levels between censuses. It is also used to identify future needs for housing, education, transportation and social services, and contributes to programs administered under the *Fiscal Arrangements Act*.

Mark one of the four circles provided to indicate each person's usual place of residence one year ago (on May 14, 1995) for Question 22 and five years ago (on May 14, 1991) for Question 23, even if the person was not at home on either date.

QUESTION 22 – Place of Residence One Year Ago

For persons who lived in a **different** city, town, village, township, municipality or Indian reserve **in Canada** on May 14, 1995:

- mark that circle and print the name of the city, town, village, township, municipality or Indian reserve, **and**
- print the name of the province or territory it is in.

For persons who lived **outside Canada** on May 14, 1995:

- mark that circle and print the name of the country **according to present boundaries**.

QUESTION 23 – Place of Residence Five Years Ago

For persons who lived in a **different** city, town, village, township, municipality or Indian reserve **in Canada** on May 14, 1991:

- mark that circle and print the name of the city, town, village, township, municipality or Indian reserve, **and**
- print the name of the province or territory it is in.

For persons who lived **outside Canada** on May 14, 1991:

- mark that circle and print the name of the country **according to present boundaries**.

EDUCATION

Questions 24 to 29 tell us about the education and training of people living in Canada and their specific job skills. This information is used by the government and employers to evaluate whether there are enough people with adequate education, training and job skills in particular areas of the work force, with a view to developing training programs to meet the changing needs of our work force.

Information on school attendance is needed for planning and financing post-secondary and adult education programs, under the *Canada Student Loans Act*. It is also used to develop incentives and programs that help people remain in school or return to school.

QUESTION 24 – Highest Level of Elementary or Secondary Schooling

In the box provided, enter the highest grade or level ever attended according to **the province or territory where this person attended school**, even if this person now lives in a different province or territory.

For persons who obtained their education outside Canada, estimate the equivalent highest grade or level according to the educational system of the province or territory where they now live.

For persons who studied in the classical colleges of Quebec, equate the *Versification* year with Grade 11.

For persons who are currently completing a school grade by private instruction or correspondence, or who are completing a school grade by attending school part time during the day or evening, report the equivalent grade in the regular daytime program.

For persons who attended special education classes, or an institution where classes were ungraded, estimate as closely as possible the equivalent level in the mainstream school system of the province or territory where they now live.

QUESTION 25 – Years of Schooling (University)

Indicate the number of academic years successfully completed regardless of the length of time it may have taken. For persons who attended a university on the semester system, consider two semesters with a regular course load the equivalent of one academic year.

For persons who received university training by correspondence, or attended classes part time during the day or evening, convert the credits they already have to the equivalent number of years acquired in the full-time regular program for this university.

For persons who studied in the classical colleges of Quebec, consider *Philo I* and *Philo II* as the first and second year equivalents to university, respectively. Do not, however, include *Belles-Lettres* and *Rhétorique* as university education.

Teacher training received from a faculty of education **that was associated with an accredited university** should be reported as university education. Otherwise, this type of training should be included in Question 26.

QUESTION 26 – Years of Schooling (Other)

Include schooling in **all** postsecondary institutions other than university, whether or not a high school diploma was required for entrance. This includes non-university teachers' colleges and police colleges.

Do not include any courses taken for leisure, recreation or personal interest.

Indicate the number of academic years successfully completed, regardless of the length of time it may have taken. For persons who received non-university training by correspondence, or attended classes part time during the day or evening, convert their accumulated credits to the equivalent number of years in a full-time regular program.

CEGEP (general) or pre-university courses and CEGEP (professional) or career-oriented technical-vocational courses are postsecondary programs in the province of Quebec and are similar to community college programs in other provinces.

For persons who studied in the classical colleges of Quebec, consider *Belles-Lettres* and *Rhétorique* equivalents to first and second year non-university training.

QUESTION 27 – School Attendance

Do not include any courses taken for leisure, recreation or personal interest.

Report the attendance of persons who have been enrolled in school at any time since September 1995, even if they were registered but subsequently dropped out. The same thing applies for persons who have been enrolled in any educational institution (including seminaries, schools of nursing, private business schools, technical institutes or colleges, private or public trade schools, vocational schools or schools for the blind or deaf) that provide a general education.

Mark the circle labelled **Yes, full time** for persons who were taking 75% or more of the regular course load in the grade or year in which they were registered. Consider any day courses of six weeks or less as part-time attendance. For persons who attended both full time and part time since last September, mark only the circle labelled **Yes, full time**.

QUESTION 28 – Degrees, Certificates and Diplomas

Mark **Secondary (high) school graduation certificate or equivalent** for persons who have graduated from high school. Mark this category as well for persons who have enough credits for the equivalent of high school graduation in the province or territory in which they live, even if they obtained their education outside Canada.

Mark **Trades certificate or diploma** for persons who have received a certificate or diploma through apprenticeship or journeyman training, and/or in-school training in trades-level vocational and pre-vocational courses at community colleges, institutes of technology and similar institutions. Include all training where the minimal entrance requirement was less than secondary or high school, junior or senior matriculation, or the equivalent.

Mark **Other non-university certificate or diploma** for persons who have received a certificate or diploma (other than a trades certificate or diploma) from a community college (both transfer and semi-professional career programs), CEGEP (both general and professional), institute of technology, or any other non-degree-granting educational institution.

Mark **University certificate or diploma below bachelor level** for persons who have a teaching certificate awarded by a provincial department of education at an approved institution such as a normal school or college of education. For persons who earned their teaching qualifications at an accredited university's faculty of education, mark **Bachelor's degree(s)**.

For persons who have a diploma, certificate or licence from a professional association and whose course of study was conducted through a university, mark **University certificate or diploma below bachelor level** (provided that a bachelor degree was not required to enroll in these programs).

QUESTION 29 – Field of Specialization

For persons who earned more than one highest degree (for example, two bachelor's degrees or two master's degrees), report the field of study for the degree most recently earned.

For persons who specialized in more than one field of study while earning their degrees, report the area in which the greatest number of credits or courses were earned.

Wherever possible, report the subcategory of specialization within a broad area of training – especially for graduate studies or other advanced training.

HOUSEHOLD ACTIVITIES

Question 30 will provide information on how much time people 15 years and older spend at household tasks, on caring for children and in providing care and assistance to elderly persons. This information will provide a better understanding of how these unpaid activities contribute to the well-being of Canadians.

QUESTION 30 – Unpaid Activities

Mark the circle that contains the total number of unpaid hours spent last week doing each of the activities in parts (a) to (c).

Include hours spent doing unpaid activities for:

- members of one's own household;
- other family members outside the household;
- friends or neighbours.

Do not include hours spent:

- working for pay (report paid work in Question 31);
- doing unpaid **volunteer** work for a non-profit or religious organization, charity or community group.

Overlapping Activities

People often perform more than one unpaid activity at the same time. For example, a person may spend one hour preparing a meal while at the same time looking after his/her children. This person should report one hour of housework in part (a) and one hour of child care in part (b) of Question 30. It does not matter that these activities took place at the same time.

Part (a) – Doing unpaid housework, yard work or home maintenance

No further instructions.

Part (b) – Looking after children without pay

Report hours spent doing activities such as talking or playing with children if, during these activities, this person was responsible for their care.

Part (c) – Providing unpaid care to seniors

Seniors are all persons 65 years of age and over and some individuals close to 65 suffering from age-related infirmities.

LABOUR MARKET ACTIVITIES

Questions 31 to 46 collect information on **paid work** done by people 15 years of age and older. This information is important for both businesses and governments at all levels to plan for education and training programs, to forecast future job opportunities, to plan efficient transportation and commuting systems and to develop measures to support job creation by employers in communities throughout the country.

QUESTION 31 – Hours Worked for Pay or Profit

For persons 15 years and over, enter the **total** number of hours worked for pay at **all jobs** last week. **Last week** refers to Sunday, May 5 to Saturday, May 11, 1996.

For persons who were **retired** on January 1, 1995, and who did not work for pay at any time between January 1995 and May 1996, **answer Questions 31 to 36, then go to Question 47.**

For retired persons who chose to return to the workforce between January 1995 and May 1996, **answer all questions.**

Include:

- Hours spent **working directly towards the operation of a family farm or business without formal pay arrangements.** This means working for a spouse or another relative who is a member of the same household. Include any work that helped the relative run his or her farm or business. For example, include bookkeeping for a farm or business owned by a spouse.
- Hours spent **working in one's own business, farm or professional practice, alone or with a partner.** This means hours worked by persons who are self-employed, with or without paid help, including:
 - all time spent maintaining and administering the operation of a farm, business or professional practice;
 - fishing, trapping or hunting for profit or to maintain the community with equipment that is rented, owned or owned in part;
 - for fishermen, hours spent preparing and maintaining boats, nets, etc.;
 - for farmers, hours spent maintaining farm fences, buildings or machinery, cultivating, sowing, milking, etc.
- Hours spent **working for wages, salary, tips or commission.** See Question 41 of this Guide for examples.

If the number of hours is not known, enter the best estimate.

QUESTION 32 – Absence from Job

Answer only for persons 15 and over who **did not work for pay in the week prior** to Census Day. **Last week** refers to Sunday, May 5 to Saturday, May 11, 1996.

Mark **Yes, on temporary lay-off** for persons who **expect to return to the job** from which they were laid off, no matter how long ago they were laid off.

Mark **Yes, on vacation, ill, on strike or locked out, or absent for other reasons** for persons who had a job or business last week and were **absent with or without pay for the whole week.**

Include absence because of:

- maternity leave, bad weather, fire, personal or family responsibilities, etc.

Include **absence on training courses** for paid workers **only** if they received wages or salary from their employer.

QUESTION 33 – New Job Arrangements

Answer only for persons 15 and over who did not work for pay in the week prior to Census Day. **Last week** refers to Sunday, May 5 to Saturday, May 11, 1996.

QUESTION 34 – Recent Job Search

Answer only for persons 15 and over who did not work for pay in the week prior to Census Day (Sunday, May 5 to Saturday, May 11, 1996).

QUESTION 35 – Availability for Work

Answer only for persons 15 and over who did not work for pay in the week before Census Day **and** who had actively looked for work in the previous four weeks. **Last week** refers to Sunday, May 5 to Saturday, May 11, 1996.

Mark **No, because of personal or family responsibilities** for persons who could not have started work last week because of family illness, child care difficulties, jury duty, etc.

Mark **No, other reasons** only for persons who:

- did not already have a job;
- were not temporarily ill or disabled;
- were not going to school;
- were no longer interested in working;
- were out of town last week.

QUESTION 36 – Last Date of Work

Include only:

- work done for wages, salary, tips, commission, piece-rate payment, payment in kind (payment in goods and services rather than in money), or the net income from self-employment;
- work done without formal pay arrangements, by family members, for family businesses, farms or professional practices.

Do not include:

- volunteer work;
- unpaid housework;
- unpaid child care, unpaid elder care;
- unpaid home maintenance;
- other activities that people do for themselves.

QUESTION 37 – Name of Employer

For persons 15 and over who are self-employed, enter the name of their business. If the business does not have a name, enter the person's name.

For persons 15 and over whose wages are paid by an agency that hires out their services, enter the name of the agency.

For persons 15 and over, such as nannies, who work as employees in someone's home, enter the name of the family they work for and enter **private household**.

QUESTION 38 – Kind of Business

Describe the type of business in detail.

For example:

Rather than:	A more complete response would be:
agriculture	wheat farm
auto parts	motor vehicle parts manufacturing
furniture	retail household furniture and appliance store
school	secondary school
aluminium	aluminium rolling, casting and extruding
police	municipal police department

QUESTION 39 – Kind of Work

Give specific descriptions of the kind of work done. Be sure to indicate supervisory or management responsibilities if they apply. Do not use the terms **employee** or **worker**.

For example:

Rather than:	A more complete response would be:
maintenance	maintaining electrical equipment
repair work	repair and maintenance of electrical motors
office work	typing, general office work
clerical	typing and filing
inspecting	inspecting electronic equipment
supervising	supervising assembly of electronic equipment
consulting	consultant, preparing environmental impact studies

QUESTION 40 – Most Important Duties

Specify the duties for which this person is most directly responsible. For persons who are members of a religious order engaged in teaching or nursing, report these activities rather than the religious activities.

QUESTION 41 – Class of Worker

Mark **working for wages, salary, tips or commission** for persons 15 and over who worked:

- for wages and/or salary;
- for tips;
- on commission as a salesperson for only one company and did not maintain an office or staff;
- for payment in kind (room, board) in a non-family enterprise (for example, as a member of a religious order);
- for piece-rates;
- as a member of the Armed Forces;
- an hour or more for pay, in a job such as cleaning or babysitting (**in another person's home**);
- as a "paid" housekeeper or nanny.

Mark **working without pay for his/her spouse or another relative in a family farm or business** for persons 15 and over who worked:

- without money wages at a task that contributed to the operation of a farm or business that belongs to a spouse or relative who is a member of this household.

Mark **self-employed without paid help** or **self-employed with paid help** for persons 15 and over who:

- operated their own business, farm or professional practice (alone or in partnership) even if no goods or services were sold;
- operated their own business, farm or professional practice (alone or in partnership) whether it made a profit or suffered a loss;
- operated a farm, whether they owned or rented the land;
- worked on a freelance or contract basis;
- provided meals and/or room or day care services **in their own home** for boarders, roomers or neighbours' children;
- operated a direct distributorship selling and delivering products such as cosmetics, newspapers, brushes or cleaning products;
- fished, trapped or hunted for profit or for the maintenance of the community, with their own equipment or with equipment in which they had part ownership;
- were setting up a business, farm or professional practice.

QUESTION 42 – Incorporation Status

- An **incorporated business** is a business or farm which has been formed into a legal corporation, under either federal or provincial laws.
- An **unincorporated business** or farm has no separate legal existence, but may be a partnership, family business or owner-operated business.

QUESTION 43 – Place of Work

Mark **Worked at home** for persons 15 and over who worked at home. Include farmers, private consultants, apartment building superintendents, etc.

For persons who **worked part of the time at home and part of the time at an employer's address**:

- Mark **Worked at home** if most of the time was spent working at home (e.g., 3 days out of 5).
- Mark **Worked at the address specified below** and print employer's address if more time was spent working at an employer's address.

Mark **No fixed workplace address** for persons who go from home to various work locations, for example:

- building and landscape contractors, travelling salespersons, independent truck drivers, etc.

Mark **Worked at the address specified below** for persons who worked at an employer's address most of the time. Give a **complete address** including street number, name, type and, if applicable, direction. If the employer's address is unknown, print the name of the building or of the nearest street intersection. Report this person's regular place of work, even if he or she is temporarily on assignment, training or holiday.

For persons who **work at a different job site or location** every day:

- mark **Worked at the address specified below** and specify the address or name of the headquarters or depot **if they report there before starting work each day**.

QUESTION 44 – Transportation to Work

Mark the **type of transportation** usually used to get to work. Mark only one circle indicating the type of transportation used for most of the distance travelled.

QUESTION 45 – Weeks Worked in 1995

Report any week in which persons 15 and over worked for pay in 1995, even if they only worked for a few hours during the whole week.

Report weeks on paid vacation or sick leave with pay but exclude weeks on leave without pay. Also report all weeks in which training paid for by the employer was received.

Report 52 weeks for persons who worked less than a year but who were paid on a 12-month basis, such as school teachers.

Report 52 weeks for persons who operated a farm, business or professional practice **for the full year**, including weeks on vacation.

QUESTION 46 – Full-time or Part-time Work

Mark **full time** for persons 15 and over who worked **30 hours or more per week** at all jobs during most of the weeks worked in 1995.

Mark **part time** for persons 15 and over who worked **less than 30 hours per week** at all jobs during most of the weeks worked in 1995.

INCOME

QUESTION 47 – Income in 1995

The census is the only source of detailed income statistics for all people in Canada, their families and households. Income tax records neither cover all people nor do they provide some important information on the characteristics of persons with income.

Governments use census income data to develop income support programs and social services, such as Old Age Security Pension, provincial income supplements, social assistance and welfare payments. They also use census income data to ensure that programs which supplement family incomes do so efficiently and to identify specific geographic areas in need of assistance.

Businesses, large and small, use these data to market products, to locate stores near consumers, and to develop new products and services.

NO ONE, including courts or other government departments, can get personal income or other information about you from the census. All your answers are kept confidential. This is the law.

GENERAL INSTRUCTIONS

All persons 15 years of age and over, whether or not they worked in 1995, should complete Question 47.

Report annual income received from January 1, 1995 to December 31, 1995 for each of the sources in parts (a) to (j) and for the total income in Question 47. If you are not sure of the exact amount for a source, give your best estimate. If necessary, consult your 1995 income tax return and information slips. For persons who had no income from any source in 1995, mark **No** in parts (a) to (j) and in total income.

In the case of a **loss** in parts (b), (c) and (h) and in total income, mark **Yes**, report the amount, and also mark **Loss**.

Report income obtained from outside Canada in Canadian dollars.

PAID EMPLOYMENT

Part (a) – Total wages and salaries

Report in part (a) the total amount of wages and salaries received in 1995.

Include:

- total wages and salaries from all jobs **before** deductions for income tax, pensions, etc. (do not report only take-home pay);

- commissions, cash bonuses, tips and casual earnings;
- military pay and allowances.

Do not include:

- the value of free board and lodging, free automobile use and other taxable allowances and benefits.

Report retiring allowances, severance pay, wage loss replacement benefits and employer or union supplementary unemployment benefits in part (j).

If using T4 slips to answer part (a), report the amount in Box 14 minus the amounts in Boxes 30 to 40.

SELF-EMPLOYMENT INCOME

Part (b) – Net farm income

Persons who operated an agricultural operation in 1995, alone or in partnership, should report net farm income (gross receipts minus operating expenses such as wages, rents or depreciation) in part (b).

In the case of a partnership, report only this person's share of net income.

Agricultural operations produce at least one of the following items intended for sale:

- field crops, tree fruits, vegetables or seed;
- poultry or livestock;
- animal products such as eggs, milk, meat, furs or wool;
- greenhouse or nursery products;
- other agricultural products such as honey, mushrooms, sod, Christmas trees or maple syrup products.

Include:

- cash advances in gross receipts received in 1995;
- all rebates and farm-support payments from federal, provincial and regional agricultural programs such as dairy or milk subsidies or marketing board payments;
- dividends received from co-operatives;
- gross insurance proceeds such as payments from Gross Revenue Insurance Program (GRIP).

Do not include:

- the value of agricultural products produced and consumed on the farm or traded for goods.

Report income from incorporated farms in part (a), Total **wages** and **salaries** and/or in part (h), **Dividends, interest** on bonds, deposits and savings certificates and **other investment income**.

For persons who rented out their farms, report the net rent in part (h).

Part (c) – Net non-farm income from unincorporated business, professional practice, etc.

Who should mark “Yes” in part (c):

- persons who owned and operated a non-farm, unincorporated business or professional practice in 1995, alone or in partnership, including:
 - self-employed fishermen, trappers and hunters;
 - persons doing casual work such as baby-sitting in their own home, or selling and delivering cosmetics or newspapers;
 - persons doing freelance activities, such as artists, writers or music teachers;
 - persons who received income from provision of room and board to non-relatives.

Report net income (gross receipts minus operating expenses such as wages, rents or depreciation). Do not subtract personal deductions such as income tax and pension contributions.

In the case of a partnership, report only this person’s share of net income.

Include:

- net income from roomers and boarders;
- NCARP payments for self-employed fishermen.

Report income from incorporated businesses in part (a), Total **wages** and **salaries** and/or in part (h), **Dividends, interest** on bonds, deposits and savings certificates and **other investment income**.

INCOME FROM GOVERNMENT

Part (d) – Old Age Security Pension, Guaranteed Income Supplement and Spouse’s Allowance

Who should mark “Yes” in part (d):

- persons 65 years and over who in 1995 received Old Age Security Pension (and Guaranteed Income Supplement) from the federal government;
- 60- to 64-year-old spouses of Old Age Security Pension recipients and widow(er)s who received Spouse’s Allowance from the federal government.

Report only money received from the **federal** government.

Report provincial income supplements in part (g).

Part (e) – Benefits from Canada or Quebec Pension Plan

Report in part (e) benefits received from Canada or Quebec Pension Plan in 1995.

Include:

- retirement pensions;
- survivors’ benefits;
- disability pensions;
- orphans’ benefits.

Do not include:

- contributions to the plan;
- lump-sum death benefits.

Report retirement pensions of civil servants, RCMP and military personnel in part (i).

Report old age, retirement and war pensions from foreign governments in part (j).

Part (f) – Benefits from Unemployment Insurance

Report in part (f) benefits received in 1995 under the federal Unemployment Insurance (UI) program for unemployment, sickness, maternity, paternity, adoption, work sharing, retraining and benefits to self-employed fishermen.

Report:

- total UI benefits before income tax deductions.

Part (g) – Other income from government sources

Report in part (g) income received from federal, provincial and municipal governments in 1995 and not reported in other parts of Question 47.

Include:

- provincial income supplements to Old Age Security pension recipients;
- provincial payments for rent or lodging expenses for senior citizens;
- workers’ compensation benefits;
- veterans’ pensions;
- war veterans’ allowances;

- pensions to widows and dependants of veterans;
- refunds of Goods and Services Tax (GST);
- provincial tax credits;
- cash benefits for food, fuel and shelter under provincial or municipal social assistance (welfare) programs;
- cash assistance to handicapped and disabled persons;
- payments received from training programs sponsored by the federal and provincial governments;
- regular payments from provincial automobile insurance plans (exclude lump-sum payments);
- NCARP payments for employees in the fishing industry.

Do not include:

- federal Child Tax Benefit and Quebec Family Allowance;
- income tax refunds.

OTHER INCOME

Part (h) – Dividends, interest on bonds, deposits and savings certificates, and other investment income

Include:

- the actual (not the taxable) amount of **dividends** received from Canadian and foreign corporate stocks and mutual funds;
- interest from deposits in banks, trust companies, co-operatives, credit unions and caisses populaires;
- interest on savings certificates, bonds and debentures;
- interest from insurance policies;
- net rents from real estate, including farm land;
- mortgage and loan interest received;
- regular income from an estate or trust fund;
- investment income received from abroad.

Part (i) – Retirement pensions, superannuation and annuities, including those from RRSPs and RRIFs

Who should mark “Yes” in part (i):

- persons who received pension income or survivors’ benefits in 1995 from an **employee pension plan** or annuities from a matured registered retirement savings plan (**RRSP**) or a registered retirement income fund (**RRIF**).

Include:

- any income from a pension plan of one or more employers;
- payments received from all annuities, including payments from a matured RRSP in the form of a life annuity, a fixed-term annuity, an RRIF or an income-averaging annuity contract;
- pensions paid to widow(er)s or other relatives of deceased pensioners;
- pensions of retired civil servants, Armed Forces personnel and RCMP officers;
- annuity payments received from the Canadian Government Annuities Fund or an insurance company.

Do not include:

- lump-sum benefits;
- withdrawals from a pension plan or RRSP;
- refunds of overcontributions.

Report severance pay and retirement allowances, and pensions from sources outside Canada, in part (j).

Part (j) – Other money income

Report in part (j) any other regular cash income received in 1995 and not covered in parts (a) to (i).

Include:

- alimony, child support and periodic support from persons not in the household;
- non-refundable scholarships, bursaries, fellowships and research grants;
- severance pay and retirement allowances;
- royalties;
- strike pay;
- wage-loss replacement benefits;
- all income from outside Canada.

Do not include:

- money received from gambling, lotteries, the sale of property or loan repayments;
- federal child tax benefit and Quebec family allowance;
- a cash refund of pension fund contributions;
- lump-sum death benefits or any other one-time lump-sum payment;
- lump-sum inheritance or insurance policy settlements or cash gifts;
- capital gains or losses.

HOUSING

Questions on housing provide information used by private developers and federal, provincial and municipal planners to assess and develop housing communities and projects. This information is used by many programs administered under the *National Housing Act* and the *Canada Mortgage and Housing Corporation Act*. These programs include mortgage loan insurance, first home loan insurance, land management, and housing for Aboriginal persons, victims of family violence and persons with disabilities.

QUESTION H1 – Household Maintainer(s)

No further instructions.

QUESTION H2 – Owned or Rented

Mark **Owned** if you and/or another member of this household own the dwelling in which you live, even if the dwelling is on rented or leased land, or if it is part of a condominium.

For census purposes, a condominium is a multi-unit residence with dwellings owned individually and land that is jointly owned with others.

Mark **Rented** in all other cases, even if:

- the dwelling you occupy is provided without cash rent or at a reduced rent (for example, a minister's residence or a superintendent's dwelling in an apartment building);
- the dwelling is part of a co-operative.

QUESTION H3 – Number of Rooms and Bedrooms

Information on the number of rooms and bedrooms in homes, when combined with information on the number of persons in households and shelter costs, is used to assess the economic situation of families in Canada. In particular, it allows provincial and municipal governments to measure the level of crowding in households, which in turn affects the quality of life of the residents. Programs can then be developed to meet changing housing and shelter needs.

Part (a) – Number of Rooms in Dwelling

Do not enter half-rooms (for example, instead of 1 1/2, enter either 1 or 2, depending on which best describes the dwelling). Include as separate rooms, any partially divided rooms that you consider to be separate because of fixed or movable partitions or because of their use (for example, L-shaped living- and dining-rooms).

Part (b) – Number of Bedrooms

Include all rooms designated and furnished as bedrooms and used mainly for sleeping, even though the use may be occasional, as for a spare or guest bedroom. Do not include as a bedroom any rooms used for one purpose during the day and as bedrooms at night (for example, a living-room that is used as a bedroom at night).

Mark **zero** in the box provided if no rooms in the dwelling were used primarily for sleeping purposes.

Also mark **zero** for one-room dwellings or bachelor apartments.

QUESTION H4 – Period of Construction

Information on period of construction and need for repairs is used by the housing industry to evaluate the age and physical condition of Canada's housing. Municipal neighbourhood improvement programs can then be put in place where they are needed.

It is only necessary to know whether older structures were constructed in 1920 or before.

In condominiums, large apartment blocks or other rented dwellings, the manager or superintendent may know the building's age.

In owned dwellings, home insurance policies and documents about the purchase of the dwelling may indicate a dwelling's age.

If a single house was constructed in 1925 and remodelled in 1947, mark the circle labelled **1921-1945** not **1946-1960**. Similarly, for an apartment building where some units were added later, mark the time period in which the first units were built, even if your unit was added at a later date.

If you are unable to find out the age of the building in which you live, give your best estimate.

QUESTION H5 – Need for Repairs

Regular maintenance includes only those activities that must be performed continually to prevent the house from deteriorating (for example, painting, furnace cleaning, electrical fuse replacement, and hinge oiling).

Minor repairs and **major repairs** indicate that some part of the dwelling is damaged, defective or not operating properly. **Minor repairs** include replacing missing or loose floor tiles, bricks or shingles, repairing broken windows and

waterproofing bath-tubs. **Major repairs** include structural repairs to walls, floors or ceilings, the installation of a new roof, and the replacement of deteriorated external siding.

If your dwelling needs both minor and major repairs, mark only the **Yes** category for major repairs. **Do not mark both circles.**

QUESTION H6 – Yearly Payments

Parts (a) to (c)

If you have occupied this dwelling for less than a year, estimate and report the yearly amount based on either your payments up to this date or other available information.

For condominium owners, if electricity or other service charges are included in the condominium fee, mark the circle labelled **included in rent or other payments**.

Part (b)

If you are uncertain about the total annual cost of fuel, multiply the amount consumed during the year (such as litres of oil, containers of propane gas, cords of wood or tons of coal) by the per unit price.

QUESTION H7 – Shelter Costs – Renter

Enter the total rent paid by all household members for the dwelling you now occupy. Include parking fees paid with rent, if any.

QUESTION H8 – Shelter Costs – Owner

Part (a)

Mortgage payments are sometimes made in other than monthly instalments (for example, once a year, twice a year, every three months or weekly). In such cases, to obtain the average monthly amount paid, add all the payments made in the last 12 months and divide the total by 12.

Part (b)

If the regular monthly mortgage payments reported in part (a) include municipal property taxes but exclude school taxes, mark the circle labelled **No** in part (b) and enter the amount of annual school taxes paid directly to school tax collectors in part (c).

Part (c)

Include local improvement taxes with property taxes, even if they are billed separately.

Part (d)

For single dwellings, state the value of the entire property (including the value of the land it is on) and the value of any other detached structure on the property (for example, a garage).

If this dwelling is located in a building that contains several dwellings or includes both residential and business premises, estimate and report the portion of the market value that applies only to the dwelling in which you live.

Part (e)

Include as condominiums those dwellings that are in the process of becoming registered condominiums.

Part (f)

Condominium fee payments are sometimes made in other than monthly instalments. If this is the case for your condominium, calculate the average monthly amount paid by adding all payments made in the last 12 months and then dividing the total by 12.



Recycled paper
