



QUESTIONNAIRE SHORT GUIDE

Census

May 16, 2006

**This short guide is designed to assist you in filling out
your census questionnaire.
The complete guide is available on the Statistics Canada Website at:**

www.census2006.ca

**Complete your 2006 Census questionnaire today
either on the Internet at the above address or
by filling out the paper questionnaire.**



To complete your census questionnaire on the Internet:

- check for your Internet Access Code at the top of the paper questionnaire;
- go to the census Website at www.census2006.ca;
- follow the step-by-step instructions;
- when you are finished, **DO NOT** mail back your paper questionnaire.



To complete your paper questionnaire:

- read the instructions carefully;
- use a blue or black ballpoint pen;
- print clearly in capitals as follows: **I N C A P I T A L S**;
- mark circles with an "X" as follows: "⊗";
- mail back your completed paper questionnaire in the envelope provided.



Need help?

Visit our Website at www.census2006.ca or call the Census Help Line at 1 877 594-2006 from May 1 to May 31 between 8 a.m. and 9 p.m. if:

- you need help completing your questionnaire;
- a member of your household would prefer to fill in a separate questionnaire;
- you would like a paper copy of the complete questionnaire guide;

If you want access to TDD/TTY services, call 1 888 243-0730.

Visit www.census2006.ca

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This questionnaire short guide provides only a few instructions on how to answer specific questions on your 2006 Census questionnaire. Detailed instructions on answering all questions can be found in the complete questionnaire guide that is available on our Website (www.census2006.ca) or as a paper booklet by calling 1 877 594-2006.

COMPLETING YOUR PAPER FORM

- Please print in capital letters in the centre of the boxes as this example shows:

C A N A D A

- When you come to the end of a line, continue writing on the next line as illustrated below. Please do not write outside the boxes.

1 4 3 W I L L I A M

B L V D

- If you make an error, cross out the character(s) that is (are) wrong, and continue as this example shows:

~~1 3 4~~ 1 4 3 W I L

L I A M B L V D

- Please place an "X" in the middle of the circle so the scanning software can pick up your response: "⊗".

- To change an answer appearing in a circle, black out the incorrect response "●" and mark the correct one with "⊗".

WHY DO WE ASK THESE QUESTIONS?

Census data are used to make important decisions that affect your community, province or territory, and the entire country. Governments, businesses, associations, and community organizations are among the many thousands of census data users. The census benefits all Canadians by:

- determining where services such as hospitals, roads, schools, day-care centres and public transit are needed;
- calculating federal government transfers to provinces and territories;
- planning pension, health care, housing and employment programs.

QUESTIONNAIRE SECURITY

The 2006 Census questionnaires will be retained in accordance with legal requirements and stored securely.

ABOUT THE QUESTIONS

Questions 1 to 6 ask about the people living in each household.

Questions 7 and 8 provide information about people in Canada who have difficulties with daily activities, and whose activities are reduced because of a physical condition, a mental condition, or a health problem.

Questions 9 to 21 provide a social and cultural profile of Canada's population.

Question 22 reminds the respondent that only people aged 15 and over need to answer the remaining questions.

Questions 23 and 24 tell us where people living in Canada are moving to and from, both within and outside Canada.

Question 25 tells us about the number of persons born in Canada whose parents were born outside Canada and their place of birth.

Questions 26 to 32 tell us about the education and training of people living in Canada and their specific job skills.

Question 33 provides information on how much time people spend on unpaid household activities.

Questions 34 to 50 collect information on paid work done by people aged 15 and older.

Questions 51 and 52 provide a source of detailed income statistics for all people in Canada, their families and households. Respondents can authorize Statistics Canada to use the information provided in their income tax files to answer Question 52.

Question 53 ensures that each person is given the opportunity to make an informed decision about what happens to his or her personal census information. Only if a respondent answers "Yes" to this question, will his or her 2006 Census information be released in 92 years. Consent to the release of census information allows future generations to better understand Canadian society in 2006.

Questions H1 to H8 provide information on dwelling characteristics.



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Supplementary instructions for selected questions

Question 5 – Common-law

People who are living in a civil union should answer “yes” to the common-law question.

Questions 13 to 16 – Language

For persons who are deaf, hard of hearing, or who have a speech disability: report knowledge of English, French, or other languages, including sign language.

For a child who has not yet learned to speak: report the language that the child is learning to speak at home: if two languages are spoken, report the language spoken most often. If both languages are used equally often, report both languages.

Questions 34 to 50 – Labour Market Activity

Include only:

- work done for wages, salary, tips, commission or piece-rate payment;
- work done in self-employment (that is, in one's own business, farm or professional practice, alone or with a partner);
- work done for pay in a job such as cleaning or babysitting in another person's home;
- work done for payment in kind (payment in goods and services rather than money) in a non-family enterprise (for example, as a member of a religious order);
- work done without formal pay arrangements by family members in a family business, farm or professional practice.

Do not include:

- volunteer work;
- unpaid housework;
- unpaid child care;
- unpaid care to seniors;
- unpaid home maintenance;
- leisure activities.

Question 46 – Place of Work

Mark **Worked at home** for persons aged 15 and over who worked at home – for example, 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 (for example, three days out of five);
- mark **Worked at the address specified below** and print the employer's address if more time was spent working at an employer's address.

For persons who worked at various work locations or job sites:

- If they report to headquarters or a depot before starting work each day mark **Worked at the address specified below** and specify the address or name of the headquarters or depot.
- Otherwise, mark **No fixed workplace address**.

Question 49 – Weeks Worked in 2005

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

Question 51 – Tax Permission Option

To save time for respondents, Statistics Canada requests permission to use income information already available in their income tax file.

Respondents who provide this permission to Statistics Canada may skip Question 52. Respondents who do not provide this permission to Statistics Canada must answer Question 52.

Question 52 – Income in 2005

Complete Question 52 for all persons aged 15 and over, whether or not they worked or had income in 2005.

Report annual income received from January 1, 2005, to December 31, 2005, for each applicable source in parts (a) to (k) as well as the total income from all sources. Also report total income tax paid in 2005 (federal, provincial and territorial).

All income received during the year should be reported, even non-taxable income, except:

- capital gains and losses;
- withdrawals from RRSP and other savings plans to cover living expenses or to pay off debts;
- inheritances received, lottery winnings, lump sum insurance settlements.

If you are not sure of the exact amount for a source, give your best estimate. If necessary, consult your 2005 income tax return and information slips.

Report income obtained from outside Canada in equivalent Canadian dollars.

**Your co-operation helps ensure the
2006 Census will be an excellent source of
information for all Canadians.**