

# CENSUS

## GUIDE 2B



Statistics  
Canada

Statistique  
Canada

Canada

## WHAT'S INSIDE

About this guide .....	3
What is a census? .....	3
Why is the census important? .....	3
If you need help .....	3
What happens to your census questionnaire? .....	4
The law protects what you tell us .....	4
Does Statistics Canada use census information to conduct other surveys? .....	4
To complete your census questionnaire online .....	5
Your role in the census .....	5
Are census data available free of charge?.....	5

<b>STARTING OFF – STEP BY STEP</b> .....	5
--	---

## BASIC POPULATION INFORMATION

Questions 1 to 6.....	6
-----------------------	---

## ACTIVITIES OF DAILY LIVING

Questions 7 and 8.....	7
------------------------	---

## SOCIOCULTURAL INFORMATION

Questions 9 to 21 .....	8
-------------------------	---

## MOBILITY

Questions 23 and 24.....	13
--------------------------	----

## PLACE OF BIRTH OF PARENTS

Question 25 .....	14
-------------------	----

## EDUCATION

Questions 26 to 32.....	15
-------------------------	----

## HOUSEHOLD ACTIVITIES

Question 33 .....	18
-------------------	----

## LABOUR MARKET ACTIVITIES

Questions 34 to 50.....	19
-------------------------	----

## INCOME IN 2005

Question 51 and 52.....	27
-------------------------	----

## ACCESS TO PERSONAL INFORMATION 92 YEARS AFTER THE CENSUS

Question 53 .....	35
-------------------	----

## HOUSING

Questions H1 to H8.....	36
-------------------------	----

## About this guide

This guide contains instructions and examples to help you answer each census question as accurately as possible. Also included are reasons why questions are asked and how the information you provide is used.

## What is a census?

A census provides a statistical picture of a country and its people. Almost every country in the world conducts a census regularly to collect important social and economic information. In Canada, it is mandatory for people to participate in the census.

In Canada, the census is mandated by the *Statistics Act* and the *Constitution Act*.

The Census of Canada is conducted every five years. The 2006 Census will be held on Tuesday, May 16, 2006.

## Why is the census important?

The results of the census are used to make many important decisions affecting your neighbourhood, your province or territory, and the entire country. Governments, businesses, associations, and community organizations are among the many thousands of census data users. For example, census results are used in:

- calculating transfer payments from the federal government to your province or territory
- planning pensions, health care, housing and employment programs
- determining where hospitals, roads, schools, day-care centres, businesses and public transit are needed.

## If you need help

Visit the census Web site at [www.census2006.ca](http://www.census2006.ca) or call the Census Help Line at **1 877 594-2006** starting May 1, 2006 if:

- you have a question about filling in your census form or you want some information about the census
- you are having trouble filling in your census form
- you need a new census form because the original is lost or damaged
- you need a questionnaire in the other official language
- you need an extra questionnaire because there are more people in your household than there is space for on the questionnaire
- you are a boarder or share a home with roommates and wish to request your own questionnaire
- your household did not receive a questionnaire by Tuesday, May 16<sup>th</sup>
- you want to know if there is a Census Help Centre in your area
- you need a new Internet Access Code to answer your questionnaire online

- you want to speak to someone in a language other than English or French or you want a copy of the questions in a language other than English or French.

Operators will be able to provide assistance in various languages in addition to English and French. To assist respondents whose first language is neither English nor French, the census questions have been translated into 62 other languages, including 18 Aboriginal languages. Respondents may also contact the Census Help Line to obtain a copy of the census questions in any of these 62 languages or to obtain the census questions in large print, Braille or on audiocassette.

For access to TDD/TTY (Telecommunication Devices for the Deaf/Teletype Machines only), call **1 888 243-0730** (free of charge).

### **What happens to your census questionnaire?**

Census questionnaires will be retained in accordance with legislative requirements and stored securely at Statistics Canada. It takes about six months for your questionnaire to be processed. You can request to see the personal information on your census questionnaire by writing to: Privacy Coordinator, Statistics Canada, R.H. Coats Building, Ottawa, Ontario, K1A 0T6.

### **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. By the same law, Statistics Canada must protect the confidentiality of the personal information you provide on your census form. All Statistics Canada employees are personally liable to fines or imprisonment should they contravene the confidentiality provisions of the *Statistics Act*. Census results are released only in a form that does not identify individuals (e.g. aggregate data tables, graphs, analyses, etc.). No information that could identify you, or a member of your household, is ever released. The one exception is if you agree to Question 53 to allow your personal census information to be provided to Library and Archives Canada after 92 years (please see page 35 for further information).

### **Does Statistics Canada use census information to conduct other surveys?**

From time to time, Statistics Canada may use the census results to select households or individuals to participate in other important surveys. This is done only after it can be demonstrated that the census is the most cost-efficient and effective means to select the required sample. These uses are strictly for statistical purposes and no one outside of Statistics Canada can have access to any identifiable information.

## **To complete your census questionnaire online**

Visit the census Web site at [www.census2006.ca](http://www.census2006.ca) starting May 2<sup>nd</sup>.

Before you start, you will need the Internet access code located on the front page of the printed questionnaire.

When you click the “start” button on the census Web site, your browser will automatically be tested to see if it meets the necessary security requirements to begin the questionnaire. You will receive a message if you need to update or modify your settings.

## **Your role in the census**

The information you provide will help ensure that the 2006 Census accurately reflects Canada’s changing society. Please complete the questionnaire and “count yourself in” on Tuesday, May 16, 2006.

## **Are census data available free of charge?**

Statistics Canada makes every effort to put key census indicators and information in the public domain. A wide selection of information from the census, such as community profiles, are available on the Statistics Canada Web site, at [www.statcan.ca](http://www.statcan.ca). In addition, many standard census products are made available, free of charge, in depository libraries across the country.

Custom services and tabulations are offered on a cost-recovery basis to businesses, governments, other organizations and individuals. No identifiable individual information is ever provided in either free or cost-recovery products.

## **STARTING OFF – STEP BY STEP**

### **STEP A**

We need your telephone number to contact you should you forget to provide information on your questionnaire.

We need your address to ensure that all dwellings are counted. Complete your address only if no printed address is provided on the cover page of the questionnaire or if the address where you lived on May 16, 2006 was different than the one printed on the front cover page.

In the case where the printed address is not the exact one (there is a typing error in the name of the street or an error in the street type), you don’t have to correct your address in the response field or in the printed address field.

Your telephone number and your address may also be used in conducting post-censal surveys.

## STEPS B and C

These steps help you to decide who **should** be included and who should **not** be included on your questionnaire. They help us to ensure that we have counted everyone we need to count and that no one is counted twice. Please refer to instructions 1, 2 and 3 provided on the second page of your questionnaire.

## STEP D

This step tells us if someone in your household operates a farm. It also ensures that we count all farms for the Census of Agriculture.

## STEP E

Using capital letters, please copy the names that you already listed in Step B to answer **Question 1 at the top of page 4** in the boxes provided. Please place names in the same order. It is important that data provided for the members of your household correspond to the names of all the persons you have identified. The questionnaire is designed for a household of five persons or less. If there are more than five persons in your household, you will need a second questionnaire which can be obtained by calling 1 877 594-2006.

## THE QUESTIONS

### 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.

Questions 2 to 6 ask about the people living in each household. From these questions we can learn about the living arrangements of people living in Canada, family size, the number of children living with one parent or two parents, and the number of people who live alone. This information is used for planning social programs, such as Old Age Security and the Child Tax Benefit. It is also used by towns and cities to plan a variety of services such as day-care centres, schools and senior citizens' residences.

Your census questionnaire contains all the information needed to answer questions 1 to 6. If you still have questions or require further information, please visit the census Web site at [www.census2006.ca](http://www.census2006.ca) or phone the Census Help Line at 1 877 594-2006.

**QUESTION 1 – Name**

**QUESTION 2 – Sex**

**QUESTION 3 – Date of birth**

**QUESTION 4 – Marital status**

**QUESTION 5 – Common-law status**

People living in civil unions should answer **Yes** to the common-law status question.

**QUESTION 6 – Relationship to Person 1**

**ACTIVITIES OF DAILY LIVING**

Questions 7 and 8 provide information on the number of 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. The results are used to help Statistics Canada find out more about the barriers these persons face in their everyday lives.

**QUESTION 7 – Difficulties with daily activities**

**QUESTION 8 – Reduction in activities due to physical or mental conditions or health problems**

These questions refer to conditions or health problems that have lasted or are expected to last **six months or more**.

For young children, consider only those conditions or problems that have been diagnosed by a professional.

## **SOCIOCULTURAL INFORMATION**

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

Question 9 asks the province or territory in Canada, or the country outside Canada, where people were born. This information tells us about population movements within Canada, and between Canada and other countries. It also provides information about the diversity of Canada's population.

Question 10 tells us the citizenship status of Canada's population. This information helps in electoral planning; by combining it with age data, we can calculate the number of potential voters. This question also provides information used to plan citizenship classes and programs.

Questions 11 and 12 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.

Questions 13 to 16 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.

Question 17 provides information about the ethnic and cultural diversity of Canada's population. This information is required under the *Multiculturalism Act* and the *Canadian Charter of Rights and Freedoms*. It is also used extensively by ethnic and cultural associations, as well as by agencies and researchers, for activities such as health promotion, communications and marketing.

Questions 18, 20 and 21 provide information about Aboriginal or First Nation, Inuit and Métis peoples that is used to administer legislation and employment programs under the *Indian Act* and the *Employment Equity Act*. The information is also used by researchers and Aboriginal governments and associations to explore a wide variety of demographic and socio-economic issues.

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



## QUESTION 9 – Place of birth

For persons born in an area of Canada that was part of the Northwest Territories at the time of their birth, but which is now a part of Nunavut, mark **Nunavut**.

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

For persons born in any of the six counties of Northern Ireland, report **United Kingdom** or its abbreviation, **UK**. For persons born in one of the counties of the Republic of Ireland, report **Eire**.

For persons born in the former U.S.S.R., the former Yugoslavia, or the former Czechoslovakia, report the name of the independent country or republic according to the boundaries in existence on Census Day, May 16, 2006.

For persons who are not sure of their country of birth because its boundaries have changed since the time of their birth, report the name of the nearest city, state or province.

## QUESTION 10 – Citizenship

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

- born in Canada
- 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: Do not mark** “Canada, by birth” for persons who were born in Canada, 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, report 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 report “dual citizenship”. Mark either “Canada, by birth ” **or** “Canada by naturalization”, and report the name of the other country.

### **QUESTION 11 – Landed immigrant status**

Mark **No** for persons who are:

- Canadian citizens by birth
- foreign students, foreign workers, or refugee claimants.

Mark **Yes** for persons who are:

- Canadian citizens by naturalization
- permanent residents under the *Immigration Act*. Permanent residents have been granted the right to live permanently in Canada by Canadian immigration authorities but have not yet obtained Canadian citizenship.

### **QUESTION 12 – Year of immigration**

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

### **QUESTIONS 13-16 – LANGUAGE**

For persons who speak Aboriginal or Indian languages:

- report the specific Aboriginal language (such as Cree or Ojibway) or the specific Indian language (such as Punjabi or Hindi); do **not** report “Indian”.

For persons who are deaf or hard of hearing, or who have a speech disability:

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

### **QUESTION 13 – Knowledge of English and French**

Mark **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 14 – 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 15 – Languages spoken at home**

#### **Part (a)**

Report the language spoken **most often** at home. Report more than one language only if all languages are spoken equally often.

For a person who lives alone:

- report the language in which you feel most comfortable.

For a child who has not yet learned to speak:

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

#### **Part (b)**

Report any other languages that the person speaks at home on a regular basis, but not as often as the main language reported in part (a).

### **QUESTION 16 – 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 both languages were used equally often and are still understood by this person.

For a child who has not yet learned to speak:

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

## QUESTION 17 – Ethnic origin

This question refers to the ethnic or cultural origin or 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 origin or origins. 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 origin or origins. For example, report "Cree", "Mi'kmac", "Ojibway", "North American Indian", "Métis". Do **not** report "Indian".

## QUESTION 18 – Aboriginal identity

Answer this question regardless of whether or not this person is an Aboriginal person of North America.

Aboriginal people are usually those with ancestors who resided in North America prior to European contact and who identify with one of the three Aboriginal groups listed on the questionnaire.

Persons who consider themselves to be East Indian or Asian Indian, or who have ethnic roots on the subcontinent of India, would normally respond **No** to this question.

Individuals who refer to themselves as Métis in the context of mixed ancestry but who do not have North American Aboriginal ancestry – for example, those from Africa, the Caribbean and South America – would normally respond **No**.

## QUESTION 19 – Population group

Population group should not be confused with citizenship or nationality.

For persons who belong to more than one population group, mark all the circles that apply. Do **not** report "bi-racial" or "mixed" in the box provided.

## QUESTION 20 – Indian Band / First Nation Membership

A Band/First Nation is a group of people for whom lands have been set apart and money is held by the Crown. A Band member is an individual who is recognized as being a member of a Band as defined by either the Band itself or the *Indian Act*. Individuals should report their Band/First Nation affiliation rather than their Tribal affiliation (for example, “Chemawawin First Nation Band” instead of “Cree”).

## QUESTION 21 – Registered Indian

Mark the circle **Yes** for persons who:

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

All other persons should mark **No**, including persons who may be entitled to register under provisions of the *Indian Act*, but for some reason have not.

## QUESTION 22

**Only** respondents born before May 16, 1991 should answer questions 23 to 51.

### MOBILITY

Questions 23 and 24 tell us where people living in Canada are moving to and from, both within and outside Canada. This information is used to help estimate the population between censuses at the national, provincial and regional levels. 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*.

## QUESTION 23 – Place of residence 1 year ago

If the address has changed simply because the boundary or name of the municipality, reserve or township has changed, mark “**Lived at the same address as now**”.

For persons who lived in a different city, town, village, township, municipality or Indian reserve in Canada on May 16, 2005:

- mark that circle and print in capital letters the name of the city, town, village, township, municipality or Indian reserve, **and**

- print in capital letters the name of the province or territory, **and**
- print in capital letters the postal code.

For persons who lived outside Canada on May 16, 2005:

- mark that circle and print in capital letters the name of the country **according to its current boundaries**.

### **QUESTION 24 – Place of residence 5 years ago**

If the address has changed simply because the boundary or name of the municipality, reserve or township has changed, mark **“Lived at the same address as now”**.

For persons who lived in a different city, town, village, township, municipality or Indian reserve in Canada on May 16, 2001:

- mark that circle and print in capital letters the name of the city, town, village, township, municipality or Indian reserve, **and**
- print in capital letters the name of the province or territory, **and**
- print in capital letters the postal code.

For persons who lived outside Canada on May 16, 2001:

- mark that circle and print in capital letters the name of the country **according to its current boundaries**.

<b>PLACE OF BIRTH OF PARENTS</b>
Question 25 tells us the number of persons in Canada whose parents were born outside of Canada. Information from this question can be used to assess the socio-economic conditions of second-generation Canadians.

### **QUESTION 25 – Place of birth of parents**

For persons born in any of the six counties of Northern Ireland, report **United Kingdom** or its abbreviation, **UK**. For persons born in one of the counties of the Republic of Ireland, report **Eire**.

For persons born in the former U.S.S.R., the former Yugoslavia, or the former Czechoslovakia, report the name of the independent country or republic according to the boundaries in existence on Census Day, May 16, 2006.

For persons who are not sure of the country because its boundaries have changed since the time of their parents' birth, report the name of the nearest city, state or province.

For adopted persons, report the place of birth of their adoptive parents.

## **EDUCATION**

Questions 26 to 32 tell us about the education and training of people living in Canada and their specific job skills. Governments and employers use this information to evaluate whether there are enough people with the required education, training and job skills in particular areas of the work force. They are then able to develop training programs that meet the changing needs of our work force.

Question 32, which provides information on school attendance, is needed for planning and financing post-secondary and adult education programs. It is also used to develop incentives and programs that help people remain in school or return to school.

### **QUESTION 26 – Secondary (high) school diploma or equivalent**

Mark the circle **Yes, secondary (high) school diploma** for persons who have graduated from high school.

Mark the circle **Yes, secondary (high) school equivalent certificate** 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 of Canada. Also mark this category if the person has a General Educational Development (GED) certificate or Adult Basic Education (ABE) certificate.

In Quebec, those who have a DEP (diplôme d'études professionnelles) should report this diploma in Question 27, even if they received this diploma from a secondary school.

### **QUESTION 27 – Registered apprenticeship and trades certificate or diploma**

Do not include any training certificates from an employer, unless they correspond to certificates or diplomas recognized by departments of education.

Mark the circle **Yes, registered apprenticeship certificate** for persons who received a sealed certificate from a certified apprenticeship program or for person who received a provincial certificate.

Mark the circle, **Yes, trades certificate or diploma** for persons who have received a certificate or diploma through in-school training in trade-level vocational and pre-vocational courses. Such courses are given at community colleges, institutes of technology, and similar institutions. Persons who have a trade certificate or diploma may or may not also have apprenticeship or journeyman training.

In Quebec, those who have a DEP (diplôme d'études professionnelles) should report this diploma here in Question 27, even if they received this diploma from a secondary school.

Persons who received certificates outside Canada should report their certificate or diploma in the category equivalent to that of the system of the province or territory in which they now live.

### **QUESTION 28 – College and non-university certificate or diploma**

Do not include training certificates from an employer, unless they correspond to certificates or diplomas recognized by departments of education.

Mark the appropriate college or other non-university certificate or diploma corresponding to the **regular length** of the program, and not for the time it actually took to complete, if this person has 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 school which does not grant university degrees.

In Quebec, diplomas for the **general** CEGEP course should be reported under the category **Yes, certificate or diploma from a program of 1 to 2 years**.

In Quebec, diplomas for the **professional** CEGEP course should be reported under the category **Yes, certificate or diploma from a program of more than 2 years**.

Teacher certificates or diplomas received from a faculty of education that was **associated with an accredited university** should be reported in Question 29, as either a certificate or diploma below the Bachelor's level or as a certificate or diploma above the Bachelor's level as is appropriate. Otherwise, report this type of training in Question 28.

Career-oriented, technical-vocational courses are post-secondary programs in the province of Quebec and are similar to community-college programs in other provinces.

For persons who received a non-university certificate or diploma from correspondence courses, online courses, or through part-time classes during the day or evening, mark the appropriate college or other non-university certificate or diploma corresponding to the **regular length** of the program, and not for the time it actually took to complete.



Include **all** college or other post-secondary certificates from institutions other than universities, whether or not a high school diploma was required for entrance. These include non-university teachers' colleges and police colleges.

Persons who received certificates outside Canada should report their certificate or diploma in the category equivalent to that of the educational system of the province or territory in which they now live.

### **QUESTION 29 – University certificate, diploma or degree**

Report **all** applicable university certificates, diplomas or degrees.

Mark **Yes, 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 teacher's college, and where a Bachelor's degree was not required to enrol in the program. For persons who earned their teaching qualifications at an accredited university's faculty of education, mark **Yes, certificate or diploma above the Bachelor's level**.

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

Persons who received certificates outside Canada should report their degree, certificate or diploma in the category equivalent to that of the educational system of the province or territory in which they now live.

### **QUESTION 30 – Major field of study**

Report the field of study corresponding to the person's highest academic level, though it may not correspond to their current occupation.

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

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

Wherever possible, report the sub-category of specialization within a broad area of training—especially for graduate studies or other advanced training.

### **QUESTION 31 – Province, territory or country where the diploma was obtained**

Report the province, territory or country where the person obtained the highest certificate, diploma or degree according to the current boundaries.

For persons who reported a location of study outside Canada who are not sure of their country of study because it's boundaries have changed since the time of their studies, report the name of the nearest city, state or province.

### **QUESTION 32 - School attendance**

Only include school attendance where the courses could lead to a certificate, degree or diploma from a recognized education institution.

Report **Yes** under the appropriate category for all persons who have attended a school or an educational institution at any time since September 2005, full-time or part-time, even if they were registered but subsequently dropped out. Education institutions also include seminaries, schools of nursing, private business schools, private or public trade schools, vocational schools, or schools for people who are deaf or blind.

Do not include training received from an employer unless it corresponds to courses offered by a recognized education institution.

Mark all categories that apply.

#### **HOUSEHOLD ACTIVITIES**

Question 33 provides information on how much time people spend on unpaid household activities. When combined with data on paid work, this information will provide a picture of how people living in Canada balance their paid and unpaid work activities.

### **QUESTION 33 – Household 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).

Do **not** include hours this person spent:

- working for pay or in self-employment (report paid work in Question 34)
- doing unpaid, volunteer work for a non-profit or religious organization, charity or community group.

## Activities taking place at the same time

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 or her children. This person should report one hour of housework in part (a) and one hour of child care in part (b) of Question 33. It does not matter that these activities took place at the same time.

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

Include the hours this person spent doing unpaid housework, yard work, or home maintenance for:

- him or herself
- members of his or her own household
- other family members outside the household
- friends or neighbours.

### Part (b) – Looking after children without pay

Include 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 include all persons aged 65 and over and some individuals close to age 65 who suffer from age-related infirmities.

Include the hours this person spent providing care or assistance to:

- a senior family member such as a spouse, parent or grandparent
- senior friends or neighbours.

## LABOUR MARKET ACTIVITIES

Questions 34 to 50 collect information on **paid work and self-employed work** done by people **aged 15 and older**. This information is important for both businesses and governments at all levels to plan for education and training programs, to access language uses, to forecast future job opportunities, to plan efficient transportation and commuting systems, and to develop job creation measures in communities throughout the country.

## Retired Persons

All persons who were retired on Census Day (May 16, 2006) and who did **not** work at any time between January 1, 2005 and May 13, 2006 should answer Questions 34 to 39 and then go directly to Question 51.

Some retired persons may have returned to the work force after retirement. All retired persons who returned to the work force between January 1, 2005 and May 13, 2006 should answer questions 34 to 50.

### QUESTION 34 – Hours worked for pay or in self-employment

For each person 15 years and over, enter the total number of hours worked for pay at **all** jobs and in self-employment last week. Last week refers to the week of Sunday, May 7 to Saturday, May 13, 2006.

Include:

- hours spent working **for salary, wages, tips or commission**. See Question 44 in this guide to obtain some examples.
- hours spent **working in one's own business, agricultural operation 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 an agricultural operation, business or professional practice
  - all time spent fishing, trapping or hunting for profit or to maintain the community, with equipment that is rented, owned or owned in part
  - for fishers, 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 directly towards the operation of a family agricultural operation, business or professional practice 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 agricultural operation or business. For example, include bookkeeping for an agricultural operation or business owned by a spouse.

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

### QUESTION 35 – Lay-off or absence from job

Answer only for persons aged 15 and over who did **not** work for pay in the entire week before Census Day, May 16, 2006 (Sunday, May 7 to Saturday, May 13, 2006).

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 parental leave (maternity or paternity), bad weather, fire, personal or family responsibilities, etc.

### **QUESTION 36 – New job arrangements**

Answer **only** for persons aged 15 and over who did **not** work for pay in the week before Census Day, May 16, 2006 (Sunday, May 7 to Saturday, May 13, 2006).

### **QUESTION 37 – Recent search for paid work**

Answer **only** for persons aged 15 and over who did **not** work for pay in the week before Census Day, May 16, 2006 (Sunday, May 7 to Saturday, May 13, 2006).

### **QUESTION 38 – Availability for work**

Answer only for persons 15 and over who did **not** work for pay in the week before Census Day, May 16, 2006 (Sunday, May 7 to Saturday, May 13, 2006) **and** who had actively looked for work in the previous four weeks.

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.

If none of these reasons apply, mark **No, other reasons**.

### **QUESTION 39 – 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)
- work done in self-employment
- work done without formal pay arrangements by family members for family businesses, agricultural operations or professional practices.

Do not include:

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

**QUESTION 40 – Name of employer**

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

For persons 15 and over who work as employees in someone’s home (for example, nannies), report the name of the family worked for, then report **private household**.

**QUESTION 41 – Kind of business, industry or service**

Describe the type of business, industry or service in detail. For example:

<b>Rather than:</b>	<b>A more complete response would be:</b>
auto parts	automotive brake linings manufacturing
furniture	retail household furniture store
school	secondary school
aluminum	aluminum rolling and casting
police	municipal police department
importing	stuffed toys importing

### QUESTION 42 – Occupation or work

Give specific descriptions of the occupation or work done. For example:

<b>Rather than:</b>	<b>A more complete response would be:</b>
maintenance	electrical equipment maintainer
repair work	electrical motor repairman
office work	typist, general office work
engineering	industrial engineer
engineering	industrial engineering technician
inspecting	electronic equipment inspector
supervising	aircraft assembly supervisor
consulting	health-care consultant

### QUESTION 43 – Main activities at work

Report the main activities this person does in his or her job. Be sure to indicate supervisory or management responsibilities if they apply. For persons who are members of a religious order engaged in teaching or nursing, report these activities rather than the religious activities.

### QUESTION 44 – Class of worker

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

- for wages 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 agricultural operation or business** for persons aged 15 and over who worked:

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

Self-employed refers to persons aged 15 and over who:

- operated their own business, agricultural operation or professional practice (alone or in partnership) even if no goods or services were sold
- operated their own business, agricultural operation or professional practice (alone or in partnership) whether it made a profit or suffered a loss
- operated an agricultural operation, 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 equipment that is rented, owned or owned in part.
- were setting up a business, agricultural operation or professional practice.

Mark **Self-employed without paid help**, if you are self-employed and do not have any employees.

Mark **Self-employed with paid help**, if you are self-employed and have paid employees.

#### **QUESTION 45 – Incorporation status**

An **incorporated business** is a business or agricultural operation that has been formed into a legal corporation under either federal or provincial laws.

An **unincorporated business** or agricultural operation has no separate legal existence, but may be a partnership, family business, or owner-operated business.

Mark **Yes** if you are self-employed, and your business is incorporated.

Mark **No** if you are self-employed, and your business is unincorporated.

#### **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 in capitals 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 a headquarters or 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**.

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. Please give the name of the city or town rather than the metropolitan area of which it is a part. If the employer's address is unknown, or if the address is a post office box, print in capital letters the name of the building or the nearest street intersection. Do not give a post office box number. Report this person's regular place of work, even if he or she was temporarily on assignment, training or holiday last week.

#### **QUESTION 47 – 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 48 – Language of work**

##### **Part (a)**

For persons whose job requires mostly dealing with customers, clients or peers, report the language used most often.

For persons whose job requires mostly writing, report the language written most often.

For persons who are deaf, hard of hearing or who have a speech disability, report sign language if it is used most often at work.

Report **only languages used** in performing a job or a major task.

Report two languages only if they are used **equally** often.

Do **not** report a language used only during coffee, lunch or other rest breaks.

## Part (b)

Report any other languages that this person may use on a regular basis in performing a job or a major task, though not as often as the main language reported in part (a).

Do **not** report a language used only during coffee, lunch or other rest breaks.

### QUESTION 49 – Weeks worked in 2005

Include **any week** in which persons aged 15 and over worked for pay or in self-employment in 2005, even if they only worked for a few hours during the entire week.

Exclude weeks on **leave without pay**.

Include weeks on leave **with** pay. (Include weeks in which training paid for by the employer was received. Include weeks of paid vacation and sick leave with pay.)

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

### Self-Employed Persons

Report **52 weeks** for persons who operated an agricultural operation, business or professional practice **for the full year**, including weeks on vacation or sick leave (paid or unpaid).

### QUESTION 50 – Full-time or part-time work

Mark **full time** for persons aged 15 and over who worked 30 hours **or more** per week at all jobs (salaried or self-employed) during most of the weeks they had worked in 2005.

Mark **part time** for persons aged 15 and over who worked **less than** 30 hours per week at all jobs (salaried or self-employed) during most of the weeks they had worked in 2005.

Persons who had a part-time job during one part of the year and a full-time job during the other part of the year should answer on the basis of the job for which they worked the most number of weeks.

## INCOME IN 2005

Information on income and its sources, whether obtained from the Census or your income tax files, allows for the compilation of income statistics for all people in Canada, their families and households.

Governments use income statistics to develop income support programs and social services, such as the National Child Benefit, Employment Insurance, provincial income supplements, and welfare payments. They also use these statistics to ensure that programs supplementing family incomes do so efficiently and to identify specific geographic areas that need assistance.

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

If you need to report an amount that exceeds available boxes, please enter all additional digits in the leftmost box.

**Personal or identifiable information is never sold or given to mailing lists. NO ONE outside of Statistics Canada has access to income or other personal information collected in the census. All your answers are kept confidential. This is the law.**

### QUESTION 51 – Tax permission option

Respondents completing the census questionnaire can save time by permitting Statistics Canada to use the information requested in Question 52 from their income tax file. If you answer Yes to this question (51), Statistics Canada will be able to use your income tax information. You are not giving permission for anyone outside Statistics Canada to use this information.

Mark **Yes** if you wish to give authorization to Statistics Canada to use your income tax information and skip Question 52.

Mark **No** if you do not wish to give permission to Statistics Canada to use your income tax information, or you have not filed an income tax return for 2005, and continue with Question 52.

## QUESTION 52 – Income in 2005

### GENERAL INSTRUCTIONS

Complete question 52 for all persons aged 15 and over, whether or not they worked 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). 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.

For persons who had no income from any source in 2005, mark **No** in parts (a) to (k), and against total income and report \$0 in income tax paid.

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

Report income obtained from outside Canada in equivalent Canadian dollars.

### PAID EMPLOYMENT

#### Part (a) – Total wages and salaries

Report in part (a) the total amount of wages and salaries received in 2005.

Include:

- total wages and salaries from all jobs **before** deductions for income tax, pensions etc. (Do not report take-home pay only.)
- commissions, tips, cash bonuses and casual earnings
- military pay and allowances
- benefits from wage-loss replacement plans or income-maintenance insurance plans
- employer or union supplementary unemployment benefits
- other employment income, such as taxable benefits, research grants and royalties.

Report retirement allowances and severance pay in part (k), **Other money income**.

If using T4 slips to answer part (a), report the amount in Box 14.

If using your T1 income tax form, report the total of lines 101 and 104.

## SELF-EMPLOYMENT INCOME

### Part (b) – Net farm income

Persons who operated an agricultural operation in 2005, alone or in partnership, should report net farm income (gross receipts minus operating expenses such as wages, rent or capital cost allowance) in part (b).

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

In the case of a loss, mark **Yes**, report the amount, and also mark **Loss**.

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

- hay, field crops, tree fruits or nuts, berries, grapes, vegetables or seed
- poultry, livestock, or game birds or animals
- animal products such as eggs, milk, meat, furs or wool
- greenhouse or nursery products
- other agricultural products such as honey, bees, mushrooms, sod, Christmas trees or maple syrup products.

Include:

- cash advances in gross receipts received in 2005
- all rebates and farm-support payments from federal, provincial and regional agricultural programs such as dairy or milk subsidies
- marketing board payments and dividends received from co-operatives
- gross insurance and program proceeds such as payments from crop insurance or Canadian Agricultural Income Stabilization Program.

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 (l): **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 (i): **Dividends**, **interest** on bonds, deposits and savings certificates, and **other investment income**.

If using your T1 income tax form, report the amount on line 141.

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

Mark **Yes** in part (c) for:

- persons who owned and operated a non-farm, unincorporated business or professional practice in 2005, alone or in partnership, including:
  - persons doing casual work, such as baby-sitting in their own home, or selling and delivering cosmetics or newspapers
  - freelancers, such as artists, writers or music teachers
  - persons who received income from provision of room and board to non-relatives
  - self-employed fishers, trappers and hunters.

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.

In the case of a loss, mark **Yes**, report the amount, and also mark **Loss**.

Include also:

- net income from roomers and boarders

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

If using your T1 income tax form, report the total of lines 135, 137, 139 and 143.

## **INCOME FROM GOVERNMENT**

### **Part (d) – Child benefits**

Mark **Yes** in part (d) for eligible parents who received child benefits in 2005 for dependant children from the federal, provincial or territorial governments.

Include:

- Canada Child Tax Benefit (CCTB) and any provincial child tax benefits such as Nova Scotia Child Benefit, New Brunswick Child Tax Benefit and Working Income Supplement, Quebec Child Assistance and Supplement for Handicapped Children, Ontario Child Care Supplement for Working Families, Saskatchewan Child Benefit, Alberta Employment Tax Credit, British Columbia Family Bonus or Earned Income Benefit, Yukon Child Benefit, Nunavut Child Benefit, Northwest Territories Child Benefit and Territorial Workers' Supplement

- Child disability benefit
- Report alimony, child support and any periodic support from persons not in the household in part 52(k), Other money income.

Do not include:

- orphans' benefits
- payments for care of foster children.

**Part (e) — Old Age Security Pension, Guaranteed Income Supplement, Allowance and Allowance for the Survivor**

Mark **Yes** in part (e) for:

- persons 65 years and over who received Old Age Security Pension (and Guaranteed Income Supplement) from the federal government in 2005
- 60 to 64 year-old spouses or common-law partners of pensioners who received the Allowance
- 60 to 64 year old widowed spouses or common-law partners who received the Allowance for the survivor.

Exclude the amount of Old Age Security benefit that you must repay as part of social benefit repayments.

Report provincial or territorial income supplements in part (h), **Other income from government sources**.

If using T4A (Old Age Security) slips to answer part (e), report the sum of the amounts in boxes 18 and 21.

If using your T1 income tax form, report the total of lines 113 and 146.

**Part (f) – Benefits from Canada or Quebec Pension Plan**

Report in part (f) benefits received from Canada or Quebec Pension Plans in 2005.

Include:

- retirement pensions
- survivors' benefits (including survivor's pension and children's benefits)
- disability benefits
- a combination of these pensions and benefits.

Do **not** include:

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

Report retirement pensions of civil servants, RCMP and military personnel in part (j) **Retirement pensions, superannuation and annuities**, including those from RRSPs and RRIFs.

Report old age, retirement and war pensions received from foreign sources in part (k), **Other money income**.

If using T4A (P) slips to answer part (f) report the amount in Box 20.

If using your T1 income tax form, report the amount on line 114.

### **Part (g) – Benefits from Employment Insurance**

Report in part (g) benefits received under the federal Employment Insurance (EI) program in 2005.

Include benefits received for:

- unemployment, including self-employed fishers
- maternity or parental care
- sickness
- compassionate care.

Exclude the amount of EI benefits that you must repay as part of social benefits repayments.

If using T4E slips to answer question (g), report the amount in Box 14.

If using your T1 income tax form, report the amount on line 119.

### **Part (h) – Other income from government sources**

Report in part (h) income received from federal, provincial and municipal government(s) in 2005 and not reported in other parts of Question 52.

Include:

- provincial or territorial income supplements to Old Age Security pension recipients
- provincial or territorial payments for rent or lodging expenses for senior citizens
- workers' compensation benefits
- veterans' pensions
- war veterans' allowances
- pensions to widows and orphans of veterans
- refunds of Goods and Services Tax (GST) or Harmonized Sales Tax (HST)
- refundable provincial or territorial tax credits
- cash benefits for food, fuel and shelter under provincial or municipal social assistance (welfare) programs
- cash assistance to persons who are handicapped or disabled



- payments received from training programs sponsored by the federal, provincial or territorial governments

Do **not** include:

- income tax refunds.
- compensation from a provincial/territorial government or agency for a criminal act or for motor vehicle accident victims.

## **OTHER INCOME**

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

Report in part (i) the total amount of dividends, interest earned from investments or other investment income received in 2005.

In the case of a joint investment, report only this person's share.

In the case of a loss, mark **Yes**, report the amount, and also mark **Loss**.

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, guaranteed investment certificates (GICs), Canada Savings Bonds, other government or corporate bonds and debentures or treasury bills
- cash dividends and interest from insurance policies
- net rental income from real estate, including farmland
- mortgage and loan interest received
- regular income from an estate or trust fund
- investment income received from abroad (report in Canadian dollars).

Do not include:

- capital gains or losses.

If using your T1 income tax form, report the total of lines 120 (multiply amount by 0.8), 121, 122, and 126.

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

Mark **Yes** in part (j) for:

- persons who received pension income or survivors' benefits in 2005 from an **employee pension plan** or annuities from a matured registered retirement savings plan (**RRSP**) or a registered retirement income fund (**RRIF**).

Include:

- all 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; retirement allowances; and old age, retirement and war pensions received from foreign sources in part (k), **Other money income**.

If using your T1 income tax form, report the total of lines 115 and 129.

**Part (k) – Other money income**

Report in part (k) any other regular cash income received in 2005 and not covered in parts (a) to (j).

Include:

- alimony, child support and any periodic support from persons not in the household
- non-refundable scholarships, bursaries, fellowships and study grants, and artists' project grants
- severance pay and retirement allowances.

Do **not** include:

- money received from gambling, lotteries, the sale of property or loan repayments
- 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
- income tax refunds.

If using your T1 income tax form, report the total of lines 128 and 130.

### **Total Income**

Total income is the sum of all sources provided in parts (a) to (k).

In the case of a loss, report the amount and also mark **Loss**.

### **Income tax paid**

Report all income tax paid to federal, provincial and territorial governments for income received in 2005.

For those using income tax forms, the amount reported should be the sum of amounts in lines 420 and 428. **Residents of Quebec** should report the amount in line 420 minus the amount in line 440 from the federal return, plus the amount from line 430 of the Quebec income tax return.

### **ACCESS TO PERSONAL INFORMATION 92 YEARS AFTER THE CENSUS**

Question 53 ensures that each person is given the opportunity to make an informed decision about what happens to his or her name-identified census information. People who maybe interested in accessing this kind of information in the distant future included genealogists who study family trees, historical researchers, academics and journalists.

If you choose to make your name-identified census information available in the future, you will make a valuable contribution to preserving Canada's history for future generations.

### **QUESTION 53 – Public access to personal information 92 years after the census**

When you are completing this question, you should check with each person in the household to obtain his or her views before answering the question.

If a person's view is not known, leave Q53 blank for that person.

For children, only answer Q53 if agreement is given by their parent or legal guardian. If not known, leave Q53 blank for that person.

For people legally unable to make a choice, legal guardians can answer on their behalf. If not known, leave Q53 blank.

## **STEP F: HOUSING**

Questions H1 to H8 provide information for government planners and private developers to develop housing communities and projects. This information contributes to many programs administered under the *National Housing Act* and the *Canada Mortgage and Housing Corporation Act*.

Information on the number of rooms and bedrooms in homes and on housing costs is combined with data on the number of persons in households to assess the economic situation of families in different regions. Provincial and municipal governments use this information to measure levels of crowding within households and to develop appropriate housing programs.

Information on the age of dwellings and their need for repairs is used by municipalities to develop neighbourhood improvement programs.

### **QUESTION H1 – Who pays**

No further instructions.

### **QUESTION H2 – Owned or rented**

Mark the circle **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.

Mark the circle **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

#### Part (a) – Number of rooms in dwelling

Do not count any half-rooms (for example, instead of 1 ½, enter either 1 or 2, depending on which best describes the dwelling).

If a room is partially divided by a fixed or movable partition, or has two parts used for different purposes, such as an L-shaped living and dining room, count it as two separate rooms.

#### Part (b) – Number of bedrooms

Include all rooms designated and furnished as bedrooms and used primarily for sleeping, even if only used occasionally (for example, a spare or guest bedroom).

**Do not include** any room used for another purpose during the day and as a bedroom at night (for example, a living room that is used as a bedroom at night).

If no rooms are used primarily for sleeping, report **zero**.

For a one-room dwelling or bachelor apartment, report **zero**.

### QUESTION H4 – Period when built

To find out the age of the building in which you live:

- ask the manager or superintendent in condominiums, large apartment blocks, or other rented dwellings
- check your home insurance policies and documents about the purchase of the dwelling.

If a dwelling was constructed in 1961 and remodeled in 1999, mark the circle 1961-1970, **not** 1996-2000.

### QUESTION H5 – Need for repairs

**Regular maintenance** means the normal activities continually being performed to prevent the dwelling from deteriorating, such as oiling hinges and replacing electrical fuses.

If some part of your dwelling is damaged, defective or not operating properly, mark **minor repairs** or **major repairs**. Choose **major repairs** if your dwelling needs repairs to structures such as walls, floors, ceilings, or needs major replacements such as a new roof, or new external siding.

If your dwelling needs both minor and major repairs, mark only **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 **included in rent or other payments**.

### **Part (b)**

To estimate the total yearly cost of fuel, find the amount of fuel you consumed during the year (litres of oil, containers of propane gas, cords of wood or tons of coal) and multiply it by the price per unit.

## **QUESTION H7 – Monthly rent**

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 – Owner costs**

### **Part (a)**

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

### **Part (b)**

If only municipal property taxes, but **not** school taxes, are included in the regular monthly mortgage payments reported in part (a), mark **No** in part (b) and report in part (c) the amount of yearly school taxes.

### **Part (c)**

Property taxes include local improvement taxes, even if they are billed separately.

**Part (d)**

If this is a single dwelling, report the value of the entire property, including the land and any other detached structure on the property such as a garage.

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

If you need to report an amount that exceeds available boxes, please enter all additional digits in the leftmost box.

**Part (e)**

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

**Part (f)**

Condominium fees are sometimes paid in other than monthly installments. In such a case, add all payments made in the last 12 months and then divide the total by 12 to calculate the average monthly payment.

**STEP G**

Thank you for completing and returning your questionnaire.