

**Census contact information package
(Nursing home and/or residence for senior citizens)**

Thank you for acting as the census contact for your facility. Your assistance is valued and will contribute to the overall success of the 2016 Census. This package contains information about the census, as well as instructions for assisting with enumeration activities at your facility.

What is the census?

The census provides a portrait of our people and the places in which we live. Census information is important for your community and is vital for planning its public services.

Why are we contacting you?

By law, a census is conducted every five years. Statistics Canada is seeking your assistance during the 2016 Census enumeration activities. At facilities such as yours, an Enumerator and a census contact will work together to gather the information required to complete the census.

What do we need from you?

We need your help enumerating your facility. There are two options. We can complete the census using administrative records. Or, with your assistance, we can complete the census using paper questionnaires.

1. Using administrative records

Administrative records are electronic records that contain information about the people who live here. If your facility keeps electronic records that contain the required information to answer the census questions, we request that you print this information and provide it to the Enumerator. Residents can be enumerated directly from the information in the administrative records. An example of an electronic print-out is included in this information package.

If the administrative records cannot be used to answer all of the census questions, please print the information that you have available. The Enumerator will work with you to collect the remaining information using your knowledge, or the knowledge of a staff member.

2. Completing paper questionnaires

If your facility does not keep administrative records, we will require your help to assist the Enumerator in answering the census questions. If residents are able to complete the census themselves, you can distribute or arrange the distribution of the questionnaires. If not, help the Enumerator complete each resident's questionnaire, using your knowledge or the knowledge of a staff member.

Keep all completed records or census forms in a secure place.

Who must be included in the census at this facility?

The census collects information on every man, woman and child living in Canada. Anyone living at this facility must be counted in the census. This includes patients, residents, and employees who live on-site and their family members living with them. To determine type of resident, Enumerators will need to confirm dates of admission and if residents have another address in Canada.

What information is collected for the census?

The census—the primary source of reliable demographic data in Canada—collects the following information:

- name
- other address in Canada
- date of birth and age
- sex
- legal marital status
- common-law status
- relationships within rooms/units
- knowledge of official languages
- language spoken most often
- other language spoken regularly
- first language learned.
-

A census questionnaire is included in this information package. Please review it, as well as the administrative record example provided in the following pages.

In order to reduce the number of questions in each questionnaire, Statistics Canada will obtain income information from personal income tax and benefits records.

All answers are collected under the authority of the *Statistics Act* and will be kept strictly confidential.

The information that you provide may be used by Statistics Canada for other statistical and research purposes or may be combined with other survey or administrative data sources.

Thank you for your cooperation.

Example of administrative records – Nursing home and / or residence for senior citizens (code 20)

Steps & Questions in the questionnaire				Q1	Q2	Q3		Q4	Q5	Q6	Q7	Q8a)	Q8b)	Q9	
Room No.	Status at facility (resident/ employee)	Date of Admission	Provide address if main residence is elsewhere in Canada	Family Name	Given Name	Sex	Date of birth	Age	Legal Marital Status	Common -law Status	Relationship with people living in the same unit/room	Knowledge of official languages	Language spoken most often	Other language spoken regularly	First language learned
101	EMPLOYEE		2 MAIN ST. OTTAWA, ON, K1N 1N1	POLLOCK	LAUREN	F	29/10/80	35	S	NO		ENGLISH	ENGLISH		ENGLISH
102	RESIDENT	29/10/2015		FRANCIS	SANDRA	F	29/10/1950	65	W	NO	ROOM-MATE	ENGLISH	ENGLISH		ENGLISH
102	RESIDENT	OCTOBER 29, 2015		RASHARD	ALEX	M	OCTOBER 29, 1950	65	NM	NO	ROOM-MATE	FRENCH	FRENCH		FRENCH
104	RESIDENT	APRIL, 29, 2015		LEE	JIM	M		60		NO					
201	RESIDENT	OCTOBER, 2015		DUQUETTE	AMY	F	OCTOBER, 1950	65	M	NO	SPOUSE	BOTH ENGLISH AND FRENCH	SPANISH	ENGLISH	SPANISH
201	RESIDENT			CONRAD	JASON	M	OCT. 29, 1940	75	M	NO	SPOUSE	FRENCH	FRENCH	ENGLISH	FRENCH

Note : This table contains fictitious information.

Legend:

Type of Resident – (UR: Usual Resident, TR: Temporary Resident, FR: Foreign Resident)

Date format – DD/MM/YYYY

Sex – (F: Female, M: Male)

Legal Marital Status – (NM: Never Married, M: Married, S: Separated, W: Widowed, D: Divorced)

Instructions:

1. Shaded headers indicate mandatory information.
2. If your administrative record includes more information, additional columns are accepted.
3. The order of the columns can vary at your discretion.
4. Sort the list by room number.
5. Dates should be provided in DD/MM/YYYY format. If this cannot be done, please note the format in which the date is recorded.
6. If family and given names cannot be provided separately, please label the columns in the order in which they are recorded.
7. If Date of Birth is complete, age is not required.
8. Provide a legend to describe any symbols or information if necessary (for example F: Female, M: Male) – as shown above.
9. If any information is missing, leave the cell blank and the enumerator will try to fill them out with your knowledgeable staff.
10. If partial information is available, please record the information that is available (for example, a date only containing month and year).

FOR INFORMATION ONLY

COMPLETE ONLINE AT

www.census.gc.ca

SECURE ACCESS CODE

Ce questionnaire est disponible en français (1-855-700-2016)

[Empty box for secure access code]

Prov. CD CU VR line No. CLD Forms 3 Questionnaire No. of

Message from the Chief Statistician of Canada

The census provides a portrait of our people and the places in which we live. Census information is important for your community and is vital for planning its public services. Be part of this new portrait of Canada and complete your census questionnaire. In order to reduce the number of questions in this questionnaire, Statistics Canada will obtain your income information from personal income tax and benefits records. By law, your household must complete a census questionnaire. Your answers are collected under the authority of the Statistics Act and will be kept strictly confidential. The information that you provide may be used by Statistics Canada for other statistical and research purposes or may be combined with other survey or administrative data sources. Thank you for your cooperation.

Wayne R. Smith

Wayne R. Smith Chief Statistician of Canada

ARTIFICIAL TEST DATA

ANY QUESTIONS?

- www.census.gc.ca
Call us free of charge at 1-855-700-2016
TTY: 1-866-753-7083

Complete your census questionnaire:

- ONLINE: at www.census.gc.ca by using the secure access code printed above.
ON PAPER: please print using CAPITAL LETTERS.

STEP A

1. What is your telephone number? [] [] [] - [] [] [] - [] [] []

CONFIDENTIAL WHEN COMPLETED

2. What email address could we use to contact your household, if applicable?

[Empty box for email address]

3. What is the address of this dwelling?

Number (and suffix, if applicable) (e.g., 302, 151 B, 16 1/2) Street name, street type (e.g., DR = Drive), direction (e.g., N=North) Apartment/unit

[Empty boxes for address details]

City, municipality, town, village, Indian reserve Province/territory Postal code

[Empty boxes for city and postal code]

4. What is the mailing address of this dwelling, if different from above? (e.g., Rural Route, PO Box, Lot and Concession or General Delivery)

[Empty box for mailing address]

This information is collected under the authority of the Statistics Act, R.S.C. 1985, c. S-19.



Statistics Canada / Statistique Canada



0101

Canada

FOR INFORMATION ONLY

STEP B

1. **Including yourself**, how many persons usually live at this address on May 10, 2016?
Include: all persons who have their main residence at this address, even if they are temporarily away.
See the instructions on page 3 (joint custody, students, landed immigrants, secondary residence, etc.).

← Number of persons

2. **Including yourself**, list **all** persons who usually live here on May 10, 2016.
Important: Begin the list with an **adult** followed, if applicable, by that person's **spouse** or **common-law partner** and by their **children**. Continue with **all other persons** who usually live at this address.

	FAMILY NAME(S)	GIVEN NAME(S)
Person 1	<input type="text"/>	<input type="text"/>
Person 2	<input type="text"/>	<input type="text"/>
Person 3	<input type="text"/>	<input type="text"/>
Person 4	<input type="text"/>	<input type="text"/>
Person 5	<input type="text"/>	<input type="text"/>
Person 6	<input type="text"/>	<input type="text"/>
Person 7	<input type="text"/>	<input type="text"/>
Person 8	<input type="text"/>	<input type="text"/>
Person 9	<input type="text"/>	<input type="text"/>
Person 10	<input type="text"/>	<input type="text"/>

STEP C

Did you **leave anyone out of step B** because **you were not sure** the person should be listed?
 For example, a student, a child in joint custody, a person temporarily away, a person who lives here temporarily, a resident from another country with a work or study permit, a refugee claimant, etc.

- No
 Yes → Specify the name, the relationship and the reason.

Name(s) and relationship

Reason

STEP D

1. Is anyone listed in step B a **farm operator** who **produces at least one agricultural product intended for sale**? For example, crops, livestock, milk, poultry, eggs, greenhouse or nursery products, Christmas trees, sod, honey, bees, maple syrup products, furs, etc.

- No → **Go to step E** Yes

2. Does this **farm operator** make the **day-to-day management decisions** related to the farm?

- No Yes

STEP E

Copy the names in step B to question 1, at the top of pages 4 to 7.
Keep the same order.

If **more than six persons** live here, you will need an extra questionnaire; call 1-855-700-2016.

Visit www.census.gc.ca
 Call 1-855-700-2016
 Monday to Friday from 8:00 a.m. to 8:00 p.m.
 Saturday and Sunday from 8:30 a.m. to 4:30 p.m.



0102

FOR INFORMATION ONLY

1. WHOM TO INCLUDE IN

**STEP
B**

- All persons who have their **main residence** at this address on May 10, 2016, including newborn babies, room-mates and persons who are temporarily away,
- **Canadian citizens, landed immigrants** (permanent residents), persons asking for **refugee status** (refugee claimants), persons from **another country** with a **work or study permit** and family members living here with them,
- Persons staying at this address temporarily on May 10, 2016 who have **no main residence elsewhere**.

2. WHERE TO INCLUDE PERSONS WITH MORE THAN ONE RESIDENCE

- **CHILDREN IN JOINT CUSTODY** should be included in the home of the parent where they live most of the time. Children who spend equal time with each parent should be included in the home of the parent with whom they are staying on May 10, 2016.
- **STUDENTS** who return to live with their parents during the year should be included at their parents' address, even if they live elsewhere while attending school or working at a summer job.
- **SPOUSES OR COMMON-LAW PARTNERS TEMPORARILY AWAY** who stay elsewhere while working or studying should be listed at the main residence of their family, if they return periodically.
- **PERSONS IN AN INSTITUTION** for **less than six months** (for example, in a home for the aged, a hospital or a prison) should be listed at their usual residence.

IF THIS ADDRESS IS:

- a **SECONDARY RESIDENCE** (for example, a cottage) for **ALL PERSONS** who stayed here on May 10, 2016 (all these persons have their main residence elsewhere in Canada), mark this circle. Print your name, your telephone number and **your main residence address** at the bottom of this page. Do not answer other questions.
- a **DWELLING OCCUPIED ONLY BY RESIDENTS OF ANOTHER COUNTRY VISITING CANADA** (for example, on vacation or on a business trip), mark this circle. Print your name, your telephone number and **your country of residence** at the bottom of this page. Do not answer other questions.
- the **HOME OF A GOVERNMENT REPRESENTATIVE OF ANOTHER COUNTRY** (for example, an embassy or a high commission) and family members, mark this circle. Print your name, your telephone number and **the country that you represent** at the bottom of this page. Do not answer other questions.

Name

Telephone number

 - -

Number

(and suffix, if applicable)
(e.g., 302, 151 B, 16 1/2)

Street name, street type (e.g., DR = Drive), direction (e.g., N=North)

Apartment/unit

City, municipality, town, village, Indian reserve

Province/territory Postal code

Country

Mail this questionnaire in the enclosed envelope today.



0103

Page 3

FOR INFORMATION ONLY

1 NAME

In the spaces provided, copy the names in the same order as in **step B**. Then answer the following questions for **each** person.

The following questions refer to each person's situation on **May 10, 2016**, unless otherwise specified.

2 What is this person's sex?

3 What are this person's date of birth and age?

Example:

23	02	1974
----	----	------

 If exact date is not known, enter best estimate.
Age

4	2
---	---

 For children under the age of 1, enter 0.

4 What is this person's marital status?

Mark "X" one circle only.

5 Is this person living with a common-law partner?

Common-law refers to two people who live together as a couple but who are not legally married to each other.

6 What is the relationship of this person to Person 1?

If none of the responses in the list describes this person's relationship to Person 1, then specify a response under "Other relationship".

PERSON 1

Family name

Given name

- Male
 Female

Day Month Year

--	--	--	--	--	--	--	--

Age

--	--	--

- Never legally married
 Legally married (and not separated)
 Separated, but still legally married
 Divorced
 Widowed

- Yes
 No

PERSON 1

PERSON 2

Family name

Given name

- Male
 Female

Day Month Year

--	--	--	--	--	--	--	--

Age

--	--	--

- Never legally married
 Legally married (and not separated)
 Separated, but still legally married
 Divorced
 Widowed

- Yes
 No

- Opposite-sex husband or wife of Person 1
 Opposite-sex common-law partner of Person 1
 Same-sex married spouse of Person 1
 Same-sex common-law partner of Person 1
 Son or daughter of Person 1 only
 Grandchild of Person 1
 Son-in-law or daughter-in-law of Person 1
 Father or mother of Person 1
 Father-in-law or mother-in-law of Person 1
 Brother or sister of Person 1
 Foster child
 Room-mate, lodger or boarder

Other relationship — specify:

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--	--	--	--	--	--	--	--

Visit www.census.gc.ca
Call 1-855-700-2016
Monday to Friday from 8:00 a.m. to 8:00 p.m.
Saturday and Sunday from 8:30 a.m. to 4:30 p.m.



0104

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PERSON 3	PERSON 4	PERSON 5	PERSON 6
Family name	Family name	Family name	Family name
Given name	Given name	Given name	Given name
<input type="radio"/> Male <input type="radio"/> Female	<input type="radio"/> Male <input type="radio"/> Female	<input type="radio"/> Male <input type="radio"/> Female	<input type="radio"/> Male <input type="radio"/> Female
Day Month Year	Day Month Year	Day Month Year	Day Month Year
Age <input type="text"/> <input type="text"/> <input type="text"/>	Age <input type="text"/> <input type="text"/> <input type="text"/>	Age <input type="text"/> <input type="text"/> <input type="text"/>	Age <input type="text"/> <input type="text"/> <input type="text"/>
<input type="radio"/> Never legally married <input type="radio"/> Legally married (and not separated) <input type="radio"/> Separated, but still legally married <input type="radio"/> Divorced <input type="radio"/> Widowed	<input type="radio"/> Never legally married <input type="radio"/> Legally married (and not separated) <input type="radio"/> Separated, but still legally married <input type="radio"/> Divorced <input type="radio"/> Widowed	<input type="radio"/> Never legally married <input type="radio"/> Legally married (and not separated) <input type="radio"/> Separated, but still legally married <input type="radio"/> Divorced <input type="radio"/> Widowed	<input type="radio"/> Never legally married <input type="radio"/> Legally married (and not separated) <input type="radio"/> Separated, but still legally married <input type="radio"/> Divorced <input type="radio"/> Widowed
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<input type="radio"/> Son or daughter of both Persons 1 and 2 <input type="radio"/> Son or daughter of Person 1 only <input type="radio"/> Son or daughter of Person 2 only <input type="radio"/> Grandchild of Person 1 <input type="radio"/> Son-in-law or daughter-in-law of Person 1 <input type="radio"/> Father or mother of Person 1 <input type="radio"/> Father-in-law or mother-in-law of Person 1 <input type="radio"/> Brother or sister of Person 1 <input type="radio"/> Foster child <input type="radio"/> Room-mate, lodger or boarder Other relationship — specify: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/> Son or daughter of both Persons 1 and 2 <input type="radio"/> Son or daughter of Person 1 only <input type="radio"/> Son or daughter of Person 2 only <input type="radio"/> Grandchild of Person 1 <input type="radio"/> Son-in-law or daughter-in-law of Person 1 <input type="radio"/> Father or mother of Person 1 <input type="radio"/> Father-in-law or mother-in-law of Person 1 <input type="radio"/> Brother or sister of Person 1 <input type="radio"/> Foster child <input type="radio"/> Room-mate, lodger or boarder Other relationship — specify: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/> Son or daughter of both Persons 1 and 2 <input type="radio"/> Son or daughter of Person 1 only <input type="radio"/> Son or daughter of Person 2 only <input type="radio"/> Grandchild of Person 1 <input type="radio"/> Son-in-law or daughter-in-law of Person 1 <input type="radio"/> Father or mother of Person 1 <input type="radio"/> Father-in-law or mother-in-law of Person 1 <input type="radio"/> Brother or sister of Person 1 <input type="radio"/> Foster child <input type="radio"/> Room-mate, lodger or boarder Other relationship — specify: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="radio"/> Son or daughter of both Persons 1 and 2 <input type="radio"/> Son or daughter of Person 1 only <input type="radio"/> Son or daughter of Person 2 only <input type="radio"/> Grandchild of Person 1 <input type="radio"/> Son-in-law or daughter-in-law of Person 1 <input type="radio"/> Father or mother of Person 1 <input type="radio"/> Father-in-law or mother-in-law of Person 1 <input type="radio"/> Brother or sister of Person 1 <input type="radio"/> Foster child <input type="radio"/> Room-mate, lodger or boarder Other relationship — specify: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>



0105

FOR INFORMATION ONLY

1 NAME

In the spaces provided, copy the names in the same order as in **step B**. Then answer the following questions for **each** person.

The following questions refer to each person's situation on **May 10, 2016**, unless otherwise specified.

7 Can this person speak English or French well enough to conduct a conversation?

Mark "X" one circle only.

8 a) What language does this person speak **most often** at home?

b) Does this person speak any other languages **on a regular basis** at home?

9 What is the language that this person **first learned** at home **in childhood** and **still understands**?

If this person no longer understands the first language learned, indicate the second language learned.

10 Does this person **agree** to make his or her **2016 Census information available in 2108** (92 years after the census)?

Only if you answer "Yes" will your responses be available to future generations and historical researchers, **92 years after the 2016 Census, in 2108.**

PERSON 1

Family name

Given name

- English only
 French only
 Both English and French
 Neither English nor French

- English
 French
 Other language — specify:

- No
 Yes, English
 Yes, French
 Yes, other language — specify:

- English
 French
 Other language — specify:

PERSON 2

Family name

Given name

- English only
 French only
 Both English and French
 Neither English nor French

- English
 French
 Other language — specify:

- No
 Yes, English
 Yes, French
 Yes, other language — specify:

- English
 French
 Other language — specify:

This question is for all persons listed on the questionnaire. If you are answering on behalf of other people, please **consult each person**.

- Yes
 No

- Yes
 No

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 Call 1-855-700-2016
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 Saturday and Sunday from 8:30 a.m. to 4:30 p.m.



0106

FOR INFORMATION ONLY

PERSON 3	PERSON 4	PERSON 5	PERSON 6
Family name	Family name	Family name	Family name
Given name	Given name	Given name	Given name
<input type="radio"/> English only <input type="radio"/> French only <input type="radio"/> Both English and French <input type="radio"/> Neither English nor French	<input type="radio"/> English only <input type="radio"/> French only <input type="radio"/> Both English and French <input type="radio"/> Neither English nor French	<input type="radio"/> English only <input type="radio"/> French only <input type="radio"/> Both English and French <input type="radio"/> Neither English nor French	<input type="radio"/> English only <input type="radio"/> French only <input type="radio"/> Both English and French <input type="radio"/> Neither English nor French
<input type="radio"/> English <input type="radio"/> French Other language – specify: <input type="text"/> <input type="text"/>	<input type="radio"/> English <input type="radio"/> French Other language – specify: <input type="text"/> <input type="text"/>	<input type="radio"/> English <input type="radio"/> French Other language – specify: <input type="text"/> <input type="text"/>	<input type="radio"/> English <input type="radio"/> French Other language – specify: <input type="text"/> <input type="text"/>
<input type="radio"/> No <input type="radio"/> Yes, English <input type="radio"/> Yes, French Yes, other language – specify: <input type="text"/> <input type="text"/>	<input type="radio"/> No <input type="radio"/> Yes, English <input type="radio"/> Yes, French Yes, other language – specify: <input type="text"/> <input type="text"/>	<input type="radio"/> No <input type="radio"/> Yes, English <input type="radio"/> Yes, French Yes, other language – specify: <input type="text"/> <input type="text"/>	<input type="radio"/> No <input type="radio"/> Yes, English <input type="radio"/> Yes, French Yes, other language – specify: <input type="text"/> <input type="text"/>
<input type="radio"/> English <input type="radio"/> French Other language – specify: <input type="text"/> <input type="text"/>	<input type="radio"/> English <input type="radio"/> French Other language – specify: <input type="text"/> <input type="text"/>	<input type="radio"/> English <input type="radio"/> French Other language – specify: <input type="text"/> <input type="text"/>	<input type="radio"/> English <input type="radio"/> French Other language – specify: <input type="text"/> <input type="text"/>
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No



0107

FOR INFORMATION ONLY

STEP

F

If more than six persons live here, you will need an extra questionnaire; call 1-855-700-2016.

You have now completed your questionnaire. Please **mail it today**. If you have lost the return envelope, please mail the questionnaire to:

Statistics Canada
PO BOX 99998, STN FED-GOVT
Ottawa, ON K1A 9Z8

Thank you for your cooperation.

COMMENTS

Please use the space provided below if you have concerns, suggestions or comments to make about:

- the steps to follow or the content of this questionnaire (for example, a question that was difficult to understand or to answer),
- the characteristics of the questionnaire (for example, the design, the format, the size of the text, etc.).

REASONS WHY WE ASK THE QUESTIONS

Steps A to D and question 1 are asked to determine who should complete this questionnaire.

Questions 2 to 6 provide information about the living arrangements of people in Canada, the 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 Canada Child Tax Benefit. It is also used by communities to plan a variety of services such as day care centres, schools, police, fire protection and residences for senior citizens.

Questions 7 to 9 are used to provide a profile of the linguistic diversity of Canada's population. This information is used to estimate the need for services in English and French, and to better understand the current status and the evolution of Canada's various language groups.

Question 10 provides each person with the opportunity to make an informed decision about what happens to his or her personal census information in 92 years. Consenting to the release of census information in 92 years will help future generations better understand the Canada of today, and will benefit historical, academic and genealogical research.

THE LAW PROTECTS WHAT YOU TELL US

The confidentiality of your responses is protected by law. All Statistics Canada employees have taken an oath of secrecy. Your personal information cannot be given to anyone outside Statistics Canada without your consent. This is your right.



0108

PIB No.: STC/P-PU-005 STC/COP-015-03789