



Statistics
Canada

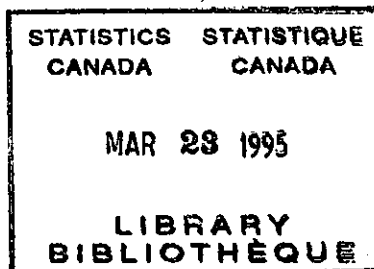
Statistique
Canada

Ottawa, Canada
K1A 0T6

NOT FOR LOAN
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1991 CENSUS -- FORM SK-4

INTERVIEWER REFERENCE GUIDE

AND

REASONS WHY QUESTIONS ARE ASKED

SOUP-KITCHEN QUESTIONNAIRE (FORM 3B)

1. The first part of the document is a list of names and addresses of the members of the committee.

2. The second part of the document is a list of names and addresses of the members of the committee.

3. The third part of the document is a list of names and addresses of the members of the committee.

1991 CENSUS FORM 3B
REFERENCE GUIDE AND REASONS WHY QUESTIONS ARE ASKED

Census Day: What is it?

Today is Census Day -- the day when residents of Canada are counted for the latest portrait of Canada. This portrait is crucial for planning the country's future.

How does an accurate count affect Canada and its people?

The Census is important in many ways. Census results are used in making decisions - decisions which affect many things -- the neighbourhood, the city, the province the entire country.

How important are the respondents?

The respondents are the most important part of the census. Everyone is required to answer the census questions because we need to count every resident of Canada for our new portrait. The respondents benefit because census results are used to plan for such things as community services and programs.

Is the information given by a respondent kept secret?

The information given for the Census is protected by law, and is securely stored at Statistics Canada. Employees of Statistics Canada are sworn to secrecy and must keep your answers private and confidential or face fines and/or imprisonment. Information published from the Census does not identify individual Canadians. No one - not even the police or other government agencies - can obtain personal information on specific people. A respondent can request to see his/her census form by writing to:

Privacy Coordinator
Statistics Canada
R.H. Coats Building
Ottawa, Ontario
K1A 0T6

Question 1. Sex

Reason: This information helps us to understand the changing needs of men and women in Canada.

Guide: This question is not to be asked. Rather, you are to mark the appropriate category based on observation.

Question 2. Date of Birth

Reason: Date of birth information is used to determine a respondent's age. Information on age is needed to help plan for such community needs as counselling, retraining programs, and health and shelter facilities.

Guide: The day, month and year are required. For persons who do not know their exact date of birth but who can give you their age, mark the appropriate age-range category. If a person refuses to answer the question, or does not know their date of birth or age, provide an estimate of the person's age by marking the appropriate age-range category.

Question 3. Stay Last Night

Reason: Along with questions 4 and 11, the information on addresses is used to make sure that a person is counted once, and only once, for the Census.

Guide: Try to provide as much information as possible. If the person stayed at a shelter or some other place which provides temporary accommodation, then record the name of the facility. Also, try to obtain an address if possible. For example, "YMCA - 100 Main St". If the exact street address is not known, then record anything that might provide a more specific location. For example, "YMCA - Main St near the corner of First Ave."

It may appear to the respondent that Questions 3, 4 and 11 are all asking for the same information. In some cases, the answers to more than one of these may be the same. However, this is not true for everyone. Question 3 is intended to identify the exact location where the person stayed overnight between June 3 and 4, 1991.

Question 4. Other Address

Reason: Along with questions 3 and 11, the information on addresses is used to make sure that a person is counted once, and only once, for the Census.

It may appear to the respondent that Questions 4 is asking for the same information as Question 3. For some persons, the answers to both questions may be the same. However, this may not be the case for everyone. While Question 3 lets us know where that person stayed on the night of June 3-4, Question 4 may be the address of a spouse or parent with whom the person lives or has lived but did not stay on Census night. Question 4 is intended to identify a location which may be considered by the respondent, or by someone else such as a friend or relative, to be the respondent's usual home.

If the person stayed overnight between June 3 and 4 at this usual home, then mark the circle labelled No other address, and skip question 4(b).

Guide: See Guide comments to Question 3.

Question 5. Marital Status

Reason: Information on legal marital status, when combined with other census questions, is used to study changes in family formation and to measure such things as family support and how well the welfare system works.

Guide: Mark the circle labelled **Legally married (and not separated)** if this person is a husband or wife, even if the person and his/her spouse are temporarily apart due to illness or looking for work. Do not mark this circle if this person is separated or divorced.

Mark the circle **Legally married and separated** if this person's spouse is still living but they no longer live together for any reason other than illness or work.

Mark the circle labelled **Divorced** if this person was once legally married, has obtained a divorce from his/her spouse, and has not since remarried.

Mark the circle labelled **Widowed** if this person was legally married or legally married and separated at the time his or her spouse died, and has never remarried.

Mark the circle labelled **Never married (single)** if this person has never been married.

If this person is living in a common-law relationship, choose the category in Question 5 which best describes this person's legal marital status, and mark the appropriate circle. Be sure also to mark this person's **Common-law Status** in Question 6.

Some probing might be required to obtain the correct response to Question 5. For example, if the person responds **Single**, then probing would be required in order to determine whether this means **Never married**. If not, then another category should be marked.

Question 6. Common-law Status

Reason: This question is asked to better understand the growth and structure of this important change in living arrangements.

Guide: Common-law refers to two people who live together as husband and wife but who are not legally married to each other. Remember to also mark the person's legal marital status in Question 5.

Question 7. Place of Birth

Reason: Information from this question helps us to determine whether persons still live in their province of birth or whether they have moved to another province. It also helps us to determine the size and makeup of the immigrant population.

Guide: If the person was not born in Canada, then mark the circle **No** in question 7(a) and skip question 7(b).

If the person was born in Canada, then mark the appropriate circle in question 7(b).

If the person was born in an area of Canada which was part of the Northwest Territories at the time of birth, but which has since become a province of Canada, then report the place of birth according to the present provincial boundaries.

If the person was born in Newfoundland or Labrador before that province joined Confederation in 1949, then mark the circle labelled **Nfld.** as place of birth.

Question 8. Language First Learned

Reason: This information is used in programs which help ensure that language services are adequate in your area, and that you can receive government services in the official language of your choice.

Guide: If the person now understands only one language, then report that language. If the person now understands more than one language, then report the one which was first learned. If two languages were learned at the same time, report the language spoken most often as a child at home. If both languages were used equally often, report both.

For a child who has not yet learned a language, report the first language this child will learn at home. If two languages will be learned at the same time, report the one which will be used most often to speak to the child. If both languages are used equally often, then report both. If the person speaks an Indian language (from India), do not report Indian but rather the specific language such as Hindi, Urdu or Punjabi.

If the person speaks an Amerindian (North American Indian) language, report the specific Amerindian language such as Cree or Ojibway.

Question 9. Education

Reason: Finding out the educational level of Canadians helps us to understand the make-up of the population and the need for additional schools and training programs, both full and part time. This information is vital for planning and financing such programs, and to evaluate the impact of education on social status.

Guide: If the person reports no formal schooling, then mark the circle labelled **Never attended school**. If the person reports a grade level in elementary or secondary school, then enter the highest grade level ever attended according to the province where school was attended.

For persons who obtained their education outside Canada, estimate the equivalent level of schooling according to the educational system of the province where Census enumeration is being conducted.

For persons who attended special-education classes, or an institution where classes were ungraded, estimate as closely as possible the equivalent level in the mainstream school system of the province where data collection is being conducted.



If the person attended school in any institution other than university, secondary or elementary schools - including non-university teachers' colleges, or police colleges - whether or not a high school diploma was required for entrance, then mark the circle labelled **Community college, CEGEP, etc.** Do not include any non-credit courses taken for leisure, recreation or personal interest.

A person who attended university, regardless of whether a degree was obtained, should mark the circle labelled **University**. This includes university training by correspondence, or by attending classes part time or fulltime during the day or evening. It does not include any non-credit courses taken for leisure, recreation or personal interest.

Question 10. Name

Reason: Names are used when checking Census forms at addresses given in Question 3, 4, or 11 to make sure that a person is counted once, and only once. This information is not entered onto any computer files, and is not released to anyone, except employees of Statistics Canada.

Guide: Attempt to obtain a complete name (i.e., first name and last name). If the person is willing to give only a first name, a nickname, or just initials, then this should be recorded. Obviously false names should also be recorded.

Question 11. Counted Already

Reason: Along with questions 3 and 4, the information on addresses is used to make sure that a person is counted once, and only once, for the Census.

It may appear to the respondent that Questions 3, 4 and 11 are all asking for the same information. In some cases, the answers to more than one of these may be the same. However, this is not true for everyone. Question 11 is intended to identify a location where the respondent definitely knows that he/she was enumerated for the 1991 Census of Canada.

If this location has already been given in either Question 3(a) or 4(a), then mark the circle labelled **At one of the addresses given already**, and end the interview. If it is at another location, then complete questions 11(b) and 11(c).

Guide: See Guide comments to Question 3.