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CENSUS OF CANADA



NOT FOR LOAN  
NE S'EMPRUNTE PAS



C.1  
SK-3

## Soup-kitchen Enumeration Interviewer's Procedures Manual



Statistics  
Canada

Statistique  
Canada

Canada



# 61873

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**1. INTRODUCTION**

The Canadian census, a national stock-taking of population, housing and agriculture, is of the utmost importance to the people of Canada. It is taken to secure statistical information which provides the basis for many important planning decisions made by the general public, business and governments.

As our population increases, the taking of a national census becomes increasingly more complex. It is, in fact, one of the largest of the country's peace-time operations.

**A. What is the Census?**

The census is Canada's official stock-taking. It could be considered to be a photograph of the country at one specific point in time (in this case, Tuesday, June 4, 1991).

**B. Authority for a Census**

The information sought in the census of population is collected pursuant to the Statistics Act. The legal requirement to provide this information is indicated at the top of the questionnaire.

**C. Your Responsibility**

It is your responsibility to ensure that a questionnaire for each client in your soup kitchen is completed. Perform this task according to the procedures in this manual.

**D. Your Manual**

This manual contains background information, procedures, explanations and definitions you require to do your job.

**E. Payment for Your Services**

You will be paid \$8.75 an hour for training and enumeration.

#### **F. Pay Deductions**

No deductions will be made for federal income tax; however, this income is taxable.

Provincial income tax deductions will be made in the Province of Quebec unless you complete and return a Form MR-19-V (Source Deductions Return) claiming exemptions from total deductions. If you are claiming exemptions from total deductions, complete and return the Form MR-19-V to your supervisor (Quebec only).

#### **G. Confidentiality and Security**

Canadians are exercising the rights granted under the Access to Information Act and the Privacy Act in expecting the federal government to keep personal information strictly confidential. This makes your job that much more important.

When collecting information, maintain the respondents' trust by conducting yourself in a professional manner when you meet them. Ensure that all information you collect is kept confidential.

The Statistics Act provides that all information collected by the census be kept confidential. The Statistics Act prohibits the disclosure of any information regarding an individual to any person, business, agency or other department of the government, including the RCMP. This also applies directly to you. Disclosure of any information obtained under this Act is an offence and any person found guilty of this offence is liable on summary conviction to a fine of up to \$1,000 or to imprisonment for a term not exceeding six months or to both (Section 30 and Section 17 of the Statistics Act - see Appendix A of this manual for details).

The security of all completed questionnaires and census material is your responsibility.

#### **H. Observers**

Your supervisor will inform you if you will be accompanied by an observer, and the procedures you will be required to follow.

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**I. Official Languages Act and the Census**

The Official Languages Act ensures all residents of Canada are able to communicate with and receive service from the federal government in the official language of their choice - English or French.

Statistics Canada offers service to respondents in both official languages. If you cannot speak the official language chosen by the respondent, give him/her the questionnaire to complete.

**J. Enquiries from the Media**

Any enquiries from a newspaper, radio or television reporter are to be referred to your supervisor. In order to maintain confidentiality, no census data can be collected with a person from the media present. Do not allow any cameras to take pictures of the enumeration. Do not allow any sound recording of interviews. If it is not possible to continue the interview without preserving the confidentiality of the data and the privacy of the respondent, stop the interview and contact your supervisor immediately.

**2. SOUP KITCHEN ENUMERATION**

**A. Before Census Day**

1. Ensure you have read the procedures and are familiar with the questionnaire (Form 3B) and the Reference Guide (Form SK-4). Ask your supervisor to explain anything you did not understand.
2. Visit, with your supervisor, the location(s) where you will be interviewing. Your supervisor will try to arrange the visit to be conducted during the same hours as planned for Census Day. During this visit, make sure you understand how you will be collecting the census data.
3. Your supervisor will inform you about any other census data collection which will be conducted at your interviewing location. For example, if there are sleeping quarters at the facility, another interviewer will leave a questionnaire for all persons staying overnight between June 3 and 4. If any of these persons comes for a meal, you will enumerate them also.

4. Your supervisor will provide you with a three-ring binder, and a set of blank Form 3B questionnaires. The questionnaire has the questions in English on one side, and in French on the other side.
5. Complete the Prov/CMA/Location boxes in the Office Use section on each questionnaire. Your supervisor will provide the correct codes to enter.

**B. On Census Day**

**1. Basic Procedures**

- (a) Complete one questionnaire for every person who visits the facility for a meal. Do not enumerate permanent staff members of the facility unless they ask to complete a questionnaire. If in doubt as to whether or not to enumerate a person, complete a questionnaire.
- (b) A new questionnaire (Form 3B) is required for each respondent. Complete only one side of each questionnaire.
- (c) Ask the questions as worded. **Bold face** indicates words which are to be read.
- (d) Wait until the respondent has finished talking before marking the response. In some situations, probing may be required to determine the correct response. Refer to the Interviewer's Reference Guide for help in probing. Do not question any response given by a respondent, even if you doubt its validity.
- (e) Try to respect the respondent's privacy by ensuring, to the extent possible, that others do not hear the responses. A completed questionnaire is confidential, and must not be shown to anyone other than the person to whom it refers.
- (f) In order to convince the respondent to cooperate, you may need to explain the reasons for taking the census, and the reasons why every person's responses are important. This information is provided on page 1 of this manual and in your Reference Guide.



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- (g) Thank the respondent at the end of the interview.

2. Special Cases

- (a) If a respondent refuses to answer any question, replies that he/she doesn't know the answer, or gives only a partial answer (e.g., first name only, street name but not number) try to obtain as much information as possible, then skip to the next question.
- (b) If you are having a communication problem. (e.g., language, intoxication, mental or physical disability) try to determine if there is anyone else who can provide the data on a proxy basis. If not, then treat the situation as a **complete refusal**. Follow the procedures in item 3 on the next page.
- (c) If the respondent says that he/she has already completed a census questionnaire, explain that you would like to complete another questionnaire, and that it will not take long. Start the interview with Question 11, then continue with Questions 1, 2 and so on. At a minimum, try to obtain complete responses to Questions 11, 1 and 2. If the person refuses to answer any questions, check "Yes" in Question 11(a) and treat the situation as a **complete refusal**. Follow the procedures in item 3 below.

3. Complete Refusal

A questionnaire must be completed for each person even if it is not possible to obtain his/her cooperation.

Make the following entries on the questionnaire:

- (a) Mark "X" in the "CR box" in Office Use section of the questionnaire.
- (b) Indicate in Question 1 whether the person is Male or Female.
- (c) Estimate the person's age and mark the appropriate category in Question 2.

**C. After Enumeration is Complete**

1. Separate the completed questionnaire from the blank questionnaires.
2. Ensure that all your written entries can be clearly understood.
3. Ensure that all marked circles are clearly marked, and understandable.
4. Complete the Act Prov/Act FED/Act EA/Act VN boxes in the Office Use section on the questionnaire. Your supervisor will provide the correct codes to enter.
5. Return all questionnaires to your supervisor.

## **APPENDIX A**



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**SECTIONS OF THE STATISTICS ACT WHICH APPLY TO ENUMERATION**

- Section 5:** provides authority for the employment of enumerators (census representatives) for the census enumeration.
- Section 6:** requires every person employed under the Statistics Act to take the following Oath of Office:  
 "I, , do solemnly swear (or affirm) that I will faithfully and honestly fulfil my duties as an employee of Statistics Canada in conformity with the requirements of the Statistics Act, and of all rules and instructions thereunder and that I will not without due authority in that behalf disclose or make known any matter or thing that comes to my knowledge by reason of my employment."
- Section 13:** requires that any person having the custody or charge of any documents or records from which information is sought for census purposes shall grant access to them to authorized Statistics Canada personnel.
- Section 16:** provides authority for the payment of enumerators (census representatives) and other persons employed in the taking of the census. Such payment may take the form of a fixed sum, a rate per diem, or a scale of fees, together with allowance for expenses. The following extract from this section of the Act should be noted particularly: "Full remuneration or allowance shall not be paid to any person...for any service performed in connection with the Act until the service required of the person has been faithfully and entirely performed."
- Section 17:** requires that:
- "(a) no person, other than a person employed or deemed to be employed under this Act, and sworn under section 6, shall be permitted to examine any identifiable individual return made for the purposes of this Act; and
  - (b) no person who has been sworn under section 6 shall disclose or knowingly cause to be disclosed, by any means, any information obtained under this Act in such a manner that it is possible from the disclosure to relate the particulars obtained from any individual return to any identifiable individual person, business or organization."

**Section 30:** makes it an offence for any person having taken the oath and being employed in the taking of the census to:

- (a) desert from duty or wilfully make a false declaration;
- (b) obtain or seek to obtain unauthorized information;
- (c) fail to protect the information gathered.

Any person convicted of any of the above-noted offences is liable to a fine of up to \$1,000, or to a prison term of up to six months, or to both fine and imprisonment.

**Section 31:** "Every person who, without lawful excuse,

- (a) refuses or neglects to answer, or wilfully answers falsely, any question requisite for obtaining any information sought in respect of the objects of this Act or pertinent thereto that has been asked of him by any person employed or deemed to be employed under this Act, or
- (b) refuses or neglects to furnish any information or to fill in to the best of his knowledge and belief any schedule or form that the person has been required to fill in, and to return the same when and as required of him pursuant to this Act, or knowingly gives false or misleading information or practises any other deception thereunder

is, for every such refusal or neglect, or false answer or deception, guilty of an offence and liable on summary conviction to a fine not exceeding five hundred dollars or to imprisonment for a term not exceeding three months or to both."

**Section 32:** makes it an offence for any person to refuse or in any way obstruct access to records or documents required for the completion of a census form or schedule.

A person convicted of the above-noted offence is liable to a fine of up to \$1,000, or to a prison term of up to six months, or to both fine and imprisonment.

## **APPENDIX B**





3B	Prov.	CMA	Location	Act. Prov.	Act. FED	Act. EA	Act. VN	Act. Hhid No.	<input type="checkbox"/> TR Coll. type <div style="border: 1px solid black; padding: 2px; display: inline-block;">1 5</div>	<input type="checkbox"/> UR JIC <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div>	<input type="checkbox"/> CR Person No. <div style="border: 1px solid black; width: 40px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div>
	1 9 9 1 C E N S U S O F C A N A D A										

**1. Sex (Interviewer-coded)**  
01 ☐ Male    02 ☐ Female    4

**2. What is your date of birth?**  
Day    Month    Year  

1

  
01 ☐ 19 and under    03 ☐ 35-64  
02 ☐ 20-34    04 ☐ 65 and over    3

**3. (a) Where did you stay last night?**  
No. and street, or lot and concession    Apt. No.  
  
City, town, village, Indian reserve    Province or territory

**(b) Is this ...**  
01 ☐ your home? — Go to Question 5  
02 ☐ someone else's home?  
03 ☐ an establishment, such as a hotel or shelter?  
04 ☐ Other? (such as a park, abandoned building)

**4. (a) Is there an address where someone else may have included you in the 1991 Census of Canada? If address is the same as given in 3(a), mark "No other address".**  
01 ☐ No other address — Go to Question 5  
02 ☐ Yes — Specify where  
No. and street, or lot and concession    Apt. No.  
  
City, town, village, Indian reserve    Province or territory

**(b) Is this ...**  
03 ☐ a private home? (either yours or someone else's)  
04 ☐ an establishment, such as a hotel or shelter?  
05 ☐ Other? (such as a place where you pick up your mail)

**5. What is your current marital status?**  
01 ☐ Legally married (and not separated)  
02 ☐ Legally married and separated  
03 ☐ Divorced  
04 ☐ Widowed  
05 ☐ Never married (single)    5

**6. Are you currently living with a common-law partner?**  
01 ☐ Yes  
02 ☐ No    6

**7. (a) Were you born in Canada?**  
01 ☐ No — Go to Question 8  
02 ☐ Yes

**(b) In which province?**  
10 ☐ Nfld.    13 ☐ N.B.    46 ☐ Man.    59 ☐ B.C.  
11 ☐ P.E.I.    24 ☐ Que.    47 ☐ Sask.    60 ☐ Yukon  
12 ☐ N.S.    35 ☐ Ont.    48 ☐ Alta.    61 ☐ N.W.T.

**8. Among the languages you now understand, which did you learn first?**  
01 ☐ English  
02 ☐ French  
Other — Specify  
03     10

**9. How far did you go in school?**  

◀ Grade of elementary or secondary school

  
01 ☐ Never attended school  
02 ☐ Community college, CEGEP, etc.  
03 ☐ University

**10. What is your name?**  
Family name  
  
Given name    Initial  
    1

**11. (a) To the best of your knowledge, have you already been counted for the 1991 Census of Canada?**  
01 ☐ No — End of interview  
02 ☐ Yes

**(b) Where were you counted?**  
03 ☐ At one of the addresses given already (Question 3(a) or 4(a)) — End of interview  
04 ☐ Specify address if not previously given  
No. and street, or lot and concession    Apt. No.  
  
City, town, village, Indian reserve    Province or territory

**(c) Is this ...**  
05 ☐ a place (like this) which serves meals?  
06 ☐ a private home? (either yours or someone else's)  
07 ☐ an establishment, such as a hotel or shelter?  
08 ☐ Other? (such as a park, abandoned building)

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