

SOCIAL ECONOMY AND COMMUNITY ACTION

PANORAMIC VIEW OF THE SECTOR AND ITS WORKFORCE
2015 EDITION



COMITÉ SECTORIEL DE MAIN-D'ŒUVRE
ÉCONOMIE SOCIALE
ACTION COMMUNAUTAIRE

Organization

1_ Name of organization

2_ Where is your organization located?

Abitibi-Témiscamingue (region 08)
Bas-Saint-Laurent (region 01)
National Capital Region (region 03)
Centre-du-Québec (region 17)
Chaudière-Appalaches (region 12)
Côte-Nord (region 09)
Estrie (region 05)
Gaspésie-Îles-de-la-Madeleine (region 11)
Laval (region 13)
Laurentides (region 15)
Lanaudière (region 14)
Mauricie (region 04)
Montréal (region 16)
Montréal (region 06)
Nord-du-Québec (region 10)
Outaouais (region 07)
Saguenay-Lac-Saint-Jean (region 02)

3_ Address of organization

Street no. Street City Postal Code

4_ Telephone no. of organization

5_ E-mail and/or website of organization

6_ Is your organization an association of community groups, organizations, or enterprises?

yes no **go to question 9** don't know no answer

7_ If so, what kind of association is it?

sectoral
multisectoral
informal network
don't know **go to question 14**
no answer **go to question 14**
not applicable **go to question 14**

8_ How many organizations belong to your association? go to question 14

9_ Your organization is . . .

a social economy enterprise

a community action group

a community action group with one or more social economy components

don't know

not answer

10_ Is your organization a co-op?

yes

no **go to question 12**

don't know

no answer

11_ If so, it is a cooperative in the area of . . .

solidarity

employment

consumers

production

housing

don't know

no answer

12_ Is your organization a member of a group, federation or association?

yes

no **go to question 14**

don't know

no answer

not applicable

13_ If so, what group(s), federation(s), or association(s)?

Proposed list (see online questionnaire)

don't know

no answer

14_ How many years has your organization been in existence (not counting the years before incorporation)

don't know

no answer

15_ What is your organization's main sector of activities (select only one from the list)

volunteer work

agri-food

home support

consumers

cooperation and education for international solidarity

culture

popular education, literacy and training
employment, social integration, social and occupational integration
environment
solidarity finance
housing
immigration and social integration of cultural communities
recreation, sports, and social tourism
anti-poverty action
media and communications
perinatal
early childhood
promotion and defence of social rights
representation/consultation/coordination
health and social services
school
food security
funeral services
support for community action and/or social economy
support for local and regional development
information and communication technologies
transportation
don't know
no answer

16_ Is your organization active in a second sector of activity?

yes
no **go to question 18**
don't know
no answer

17_ If so, what sector of activities? (select only one from the list)

volunteer work
agri-food
home support
consumers
cooperation and education for international solidarity
culture
popular education, literacy and training
employment, social integration, social and occupational integration
environment
solidarity finance
housing
immigration and social integration of cultural communities
recreation, sports, and social tourism
anti-poverty action
media and communications
perinatal
early childhood

promotion and defence of social rights
representation/consultation/coordination
health and social services
school
food security
funeral services
support for community action and/or social economy
support for local and regional development
information and communication technologies
transportation
don't know
no answer

18_ Do you plan to provide new services and/or products?

yes **what services/products?**
no
don't know
no answer
not applicable

19_ Your organization is currently . . .

in development
in the process of consolidation/stagnation
in survival mode
don't know
no answer

20_ Indicate your organization's operating budget for the last fiscal year

don't know
no answer

21_ Compared to the last fiscal year, your current operating budget . . .

Evolution Approximate fluctuation

is higher % of fluctuation
remains stable
has diminished % of fluctuation

22_ During the past fiscal year, what percentage of the operating budget was allocated to fringe benefits paid to employees?

% of operating budget
don't know
no answer

23_ Does your organization own any real property (does not include work stations, computers, etc.)?

yes **value (\$)** according to your financial statement for the last fiscal year

no

don't know

no answer

24_ Indicate revenue from the sale of goods and services, including service contracts with the government, for the past fiscal year

don't know

no answer

25_ Sources of funding (loans, financial investments, contributions) for your organization in the last fiscal year . . .

Percentage in relation to the different proposed funding sources

Last fiscal year

Funding from financial tools created by the social economy movement (**RISQ, Chantier de l'économie sociale Trust, Crédit communautaire, Investissement Québec, Filaction, Fondation, Capital régional et coopératif Desjardins du Mouvement Desjardins, Fonds d'économie sociale [CLD], etc.**)

Federal contributions %

Provincial contributions %

Municipal contributions %

Fundraising activities %

Sale of goods and services %

Donations %

Community contribution %

Social capital (preference shares, members shares) %

Other kinds of financing

Specify

Total 100%

don't know

no answer

26_ During the past fiscal year, roughly how many clients, and users purchased your products, used your services, or participated in your activities? (base your answer on *attendance* numbers, not client numbers)

under 50

50 – 99

100 – 499

500 – 1000

over 1,000 **how many?**

don't know

no answer

27_ **In your opinion, when comparing the past two fiscal years, the number of clients or users:**

Compared to the last fiscal year

Compared to the preceding fiscal year

Evolution Approximate fluctuation

has increased % of fluctuation

has remained stable

has diminished % of fluctuation

don't know

no answer

Human Resources

28_ **List the three main jobs/job titles in your organization . . .**

Principal jobs/job titles

29_ **In the last three years has your organization encountered problems filling one or more of these positions?**

yes

no **go to question 31**

don't know

no answer

30_ **If so, which position(s)?**

don't know

no answer

31_ **During the past fiscal year, how many employees were remunerated in your organization, not counting management or coordinating positions, jobs funded through integration programs, and volunteers?**

Full-time employees

(30 hours or more per week)

Part-time employees (less than 30 hours per week)

Contract workers paid honoraria (one-time projects, remunerated internships)

Number of women Number of men

Average no. of weeks/year

Average no. hours/week

Average hourly rate for women

Average hourly rate for men

don't know

no answer

32_ **Indicate employee turnover rate in your organization during the last fiscal year** (turnover calculation: number of departures divided by the number of regular employees multiplied by 100)

33_ **How many of these employees are paid via . . .**
recurrent or stable financing **number of employees**
fixed term projects **number of employees**
not applicable
don't know
no answer

34_ **Does your organization plan to hire additional human resources in the next fiscal year** (we are referring to regular jobs, management position, BUT we are NOT referring to employability programs)?
yes **no. of jobs**
no
don't know
no answer
not applicable

35_ **Has your organization been forced to lay off one or more human resources** (we are referring to regular jobs, management positions, BUT we are NOT referring to employability program jobs)?
Last fiscal year (2014-2015) Next fiscal year (2015-2016)
yes **No. of employees**
no
don't know
not applicable

36_ **At the time of their hiring and NOT COUNTING POSITIONS FUNDED THROUGH INTEGRATION PROGRAMS, were one or more of your organization's/enterprise's employees . . .**
far from the job market (no cheque) **no. of employees average no. of months removed**
receiving employment insurance benefits **no. of employees average no. of months on unemployment**
receiving social assistance benefits **no. of employees average no. of months on social assistance**
don't know
no answer
not applicable

37_ **Indicate the average no. of years of seniority of paid staff** (NOT COUNTING INDIVIDUALS HOLDING MANAGEMENT OR COORDINATING POSITIONS)
Types of position and status Average no. years seniority for women Average no. years seniority for men
Full-time jobs
Part-time jobs
don't know
no answer

38_ **How many members of your staff are 35 or younger** (IF THIS IS YOUR CASE, COUNT YOURSELF)

39_ **How many members of your staff are . . .** (IF YOU BELONG TO ONE OF THESE AGE CLASSES, COUNT YOURSELF)

50 – 55 **no. of employees**
56 – 60 **no. of employees**
61 – 65 **no. of employees**
over 65 **no. of employees**
don't know
no answer

40_ **Indicate the average age of staff members holding full-time positions** (NOT COUNTING INDIVIDUALS HOLDING MANAGEMENT OR COORDINATING POSITIONS) . . .
don't know
no answer
not applicable

41_ **Indicate the average age of staff members holding part-time positions** (NOT COUNTING INDIVIDUALS HOLDING MANAGEMENT OR COORDINATING POSITIONS) . . .
don't know
no answer
not applicable

42_ **Most staff members holding FULL-TIME positions** (NOT COUNTING INDIVIDUALS HOLDING MANAGEMENT OR COORDINATING POSITIONS) have
Women Men
a university degree
a college diploma
a secondary school or vocational diploma
have not completed high school
don't know
no answer

43_ **Most staff members holding PART-TIME positions** (NOT COUNTING INDIVIDUALS HOLDING MANAGEMENT OR COORDINATING POSITIONS) have . . .

Women Men
a university degree
a college diploma
a secondary school or vocational diploma
have not completed high school
don't know
no answer

44_ **Is the issue of succession a concern for your organization?**
yes **for which type of job(s)**
no **go to question 45**
don't know

45_ **When do you expect the biggest wave of departures to hit your organization?** months
it's happening now
don't know
no answer
not applicable

46_ **With regard to this issue (succession), your organization . . .**
has already adopted strategies **what are they?**
plans to implement strategies **what type?**
don't know

47_ **Among the following communications media, which ones do you use to publicize your job offers?**
Other(s) **specify**
don't know
no answer
not applicable

48_ **Is your organizing planning to maintain the employment of its employees aged 50 and over?**
yes
no **go to question 50**
don't know

49_ **If so, your organization ...**
has already adopted strategies **what are they?**
plans to implement strategies **what type?**
don't know

50_ **Is your organization planning to hire (job integration) experienced workers, aged 50 or over . . .** (you can check more than one answer)

from the social economy and community action sector
from the public sector
from the private sector
no plans, regardless of previous job sector **go to question 52**
don't know

51_ **If so, your organization ...**
has already adopted strategies **what are they?**
plans to implement strategies **what type?**
don't know

52_ **If your organization is not planning to hire experienced workers (50 and over), specify the reasons for this decision. . .**
don't know
no answer

53_ In the past fiscal year, did your organization hire individuals under an integration program?

yes **how many?**
no
don't know

54_ If so, please specify . . .

Full time
(30 hours and over)
Average hourly wage (for full-time work)
Part-time (less than 30
hours)
Average hourly wage (for part-time work)

Total number
Number of women
Number of men
Don't know

55_ Does your organization currently have among its staff one or more immigrant employees (originating from another country)?

yes **no. of employees**
no **go to questions 62 and 63**
don't know
no answer

56_ If so, most of these people have been employed by your organization for . . .

less than a year
1-3 years
4-5 years
more than 5 years
don't know
no answer

57_ Most of these people hold . . .

a full-time position
a part-time position
an occasional position
don't know
no answer

58_ Are these individuals in a job integration program or wage subsidy program?

yes **no. of employees**
no **no. of employees**
don't know
no answer

59_ Do these individuals hold a job within your organization that is directly related to their field of expertise?

yes **no. of employees**

no **no. of employees**

don't know

no answer

60_ Do one or more of these employees coming from immigration hold a management or coordinating job in your organization?

yes

no

don't know

no answer

61_ Most of these individuals immigrated . . .

less than a year ago

1-3 years ago

4-5 years ago

over 5 years ago

don't know

no answer

62_ If your organization does not count among its employees one or more immigrants (originating from another country), has your organization, in the past, employed one or more immigrants?

yes

no

don't know

no answer

63_ If your organization does not count among its employees one or more immigrants (originating from another country), does your organization plan to hire immigrants (originating from another country) to address the labour shortage?

yes

no

don't know

no answer

64_ Does your organization count among its human resources, one or more individuals with functional limitations (impairment)?

yes **no. of employees**

no

don't know

no answer

65_ Specify the number of individuals holding management (executive director, assistant director) or coordinating positions . . .

66_ Please indicate the average number of years of seniority of individuals holding management (executive director, assistant director) or coordinating positions . . .

don't know

no answer

67_ Indicate the average hourly rate (salary excluding fringe benefits) attributed to management (executive director, assistant director) or coordinating position(s) . . .

don't know

no answer

68_ Indicate the average age of staff members holding management or coordinating positions

don't know

no answer

69_ Most staff members holding management or coordinating positions hold . . .

Women

Men

a university degree

discipline

a college diploma

discipline

secondary school or vocational diploma

did not complete high school

not applicable

no answer

Working Conditions

70_ Will the section of the questionnaire concerning working conditions, especially questions 73 and 74, be completed with staff members?

yes **for all questions concerning working conditions**

for questions 73 and 74

no

don't know

no answer

71_ Is there a union in your organization?

yes

no

don't know

no answer

72_ If not, do your organization's employees benefit from collectively negotiated agreements?

yes

no

don't know

no answer

73_ **Does your organization have policy for working conditions and/or wages?**

yes a . . written policy an unwritten policy

no **go to question 76**

don't know

no answer

74_ **If so, was it drafted with staff members?**

yes

no

don't know

no answer

75_ **What are the main elements of your working conditions/salary policy?**

hiring policy

trial and evaluation period

seniority

layoffs and terminations

work hours

statutory and paid vacation

family and parental leave

social leave **no. of days of leave per year** **maximum no. weeks** **obtained after** **years**

annual vacation eval. every 2 yrs.

employee evaluation annual evaluation

contract cancellation

sexual harassment policy

psychological harassment policy

training policy

family/work balance measures (measures to ensure a balance between demands and responsibilities related to work and family life – family, parents, extended family, loved ones, etc.)

dispute settlement policy

occupational health and safety

other, **specify**

don't know

no answer

76_ **List the fringe benefits to which regular and temporary salaried employees are entitled (not including contract workers and individuals receiving honoraria) . . .**

none

family and parental leave

social leave

sick leave cumulative redeemable

group insurance plan

group pension plan with employer contributions

group pension plan without employer contributions

RRSP with employer contributions

other **specify**

don't know

no answer

77_ Among the following elements, which apply to your staff?

workplace safety yes no not applicable
maintenance of health in the workplace (comfort, heating, noise, occupational risk prevention,
etc.)
compensation system (bonuses, etc.)
team meetings
information dissemination tools
participation in decision-making
participation in committees other than team meetings (e.g., labour relations committee, health
and safety committee, status of women, etc.)
autonomy
responsibility
diversification of tasks
mechanisms/means to avoid excessive workload (control, overtime)
potential for professional advancement (training, validation of acquired experience, skills
development, enhanced responsibility, etc.)
balancing life at work and off the job program (pace of work, family life, sexual equality,
recreation, etc.)
flexible schedules
choice of when to take leave
other, **specify**

78_ Employees' overtime hours are . . . (you can choose more than one answer)

recouped in time off
paid at time and a half at equivalent rate
neither recouped nor paid
no answer

79_ During the last fiscal year, did your organization have a training budget?

yes **available amount** % of the budget
no

80_ What are your organization's principal training needs?

don't know
no answer

81_ Is your organization ready to receive interns?

yes
no **why not?**
don't know
no answer

82_ Does your organization have salary scales?

yes
no **go to question 84**
don't know

no answer

83_ Would your organization be willing to send us these salary scales for the benefit of the sector and its organizations?

yes

no

don't know

no answer

Volunteers and Democratic Structure

84_ Do volunteers OTHER THAN BOARD MEMBERS participate in the life of your organization?

yes **no. of volunteers in the last fiscal year**

no **go to question 78**

don't know

no answer

85_ On average, and during the last fiscal year, what is the total average no. of volunteer hours in your organization (NOT COUNTING HOURS WORKED BY BOARD MEMBERS)?

1–499 hours

500–999 hours

1,000–1,999 hours

2,000–2,999 hours

3,000–3,999 hours

4,000–4,999 hours

5,000–9,999 hours

10,000 hours or more

don't know

no answer

not applicable

86_ How many members sat on your Board during the last fiscal year?

No. of women No. of men

don't know

no answer

87_ Under your bylaws, the members of your board of directors sit in the capacity of . . .

No. WOMEN aged 35 or younger

No. MEN aged 35 or less

No. of WOMEN voting members No. of MEN voting members No. of WOMEN non-voting members No. of MEN non-voting members

employee representatives

individual members

delegates of member organizations

statutory members

Customers and/or individuals who use your services

Delegates of gov't agencies (non-members)

Other members, **specify**

don't know

no answer

88_ Indicate the number of meetings held and average number of members attending these meetings during the last fiscal year . . .

no. of meetings no. of members convened to a meeting average no. of members attending

Board of Directors

General Meeting of members

Management Committee (Executive Committee, Coordinating Committee)

Various other committees

don't know

no answer

89_ Name of respondent

90_ Title of respondent

91_ Share your comments with us

Thank you for taking part!

You are eligible for the draw for an iPad Air 2 (Wi-Fi)