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For Office Use

Guide to Labour Statistics

Collected by the Dominion Bureau of Statistics

October 1957

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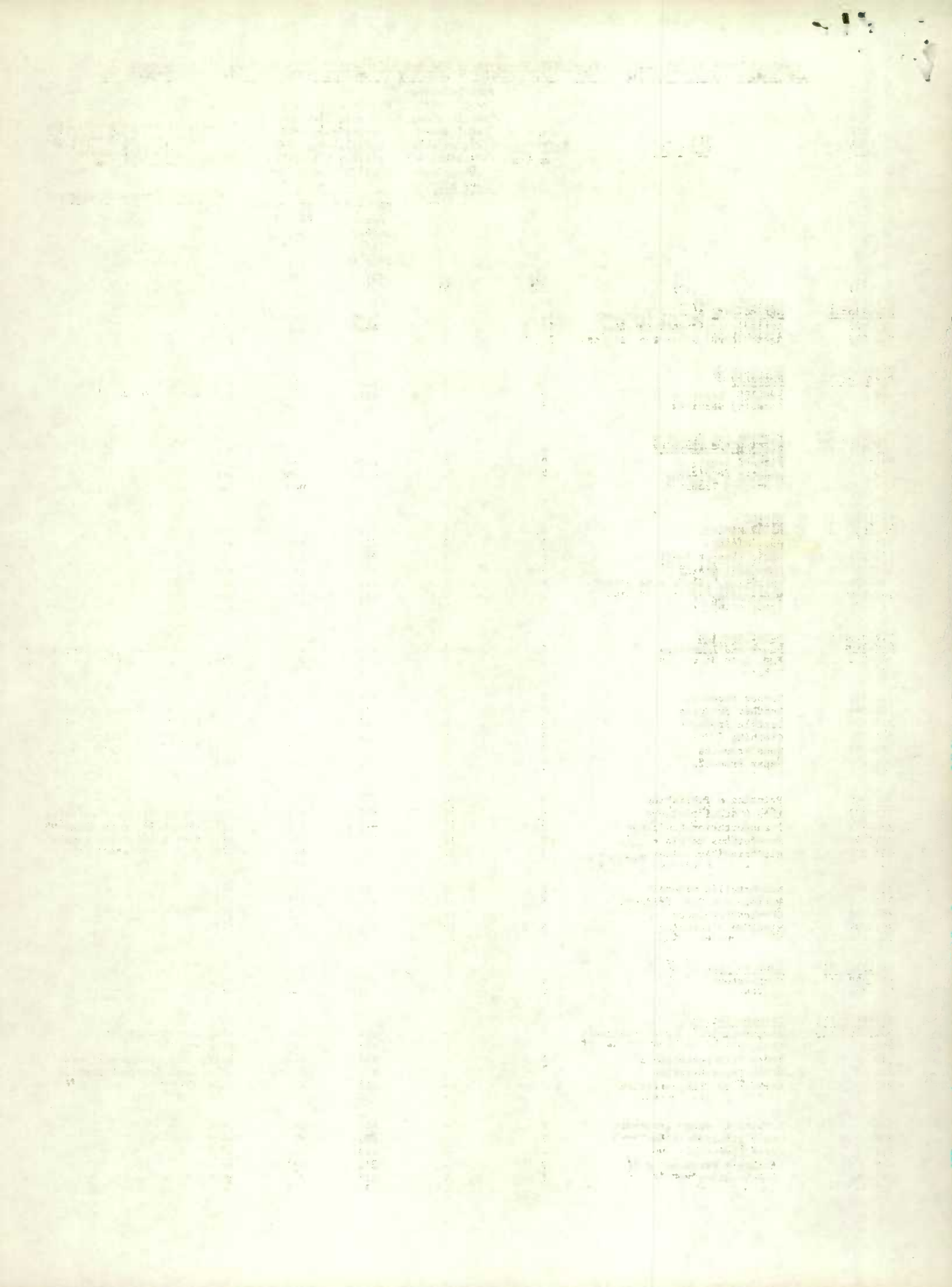
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The first of these is the fact that the
 government has been unable to raise
 the necessary funds to meet its
 obligations. This is due to a
 combination of factors, including
 the high level of inflation and the
 low level of savings. The second
 factor is the fact that the
 government has been unable to
 attract foreign investment. This
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 unable to attract foreign investment.
 This is due to the high level of
 inflation and the low level of
 savings.

Numerical Index of SIC Industries, Showing Coverage by DBS Establishment Surveys Which Obtain Employment Data

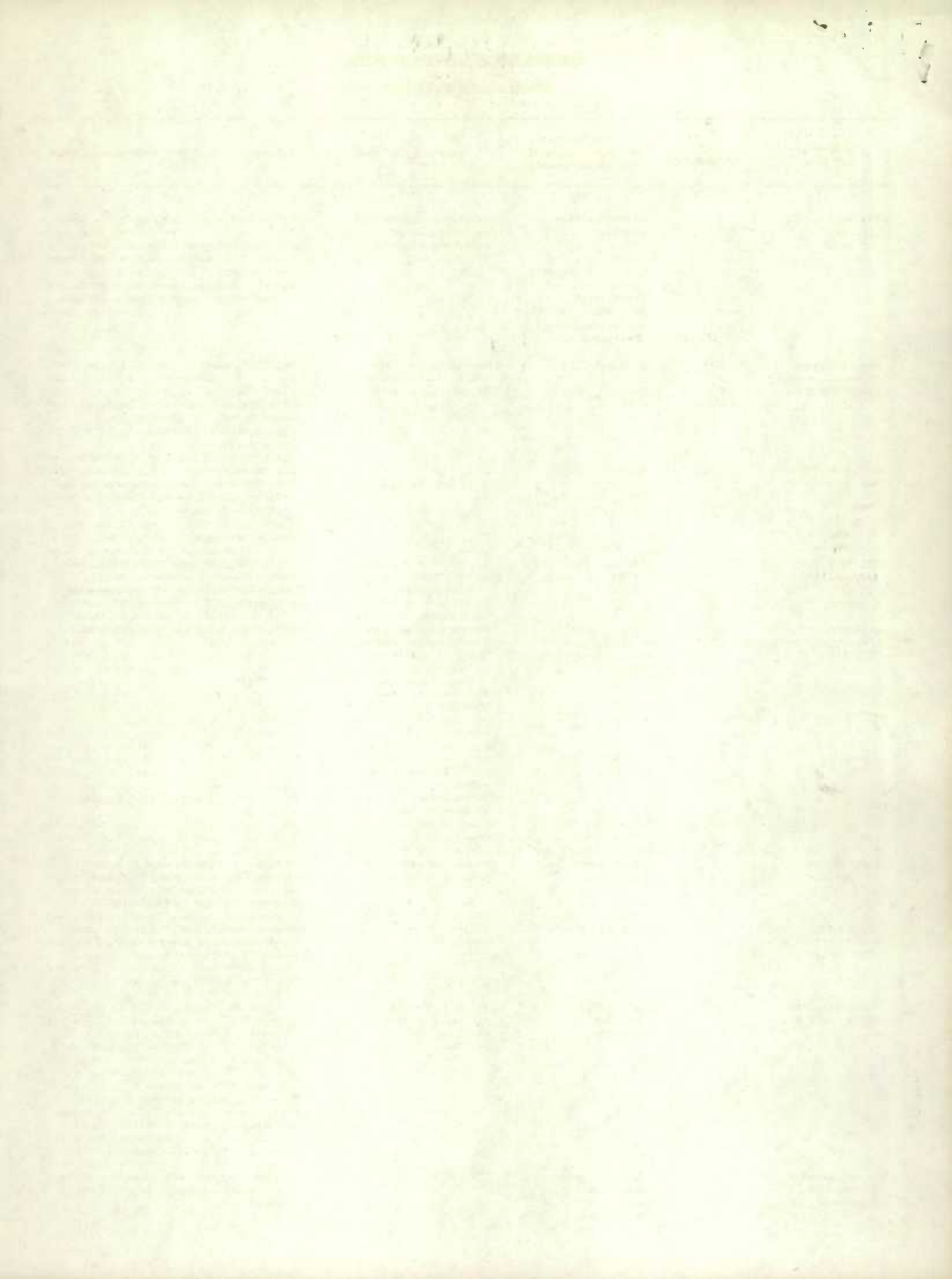
SIC Number	SIC Title	Page Reference	Page Reference to "Publications of I and M Division which Delimit Sub-groups of SIC"	Within their kind-of-establishment restrictions these surveys cover the following fraction of the industry:		Industry coverage exclusive of preceding surveys and decennial census
				Employment Survey (see page 1)	UIC Semi-Annual Survey (see page 2)	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
<u>Division I</u>						
	<u>Agriculture</u> ^{1/} ^{2/}					
000-069	Agriculture (except services)	10	-	none	none	all
073-079	Agricultural & related services	10, 8	-	none	part	part
<u>Division II</u>						
	<u>Forestry</u> ^{2/}					
080	Logging	5	1	all	all	all, plus farm wood lots
089	Forestry Services	8	-	all	none	all
<u>Division III</u>						
	<u>Fishing and Trapping</u>					
091-093	Fishing	6	1	none	all	all
095	Fishery Services	8	-	none	none	part
097	Hunting & Trapping	-	-	none	none	none
<u>Division IV</u>						
	<u>Mining</u>					
101-119	Metal Mining	6, 8	1	all	all	all
121	Coal Mining	5	2	all	all	all
123-126	Fuels (except coal)	6	2	all	all	all
131-139	Non-metal mining	6	2	all	all	all
153-159	Quarrying, clay & sand pits ^{2/}	6	3	all	all	all
172-179	Prospecting ^{2/}	-	4	all	all	none
<u>Division V</u>						
	<u>Manufacturing</u>					
200-228	Foods and Beverages	5	4	all	all	all, except some fish processing
230	Tobacco	5	5	all	all	all
236-239	Rubber Products	5	6	all	all	all
241-249	Leather Products	5	6	all	all	all, except 243 Shoe Repair
251-269	Textile Products	5	6	all	all	all
270-279	Clothing	5	8	all	all	all, except 271 Tailoring
281-289	Wood Products	5	9	all	all	all
292-299	Paper Products	5	10	all	all	all
301-309	Printing & Publishing	5	10	all	all	all
311-329	Iron & Steel Products	5, 8	10	all	all	all, except 312 Blacksmithing
330-339	Transportation Equipment	5	12	all	all	all, except 331 Auto Repair
341-349	Non-ferrous metals	5	12	all	all	all, except 346 Watch Repair
351-359	Electrical Apparatus	5	14	all	all	all
361-369	Non-metallic minerals	5	14	all	all	all
373-379	Petroleum & Coal Products	5	16	all	all	all
380-389	Chemical Products	5	16	all	all	all
391-399	Misc. Manufacturing	5, 8	18	all	all	all
<u>Division VI</u>						
	<u>Construction</u> ^{1/} ^{2/}					
404-439	Contractors	9	-	all	all	all
<u>Division VII</u>						
	<u>Transportation</u>					
501-510	Air, Bus, Rail, Urban Transport	7	-	all	all	all, except airports
512	Taxicab	-	-	all	all	none
514	Truck Transportation ^{2/}	7	-	all	all	part, only common carriers
516	Water Transportation	7	-	all	part	most, excludes some ferries
517	Service to Transportation	-	-	all	all	none
518	Service to Water Transport	8	-	all	part	part
519	Other Transportation	7	-	all	all	part
524	Grain Elevators	-	-	all	all	none
527	Storage & Warehousing ^{2/}	7	-	all	all	part
543-549	Communication	7	-	all	all	part, phone & cable



SCHEDULES USED FOR LABOUR STATISTICS

LABOUR AND PRICES DIVISION

Schedule Used	SIC Number	Industry (or application if not on SIC basis)	Extent of Coverage	Information Obtained and Concepts Used
(1)	(2)	(3)	(4)	(5)
Employment payrolls and man-hours. (ES 1)		All Industries - exceptions - agriculture, hunting and fishing, most services (except hotels, restaurants, laundries, recreational and business services)	Establishments usually employing 15 persons or more, report on establishment basis.	For salaried staff: number and payrolls. For wage-earners: number and payrolls. Number of females: salaried staff and wage-earners. For wage-earners whose hours of work are recorded: number, hours worked, payrolls.
Annual report of earnings and hours. (ES 24)	200-399	Manufacturing	Manufacturing establishments usually employing 15 persons or more.	Data for male and female, A) wage-earners, B) managerial, C) office and clerical. Data includes, 1) number employed, 2) hours worked, 3) gross wages. "Hours worked" includes absent with pay but not absent without pay. "Pay" includes bonus or commission, but not perquisites. "Wage-earners" are production and ancillary workers in the plant, including working foremen. "Salaried personnel" are office and managerial employees.
UIC 409A (application) UIC 699E (renewal)		Insured population, at book renewal time.	All persons employed under a contract of service except: 1) workers in specified industries or occupations such as armed forces, private domestic service and private duty nursing, teaching; and most of agriculture. 2) workers on other than hourly, daily or piece rates if earning more than \$4,800 per year, unless they elect to remain in the scheme; 3) employees in a hospital or charitable institution, except by consent of UIC.	Name, sex, age, marital status, location industry and occupation. Published estimates of insured population consist of a count of renewals plus the number of original issues while book renewal is in progress.
Computation of benefits (UIC 417)		Insured persons	Those who establish benefit periods.	Data on 1) age, 2) sex, 3) marital status, 4) occupation, 5) industry, 6) rate and amount of contributions, 7) benefit rights established.
Record of Contribution (UIC 699A)		Insured persons	A five per cent sample	Weeks of contribution, rate or amount. These schedules are matched with forms 409A and 699E so breakdown of these data can be made by age, sex, location, industry, occupation.
Monthly claims Report (UIC 561)		Insured persons applying for benefits.	Insured persons who are contacting offices to draw benefit.	Data on 1) claims pending at beginning of month, 2) claims filed during month, 3) claims withdrawn, 4) total claims handled, 5) benefit periods not established, 6) number allowed, 7) number disqualified. Regular and seasonal claims, are broken down as initial, renewal. Active claimants on last day of month are classified by number of weeks on claim, local or postal claims, male or female. Reasons are given for disqualifications.
Unemployment Register (UIC 485)		Insured persons whose benefit period is terminated.		A record of the individual's unemployment including dates, benefits received, etc.



SCHEDULES USED FOR LABOUR STATISTICS

LABOUR AND PRICES DIVISION

Schedule Used	SIC Number	Industry (or application if not on SIC basis)	Extent of Coverage	Information Obtained and Concepts Used
(1)	(2)	(3)	(4)	(5)
Application for employment. (UIC 701)		Persons seeking employment	Not restricted to insurable occupations. Not restricted to unemployed.	Record of previous employment - type of work, length of employment, rate of pay, hours of work. Current data - age, marital status, level of education type of work preferred, location preferred. In addition to the master card (701M) for every applicant, there are several supplementary cards to be used where appropriate to get more details on experience or ability, e.g. 701A for agricultural workers, 701E, for physically handicapped persons.
Employers Order. (UIC 733)		Employers seeking workers	Not restricted to insurable industries, the percentage of employers who make use of NES is not known.	Information regarding employment offer such as description of duties, hours of work, duration of job, remuneration amount and basis of payment.
Report on Employment Operations. (UIC 751)		Persons seeking employment and employers seeking workers	Service is free to all employees and employers.	Data on applications - number at beginning of month, number received during month, number cancelled, number placed during month, number on hand at end of month. Data on vacancies (by industry) - number at beginning of month, number reported during month, number cancelled, referrals during month, referrals unconfirmed, placements made, vacancies unfilled at end of month.
Inventory of registrations and vacancies. (UIC 757)		Persons seeking employment and employers seeking workers	Service is free to all employees and employers.	Data by occupation - unplaced applicants and unfilled vacancies for male and female. This differs from data reported on UIC 751 by excluding 1) persons already employed, 2) those seeking part time or subsidiary employment, 3) claimants in receipt of benefit in period of illness, 4) war veterans (unless they are claimants for benefits), 5) claimants involved (indirectly) in an industrial dispute, 6) stevedores (with certain exceptions), 7) applicants registered in advance of their availability, 8) dual registrants.
Hirings and Separations. (UIC 847)		Establishments with at least ten employees, of whom at least one is insured.	Some 54,000 establishments. Excludes government other than certain Boards and Crown Corporations.	Data for male and female are obtained on monthly basis to show 1) number employed at beginning, 2) number hired, 3) number of separations, 4) number employed at end of month. Computations are made on an industry basis. "Employed" means "on payroll" and excludes casual workers and own-account workers but includes regular or part time workers and those on vacation, with or without pay, or on strike.

SCHEDULES USED FOR LABOUR STATISTICS

SPECIAL SURVEYS DIVISION

Schedule Used	SIC Number	Industry (or application if not on SIC basis)	Extent of coverage	Information Obtained and Concepts Used
(1)	(2)	(3)	(4)	(5)
Labour force enumeration schedule.		Civilian non-institutional population 14 years of age or over. Excludes Yukon and N.W.T. and Indians on reserves.	Some 35,000 households chosen by area sampling methods in some 118 areas. About one per cent of labour force.	For each individual - age, sex, marital status, relationship to head of household. Major activity and secondary activity as: worked, looked for work, had job but not at work, unable to work, kept house, went to school, retired. If at work how many hours. If the person usually works 35 hours or more but was not at work last week or worked less than 35 hours a reason is given. If he would prefer to work at least 35 hours but usually does not a reason is given. Number of weeks the individual has been seeking work, and whether full time or part time work was sought. Industry, occupation, and occupational status of the worker. Industry and occupation data tabulated only for persons with jobs.

SCHEDULES USED FOR LABOUR STATISTICS

CENSUS DIVISION

Schedule Used	SIC Number	Industry (or application if not on SIC basis)	Extent of Coverage	Information Obtained and Concepts Used
(1)	(2)	(3)	(4)	(5)
Population questionnaire; and supplementary forms for housing and for the blind and deaf.		All persons 14 years of age and over.	This differs from coverage of the 1951 Labour Force survey by including members of armed forces, Indians on reserves, inmates of institutions, and certain relatively inaccessible areas including Yukon and N.W.T.	Schedule asks each individual 1) his activity or work status, 2) number of hours worked in survey week, 3) occupation, name of the firm and kind of industry, 4) class of worker: employer, own account, wage or salary earner, unpaid family worker. Wage and salary earners (of census week) were asked total number of weeks worked, and wage and salary earnings, in year preceding census week. Not all data are tabulated, e.g. hours of work are computed only for wage and salary earners. Not all data are published in same degree of detail.
General Farm Schedule	000-069	Agriculture (except for agricultural services)	All farms enumerated, but some sections of schedules used for only every 5th farm.	Number of paid workers hired by year, month, day, other. Number of days worked off the farm or at non-farm work. Wages paid for hired labour and value of perquisites. Amount paid for custom work (but wage content of such payments is not given). "Farm" is defined as being either 1) three acres or more in size or 2) from one to three acres with production valued at \$250 or more (1950).
Form 6, agriculture	000-069	Agriculture except for agricultural services.	All farms.	Wages paid to farm labour (cash and kind). This excludes pay for housework, custom work, and construction labour. Value of rent or room and board provided. Months of work at non-farm work off the farm. Months of labour (excluding operator) by paid labour and unpaid family labour (only males 14 years and over). Number of male farm workers employed 15 hours or more in survey week for; paid workers, unpaid family workers. "Net farm labour" is calculated as total labour minus part-time work not on commercial farms.
List of Commercial Fishermen. Special Survey of Fisheries.	091-093	Fishing	Some questions asked of all fishermen on original enumeration; more detail obtained on follow-up survey of a sample.	Original enumeration asks number of days worked; 1) on own account, 2) on shares, 3) for wages; and total income from fishing. Special survey asks number normally employed by type of boat, value of gear and equipment, landings and disposal of fish, receipts from other sources, operating and maintenance expenses showing wages (cash and kind) and value of provisions for crew.
Census of Distribution, various forms for various types of establishment.	731-799, 701-729, 901-949, (part)	Retail trade, Wholesale trade, Services	Service excludes 1) professional services 2) trades 3) public utilities 4) domestics 5) transportation, other than taxis.	Number of working proprietors. Minimum and maximum number of paid workers during year. Total wages and salaries. All of the above by industry or type of service. Labour data essentially the same on all the forms.

SCHEDULES USED FOR LABOUR STATISTICS

INDUSTRY AND MERCHANDISING DIVISION

Schedule Used	SIC Number	Industry (or application if not on SIC basis)	Extent of Coverage	Information Obtained and Concepts Used
(1)	(2)	(3)	(4)	(5)
Supplementary report of coal mining operations.	121	Coal Mining		<p>Average number employed (male-female) for wage-earners (surface), wage-earners (underground), salaried staff at mine, salaried staff not at mine.</p> <p>Number of man-days of labour for wage-earner (surface), wage-earners (underground), salaried staff at mine.</p> <p>Payrolls for wage-earners (total, salaried staff at mine, salaried staff not at mine.</p>
Coal Operators' Monthly Statement. Slightly different from used in each province.	121	Coal Mining		<p>Underground mining - Number of salaried staff and shifts worked, on surface and underground. Number of wage-earners and shifts worked, on surface and underground.</p> <p>Strip mining - Number of salaried staff and shifts worked on surface. Number of wage-earners and shifts worked, on surface.</p> <p>For both types of mine "wage-earners" is broken down into several classes.</p> <p>"Number employed" means number receiving pay at any time during month.</p>
For various schedules used see, "Titles of Schedules and of corresponding annual reports; Census of Manufactures".	200-399	Manufacturing	Almost all large manufacturing establishments. For a list see, "Publications of the Industry and Merchandising which Delimit Sub-groups of the SIC".	<p>For manufacturing operations - Number employed (male-female) and wages and salaries for (A) proprietors, (B) salaried staff.</p> <p>Number of wage-earners employed (male-female) by months, and wages and salaries for the year.</p> <p>Man-hours worked and man-hours paid for but not worked by wage-earners by quarter.</p> <p>For non-manufacturing operations - Wages and salaries only.</p>
General Schedule (short forms)	200-399	Manufacturing	Most of the smaller establishments. Production of \$50,000 is the general dividing line. Excludes inland fish processing, tailoring, blacksmithing and repair shops for autos, shoes, watches.	Nature of business and value of production. (From this, labour data are estimated at the Bureau).
Census of Industry. "Operations in the Woods".	080	Logging	35-40 per cent sample. Mostly large establishments and mostly in B.C. None from P.E.I. Very few from Quebec.	<p>Number and payrolls for salaried staff and for wage-earners. Number is also shown as male-female; and, for wage-earners only, a monthly breakdown is given. Number employed is the average not the total who have been employed at any time.</p> <p>For wage-earners, both number and earnings include persons operating rented equipment. Total payments made to contractors are shown but no details of number of workers or their earnings.</p>

SCHEDULES USED FOR LABOUR STATISTICS

INDUSTRY AND MERCHANDISING DIVISION

Schedule Used	SIC Number	Industry (or application if not on SIC basis)	Extent of Coverage	Information Obtained and Concepts Used
(1)	(2)	(3)	(4)	(5)
Fisheries Statistics	091-093	Fishing	Inland fishing, and sea fishing but not processing.	Average number of men by type of vessel or boat, for sea fishers. For inland all provinces give totals but breakdown varies. Includes own-account workers, paid workers and sharemen.
Metal Mines, Gold Quartz Ores, Lode Mines, Placer Mining, Silver Cobalt, Iron Ore, Asbestos, Feldspar and Quartz, Gypsum Peat, Salt, Mica, Natural Mineral Waters, Non-metal Product, Cement, Clay Products, Lime, Sand and Gravel, Stone, Non-producing mining enterprises, Petroleum and Natural gas.	101-119, 123-159	Mining, quarrying and oil wells	Full census. Excludes coal (121)	Average number employed, male-female. Number of man-hours of labour. Wages and salaries. Each of these broken down as A) wage-earners at mine or plant; B) salaried staff; C) paid workers at head office or other location except mine or plant. Wage-earners are also separated as mine or mill for number employed and man-hours of labour. Number of wage-earners by months is reported for mine (underground), mine (surface), mill. Number at mill and mine (surface) are also distinguished as male-female. Monthly report of number employed refers to number on last pay day in the month.
Many different schedules are required by the different kinds of establishments but there is a basic similarity.	701-799 (part) 922-949 (part)	Wholesale trade, retail trade, and service.	Wholesale trade: Food, Drugs, Dry Goods, Footwear, Hardware, Automotive Parts, Household Appliances, Plumbing and Heating Supplies. Retail Chains: Food, Clothing, Variety, Drug, Furniture. Retail Independent: Food, Clothing, Hardware, Furniture, Appliances, Fuel, Drug, Jewellery, Tobacco, Restaurants, Filling Stations. Services: Laundries and Cleaners, Theatres, Hotels, Sales Financing, Farm Equipment, Motor Vehicles, Advertising, Motion Picture Production.	Labour data requested vary somewhat depending on the kind of business. Most schedules ask the number of employees and working proprietors, and amount of payrolls and withdrawals. Further breakdowns in some schedules distinguish administrative and sales staff, or office and labour, or male and female. In most of trade group surveys relate to operating results and ask for payrolls but not number employed.

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

IN SENATE,

JANUARY 11, 1911.

REPORT OF THE

COMMISSIONERS

OF THE

LAND OFFICE

1910

AND

REVENUE ACCOUNT

FOR THE YEAR

ENDING DECEMBER 31, 1910.

AND

REVENUE ACCOUNT

FOR THE YEAR

ENDING DECEMBER 31, 1909.

AND

REVENUE ACCOUNT

FOR THE YEAR

ENDING DECEMBER 31, 1908.

AND

REVENUE ACCOUNT

FOR THE YEAR

ENDING DECEMBER 31, 1907.

AND

REVENUE ACCOUNT

FOR THE YEAR

ENDING DECEMBER 31, 1906.

AND

REVENUE ACCOUNT

FOR THE YEAR

ENDING DECEMBER 31, 1905.

AND

REVENUE ACCOUNT

FOR THE YEAR

ENDING DECEMBER 31, 1904.

AND

REVENUE ACCOUNT

FOR THE YEAR

ENDING DECEMBER 31, 1903.

AND

REVENUE ACCOUNT

FOR THE YEAR

ENDING DECEMBER 31, 1902.

AND

REVENUE ACCOUNT

FOR THE YEAR

ENDING DECEMBER 31, 1901.

AND

REVENUE ACCOUNT

FOR THE YEAR

ENDING DECEMBER 31, 1900.

AND

REVENUE ACCOUNT

FOR THE YEAR

ENDING DECEMBER 31, 1899.

AND

REVENUE ACCOUNT

FOR THE YEAR

ENDING DECEMBER 31, 1898.

AND

REVENUE ACCOUNT

FOR THE YEAR

ENDING DECEMBER 31, 1897.

AND

REVENUE ACCOUNT

FOR THE YEAR

ENDING DECEMBER 31, 1896.

AND

REVENUE ACCOUNT

FOR THE YEAR

ENDING DECEMBER 31, 1895.

AND

REVENUE ACCOUNT

FOR THE YEAR

ENDING DECEMBER 31, 1894.

AND

REVENUE ACCOUNT

FOR THE YEAR

ENDING DECEMBER 31, 1893.

AND

REVENUE ACCOUNT

FOR THE YEAR

ENDING DECEMBER 31, 1892.

AND

REVENUE ACCOUNT

FOR THE YEAR

ENDING DECEMBER 31, 1891.

AND

REVENUE ACCOUNT

FOR THE YEAR

ENDING DECEMBER 31, 1890.

SCHEDULES USED FOR LABOUR STATISTICS
PUBLIC FINANCE AND TRANSPORTATION DIVISION

Schedule Used	SIC Number	Industry (or application if not on SIC basis)	Extent of Coverage	Information Obtained and Concepts Used
(1)	(2)	(3)	(4)	(5)
Motor Carrier Report	505-514	Inter-urban bus and coach transportation, truck transportation. (Passenger bus and motor carriers)	Includes only "common carriers" not private or contract.	Payrolls for year and number working on July 15 and Dec. 15 by type of work 1) general officers, 2) office clerks 3) drivers, 4) mechanics 5) other employees 6) working proprietors. Meals etc. excluded from payrolls.
Urban Transit Statistics	510	Urban transportation systems. (urban transit)	Both motor and electric systems.	Number and payrolls for 1) proprietors 2) office and professional, 3) other salaried, 4) conductors etc., 5) other hourly rated employees. Number is the average of the monthly averages.
Classification of Railway Employees and their compensation	508	Steam railways (Railway transport)	Complete coverage	Number, hours of work, and payrolls by divisions - 1) general, 2) way and structures, 3) equipment, 4) transportation, 5) other. Several job types are distinguished within each division. "Number" is the average of 12 mid-month counts. Part-time workers are reported separately and not classified by job type.
Bridge, Tunnel and Ferry Report	519 (part)	Other transportation. (Bridge, tunnel and ferry.)	Only international toll bridges etc.	Number and payrolls for full-year, full-time and part-year or part-time employees by job type: 1) general officers, 2) supervisory staff, 3) office staff 4) operating staff, 5) maintenance staff, 6) other.
Telegraph and Cable Statistics	549 (part)	Other communication services. (Telegraph and cable)	Ten companies	Average number and payrolls for 1) operators (male-female), 2) line men, 3) other maintenance, 4) messengers, 5) officers and clerks. Commissions paid to railway employees and to other persons.
Warehousing Report	527 (part)	Warehousing and storage.	Establishments offering warehousing or storage facilities to the public. Excludes small food lockers and cold storage.	Number (reference time not specified) and payrolls for 1) salaried 2) wage-earner regular, 3) wage-earner casual. Number of working proprietors and amounts of withdrawals.
Telephone Statistics	547	Telephone	All telephone companies except rural systems in Saskatchewan.	Number employed and payrolls by full-year, full-time and part-year or part-time. Payroll for switchboard operators, and for officials by type of work such as manager, auditor.
Electric Power Statistics	602	Electric light and power (Electric Power Stations)	All electric power stations and distributors. Generators operated for mines or other industries are only reported if they sell surplus power.	Average number and total payrolls for 1) administrative, 2) operating and maintenance 3) new construction. Payrolls include room and board. Contractors' employees not included.
Pipe Line (oil) Statistics, Monthly Report.	519 (part)	Oil pipe line operation	All pipe line companies, but not all companies which operate a pipe line as a minor part of their total operations.	Number employed, regular payroll, overtime payroll for 1) General office workers (except clerical), 2) clerical 3) supervisory 4) wage-earners. Provincial breakdown of total hours and total payrolls only. Man-hours of work for wage-earners only.
	501 (part)	Civil aviation, excludes airports.	Air carriers freight and passenger.	Average number and total payrolls by class of work, e.g. clerical, pilots, mechanics.

MEMORANDUM FOR THE RECORD

DATE	SUBJECT	ACTION	BY	REMARKS
1944-01-15
1944-01-20
1944-01-25
1944-02-01
1944-02-05
1944-02-10
1944-02-15
1944-02-20
1944-02-25
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SCHEDULES USED FOR LABOUR STATISTICS
PUBLIC FINANCE AND TRANSPORTATION DIVISION

Schedule Used	SIC Number	Industry (or application if not on SIC basis)	Extent of Coverage	Information Obtained and Concepts Used
(1)	(2)	(3)	(4)	(5)
Water Transportation Report.	516	Water transportation	Ships of Canadian registry. Excludes some car ferries, etc., which are reported in railway statistics. Excludes fishing vessels.	Number employed and payroll for, 1) vessel crews, 2) dock and warehouse, 3) office and administration. Withdrawals by proprietors. Value of meals supplied free to employees. "Number" is the average of the monthly averages.
Notification of change in establishment, (CSC 131) and various "authorities" relating to individuals.	911-916 and others	Federal Government. Government Sector is delimited by ownership. Hence a variety of establishments is included requiring many SIC numbers.	Chiefly employees on CSC establishment lists.	Number employed at end of month. Rate of pay of those employed (total); this is not the same as monthly payroll. Excludes special benefits such as isolation pay but includes overtime. Card for each employee also shows age, sex, salary, position and reason for separation when he leaves.
Federal Government Employment Report 8505-41	911-916 and others	Federal Government (see above)	Certain Boards and other continuing salaried positions not under CSC e.g. RCMP, NFB, DRB, and some continuing salaried positions under CSC. Casual employees are not included.	Number employed and payrolls by male-female and by permanent, temporary, seasonal. Total overtime earnings (this is not included in "payrolls"). Hirings and separations, and reason for separation; all by male-female.
Federal Government Employment Report 8505-35	911-916 and others	Federal Government (see above)	Non-classified civil servants (Prevailing rate, ships' crews and casuals).	Number male-female for prevailing rate, casual, and ships' crews. Hirings and separations male-female for prevailing rate, casual, and ships' crews. Payrolls monthly, fortnightly, weekly for prevailing rate, casual, and ships' crews.
Employment and Payrolls Report	911-916 and others	Federal Government (see above)	Agency and proprietary Corporations, etc.	Number employed and payrolls.
Provincial Government Employment Report PF-PGE-1, and special tabulations, paylists, etc.	918 and others	Provincial government (see above)	Includes colleges, goals and other provincial institutions. Broader than SIC 918.	Number employed and payroll for 1) regular employees 2) casual salaried 3) casual hourly-rated 4) casual day-rate. Each of these broken down by pay period as monthly, semi-monthly, weekly. Total hirings and separations during the month. "Regular" and "casual" mean "permanent" and "temporary" so are not type-of-work categories.
Municipal Payroll Statistics	917(part) and others	Municipal and other Local Government (see above)	All municipalities of over 15,000 and a sample of smaller centres.	Total payroll for each department board or commission but excludes schools, hospitals, and bus, gas, telephone and electric utilities.
Municipal Finance Statistics	917(part) and others	Municipal and other Local Government (see above)	All municipalities of over 15,000 and a sample of smaller centres.	Number of municipal employees engaged in construction work in last pay period of each month. Total payrolls for construction activity.

SCHEDULES USED FOR LABOUR STATISTICS

GENERAL ASSIGNMENTS DIVISION

Schedule Used	SIC Number	Industry (or application if not on SIC basis)	Extent of Coverage	Information Obtained and Concepts Used
(1)	(2)	(3)	(4)	(5)
The Construction Industry	400-439	Construction industry.	Some 4000 establishments, most of the large operator.	Working proprietors, number. Salaried staff, number and payrolls. Wage-earners, number by months and payrolls for the whole year.
Capital and Repair Expenditures.		Construction activity, "force-account" only, i.e., construction work done by each firm's own labour force as distinct from work by construction firms.	Practically all industries. Exceptions - agriculture and fishing, independent stores, commercial services (part), government. Expenditures by firms reporting are at least 80% of total expenditures.	Number of salaried staff and wage-earners by months. Payrolls for the year, including board, etc. "Construction" includes both new and repairs.
Census of Construction, Government Departments		Construction activity "Force-account" only.	Federal and provincial Governments.	Number of salaried staff and wage-earners by months. Payrolls for the year, including board etc. "Construction" includes both new and repairs. Includes members of armed forces when they are doing construction work.

SCHEDULES USED FOR LABOUR STATISTICS

AGRICULTURE DIVISION

Schedule Used	SIC Number	Industry (or application if not on SIC basis)	Extent of Coverage	Information Obtained and Concepts Used
(1)	(2)	(3)	(4)	(5)
Farm Labour and Wages Report	000-079	Agriculture	Some 3000 respondents. Since they report "Farm" wages the coverage could vary slightly from the SIC "agriculture".	If respondent operates a farm how many male and female workers does he hire; how many unpaid family workers. What wage rate is paid by respondent or others in the district for male help with and without board for persons paid by hour, day, month, and year. If perquisites are provided give list or explanation.
December Survey	000-079	Agriculture	Respondents are farm operators so coverage may not correspond exactly to SIC "agriculture". Data are inflated to compensate for non-response.	Total wages paid for male and for female help hired by day, month, year. (For farm work only, excludes domestics).

STATE OF TEXAS
COUNTY OF [illegible]

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SCHEDULES USED FOR LABOUR STATISTICS

EDUCATION DIVISION

Schedule Used	SIC Number	Industry (or application if not on SIC basis)	Extent of Coverage	Information Obtained and Concepts Used
(1)	(2)	(3)	(4)	(5)
Report on Salaries of Academic Staff in Universities and Colleges.	901(part)	Education	Universities and colleges including junior levels.	For teaching staff 1) rank or position, 2) field or subjects, 3) age, 4) year of graduation, 5) salary. Members of the clergy are distinguished from lay staff. No data for employees other than teaching staff. Only full-time staff.
Annual Report of Universities and Colleges.	901(part)	Education	Universities and colleges.	Total wages and salaries paid to all employees. Number of full-time staff by income class for 1) deans, 2) professors, 3) associate professors, 4) assistant professors, 5) instructors. Number of staff full-time and part-time, male and female in 1) pre-matriculation, 2) arts-letters-science, 3) other schools or faculties.
Private Elementary and Secondary Schools Report.	901(part)	Education	Private elementary and secondary schools, (academic).	Number of teachers full-time and part-time, male and female. List of teachers showing qualifications and experience. Number of teachers by salary group; full-time only. Total salaries and wages for teachers, others.
Private Business and Commercial Schools Report.	901(part)	Education	Private business and commercial schools.	Number of teachers full-time and part-time male and female. List of teachers showing qualifications and experience. Number of teachers by salary group; full-time only.
Statistics of Free, Municipal, and association Public Libraries.	909(part)	Community or Public Service N.E.C.	Public, government, university, and private libraries are surveyed but coverage of private libraries is not complete.	Number of employees 1) total, 2) librarians with degree, 3) librarians without degree. Each of these for full-time and part-time. Number, by salary range, for 1) chief librarian, 2) deputy chief, 3) division head, 4) other professional staff, 5) library assistants, 6) clerical, 7) maintenance. Total salaries for 1) library staff, 2) building staff.

Date	Description	Debit	Credit	Balance
1912	Jan 1			
	Jan 2			
	Jan 3			
	Jan 4			
	Jan 5			
	Jan 6			
	Jan 7			
	Jan 8			
	Jan 9			
	Jan 10			
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	Jan 30			
	Jan 31			

SCHEDULES USED FOR LABOUR STATISTICS

HEALTH AND WELFARE DIVISION

Schedule Used	SIC Number	Industry (or application if not on SIC basis)	Extent of Coverage	Information Obtained and Concepts Used
(1)	(2)	(3)	(4)	(5)
Annual report of Hospitals. Part I - General Part II- Financial.	903(part)	Hospitals, except mental and TB.	All hospitals except TB and mental institutions. Financial report also excluded federal hospitals and private. No inflation of figures to offset non-response, which is very small but does exist.	Number employed and total hours worked by, 1) doctors, 2) nurses, 3) dietitians, 4) technicians, 5) social service, 6) other. Distribution of hours of work among administration, general services, ambulance, operating room, etc. Payroll by unit, e.g., operating room, delivery room, laboratory, administration, physical plant. Gross payroll and with perquisites deducted. Hospital financial statement does not show payments direct from patient to doctor or special nurses. Non-paid workers, such as members of a religious order are included, if they are on staff, but not voluntary or casual non-paid workers.
Annual return of Tuberculosis Institutions.	903(part)	TB Institutions	All sanatoria and TB units in general hospitals. Financial statistics exclude federal sanatoria and T.B. units.	Number employed 1) doctors, 2) nurses, 3) dietitians, 4) social workers, 5) technicians, 6) other. Full-time employees only, except doctors who report part-time also. Payrolls (no breakdown). Gross payroll and with perquisites deducted.
Annual return of Mental Hospitals.	903(part)	Mental Institutions	Similar, but not identical, reports received from mental hospitals, mental clinics, and psychiatric units in general hospitals. Financial data not provided by mental clinics and psychiatric units.	Number employed A) part-time, B) full-time, by type of work, e.g., building maintenance, administration, doctor, dentist. Nursing staff also divided as male-female. Payroll gross and with perquisites deducted.
Tuberculosis admission card.	903(part)	Persons admitted to TB Institutions (inpatient care).	All TB sanatoria and TB units in general hospitals.	For each person admitted 1) age, 2) sex, 3) industry, 4) occupation, 5) diagnosis -- whether occupational disease.
Admission card.	903(part)	Persons admitted to mental institutions (inpatients).	All mental patients except Quebec.	For each person admitted 1) age, 2) sex, 3) education, 4) industry, 5) occupation.
Police statistics report.	916-918 (parts)	Police	All municipalities with population over 4,000. All provincial, federal and railway police. Exceptions; 1) municipal police forces in centres of less than 4,000, 2) Municipalities policed by Quebec Provincial Police.	Number of police on force, male-female. Number of civilians employed, male-female.
Reception card.		Criminals	Penitentiaries	1) age, 2) sex, 3) education, 4) occupation, 5) industry, 6) if unemployed for how long, 7) weekly earnings when last employed.
Prison Statistics Training School Statistics.		Criminals	Gaols, reformatories, training schools.	1) number on register at beginning of year, 2) number admitted during year, 3) number discharged, 4) number on register at end of year.

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PREFACE

This Guide to labour Statistics currently collected by the Dominion Bureau of statistics was prepared at the request of the Bureau's Committee for the Integration of Labour Statistics, and is intended primarily to facilitate an appraisal of the Bureau's labour data considered as an interrelated system. Mr. W. E. Walker, of the Central Staff of the Labour and Prices Division, prepared the Guide in consultation with the staff of the Bureau divisions concerned.

The Guide is a working document to assist persons interested in labour statistics by showing what data are collected for each industry. Some surveys cover a group of industries but do not delimit them at the 3-digit SIC level; agriculture is an example. In some cases information obtained is sufficient that various special tabulations can be made as with the decennial census. It will be noted that attention is focused on data as collected or solicited rather than on data as published. The intention has been to report what is being sought by the various schedules but not to evaluate either the methods used or results obtained by the surveys.

The main part of this Guide lists the various schedules used, grouping them by divisions of the Bureau, and summarizes the content of each. In general the divisions of the Bureau are ranked according to the degree of emphasis given to labour statistics. A numerical listing of industries precedes the main body of the Guide. It will serve as an index to the surveys being discussed and also provides some information on the extent of coverage of each industry by specified surveys.

Listing of Industries

Columns 1 and 2 identify industries by SIC number and name. Reference should be made to the SIC Manual (1948) for lists of the kinds of business classified under each industry title.

Column 3 indicates the page of this Guide on which a schedule dealing with the industry is discussed. This is a reference to surveys other than the two mentioned in columns 5 and 6. No references are given, in this column, to the Labour Force Survey because it is not conducted on an establishment basis.

Column 4 gives cross-references to a report "Publications of the Industry and Merchandising Division which Delimit Sub-groups of the Standard Industrial Classification" by R. J. Loosnore, (DBS, 1957).

Columns 5 and 6 are self-explanatory. They deal with two surveys which cover almost the whole range of industries and indicate, in each case, whether all or part is in fact covered.

Column 7 refers to surveys other than those in the preceding two columns and other than the decennial census. "all", "most" and "part" should be understood as excluding; (1) own account workers, (2) a few establishments missed accidentally, (3) the non-sample establishments in industries where totals are estimated from a sample survey. Also, the labour data obtained may not be the same throughout the whole industry. More detail on the coverage of each survey may be found in the second part of the Guide.

Schedules Used for Labour Statistics

Column 1 gives the name or other identification of the schedule or questionnaire on which labour data are obtained.

Columns 2 and 3 identify the industry surveyed with each schedule. Some industries are delimited, on the same basis as in the SIC manual, such as logging, 080. In many cases, however, the survey collecting labour data includes more or less than a sub-group defined in the SIC Manual; for instance manufacturing includes many individual industries. In still other cases the survey is not on an industry basis; for instance the annual survey of construction.

Column 4 deals with the extent of coverage within the industry group or sub-group as defined in columns 2 and 3. It indicates whether a sample or full census was used and whether any size or type of establishment was omitted. Additional information concerning coverage appear in the numerical listing. Caution must be used, in considering coverage, because of the danger of omissions or double-counting when various surveys are not conducted simultaneously. This applies especially to seasonal or part-time occupations.

Column 5 summarizes the content of each schedule as it pertains to labour. In many cases the schedule also has other questions but in general this guide is concerned only with the worker's labour force status, hours of work, and remuneration received.

Column 6 indicates whether the information comes from the individual, the establishment or some other source.

Column 7 indicates the geographical basis which is generally used in compilations of the data. Since the name and address of respondents is obtained, it would be possible in some cases to work on several bases other than what is indicated in column 7.

Columns 8 and 9 are both necessary to show the time of the survey. For instance an annual survey may cover the whole year or refer to only a shorter period within the year.

Column 10 names some publications of the Bureau which contain labour statistics. This may not be their entire or even their primary content. The numbers in brackets are references to the list of DBS publications (1956).

Column 11 contains explanatory remarks which do not fit conveniently under any of the other headings.

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Numerical Index of SIC Industries, Showing Coverage by DBS Establishment Surveys Which Obtain Employment Data (Cont'd)

<u>SIC Number</u>	<u>SIC Title</u>	<u>Page Reference</u>	Page Reference to "Publications of I and M Division which Delimit Sub-groups of SIC"	Within their kind-of-establishment restrictions these surveys cover the following fraction of the industry:		Industry coverage exclusive of preceding surveys and decennial census
				Employment Survey (see page 1)	UIC Semi-Annual Survey (see page 2)	
<u>Division VIII</u>						
	<u>Public Utilities</u>					
602	Electric Light & Power	7, 8	-	all	all	most
604	Gas Mfg. & Dist.	5, 6	-	4/	4	4/
608	Water & Sanitary Service	8	-	all	part	most
609	Other Public Utilities	8	-	all	part	most
<u>Division IX</u>						
	<u>Trade</u>					
701-799	Wholesale & Retail Trade	6	20	all	all	part
<u>Division X</u>						
	<u>Finance</u>					
802	Banking	8	-	all	all	part
804	Investment & Loan	-	-	all	all	none
806	Life Insurance	-	-	all	all	none
808	Non-Life Insurance	-	-	all	all	none
809	Real Estate	-	-	all	all	none
<u>Division XI</u>						
	<u>Service</u>					
901	Education	11	-	none	part	most, except public elementary
903	Health (hospitals portion)	8, 12	-	none	part	all
903	Health (other portion)	-	-	none	none	none
904	Religion	-	-	none	part	none
906	Welfare Institutions	-	-	none	part	none
909	Community Service NEC	8, 11	-	none	part	part
911	Defence (armed forces portion)	-	-	none	none	none
911	Defence (civilians portion)	8	-	none	most	most
914	Post Office	8	-	none	none	all
916	Other Dominion Govt.	8, 12	-	none	part	part
917	Municipal Govt.	8	-	none	part	all
918	Provincial Govt.	8, 12	-	none	none	all
919	Other Govt.	-	-	none	none	none
922	Theatres	6	28	all	part	part
924	Other Recreation Service	-	-	all	part	none
932	Accountancy	-	28	all	all	none
934	Advertising	6	28	all	all	all
936	Engineering Services	-	28	all	all	none
937	Labour Organizations	-	28	none	all	none
938	Law	-	28	all	all	none
939	Other Business Services	-	28	all	all	none
941	Barbering	-	-	none	none	none
942	Domestic Service	-	-	none	none	none
943	Dyeing and Cleaning	6	29	all	all	part
944	Photography	-	29	all	all	none
945	Hotels	6	29	all	all	most
946	Laundries ^{2/}	6	29	all	all	part
947	Restaurants	-	29	all	all	part
948	Undertaking	-	29	none	none	none
949	Other Personal Service	-	29	all	part	none

1/ Although all of the industry is surveyed it is not broken down on the 3-digit basis.

2/ "All" is correct with reference to establishments but much of the activity is not conducted by establishments within the SIC definition.

3/ Some greenhouses and nurseries are surveyed.

4/ These establishments are surveyed but are coded as 123 or 373.

SCHEDULES USED FOR LABOUR STATISTICS

1.

LABOUR AND PRICES DIVISION

Source of Data	Geographical Breakdown	Frequency of Collection	Time Covered	Relevant Publications	Remarks
(6)	(7)	(8)	(9)	(10)	(11)
Mailed questionnaire	Province and specified cities	Monthly	Pay period which ends nearest the last day of the month. Data is converted to weekly basis at D.B.S.	"Employment and Payrolls, annual Review" 158. "Employment and Payrolls" 157. "Man-hours and Hourly Earnings, advance statement"	Not all establishments record hours of work for wage-earners so replies to this section of the schedule are on a different base than replies to other questions.
Mailed questionnaire	Province and Specified cities	Annual	Last week in October except where this includes a holiday or strike.	"Earnings and Hours of Work in Manufacturing" (preliminary 154 and final 155).	Three slightly different ES 24 forms are used in successive years so as to obtain breakdowns respectively by hours of work, income class, and office-managerial.
Local office of UIC sends forms to D.B.S.	Province, Yukon and NWT included in B.C. and Alta.	Annual	Time of renewal or first issuance of UI Book.	"Benefit Years Established and Terminated under the Unemployment Insurance Act". "Statistical Report on the Operation of the UIC". (monthly)	Duplicates of all forms with a number ending in "4" are made and forwarded to D.B.S. Thus estimates are based on a 10 per cent sample. Information regarding renewals is supplied on form 699E for the two months in which book renewal is conducted. Information regarding new entrants is obtained from duplicates of registration form 409A during the same period. Both 699E and 409A are completed for persons with insurance numbers ending in "4". I.E. a 10 per cent sample.
Computations made by local office.	Local offices of UIC	Forwarded daily from local office.	Computations made for each individual when he makes claim.	"Benefit Years Established and Terminated under the Unemployment Insurance Act."	
Regional offices forward data on the sample group.	Province	Annual	The whole year (insurance year)	"Employment under the Unemployment Insurance Act."	
Local office of UIC reports to DBS.	Province	Monthly	Previous month	"Statistical Report on the Operations of the Unemployment Insurance Act".	
Local office of UIC reports to DBS.	Local Office	Forms are forwarded daily	Compilations made quarterly at D.B.S.	"Benefit Years Established and Terminated Under the Unemployment Insurance Act "	

LABOUR AND PRICES DIVISION

Source of data	Geographical Breakdown	Frequency of Collection	Time Covered	Relevant Publications	Remarks
(6)	(7)	(8)	(9)	(10)	(11)
Local office reports to DBS.	Local Office	Application may be filed at any time.		No official publication, but some of the data may be found in the Labour Gazette.	D.B.S. does not receive the original cards.
Local office reports to DBS.	Local Office	Order may be filed at any time.			D.B.S. does not receive the original cards.
Local office reports to DBS.	Local Office	Monthly	Previous month. (activities over a period of time)		UIC 745, 755, and 759 also deal with NES operations but relate to handicapped persons, ex-service personnel, and counselling interviews respectively.
Local office reports to DBS.	Local Office	Weekly	Thursday (situation at a point of time)		
Establishments' reports forwarded by local office.	5 regions	Semi-Annual	Six months ending in August or February	"Hiring and Separation Rates in Certain Industries" (166)	Figures published are "per 100 employed" so inflation for incomplete coverage of establishments is not required.

SPECIAL SURVEYS DIVISION

Source of data	Geographical Breakdown	Frequency of Collection	Time Covered	Relevant Publications	Remarks
(6)	(7)	(8)	(9)	(10)	(11)
Enumerators survey households.	Published data by regions but machine tabulations by province.	Monthly	Usually week containing second last Saturday in the month.	"The Labour Force" (147). "Employment Situation" (a regular news release issued jointly with Labour Dept.)	

CENSUS DIVISION

Source of Data	Geographical Breakdown	Frequency of Collection	Time Covered	Relevant Publications	Remarks
(6)	(7)	(8)	(9)	(10)	(11)
Enumeration of House-	Labour force data is tabulated by county, urban centres 1000+, census metropolitan areas of cities 100,000+, province, and Canada. Data for counties and urban centres 1,000 to 10,000 is much less detailed than that shown for larger areas.	Decennial	Census week (labour force concept) for most data; weeks and earnings for wage and salary earners relate to 12 months preceding census week.	1951 Census Volumes: Volume IV (Labour Force). Volume V (Earnings and Employment of Wage-earners). Tract Bulletins CTI to CTI2 (14 cities). Bulletins 4-1 to 4-6 and 5-1 to 5-3 (subsequently incorporated in respective census volumes). Special Report (SP8) (Occupation and Industry Trends in Canada). Volume III (Housing and Families) includes labour force data on heads of households and heads of families in relation to household and family characteristics. Volume II (Population) includes labour force data of blind and deaf. Volume X (General Review) includes analytical materials pertaining to the above subject.	Information has been tabulated showing detailed occupations and industries cross-classified by sex, age, marital status, years of schooling, birthplace, origin, period of immigration, weeks and earnings, etc. Although some of these data are not published in this detail they are available on request.
Enumeration of farms	Data mostly available by municipalities but not all published on this basis.	Decennial	A specified week or calendar year.	Census of Canada Vol. VI 1951	Some of these data have not been published.
Enumeration of farms	Mostly by municipality	Quinquennial	A specified week or calendar year.	Bulletins 2-1 to 2-XI of 1956 census.	
Enumeration of Enterprise (individual or firm).	Province	Decennial	Preceding 12 months.	Census of Canada Vol. IX 1951	1951 data are used as benchmarks for more recent estimates.
Forms mailed to establishments as follow-up of census.	By province and some data by city or census area.	Decennial	Calendar year	Census of Canada Vol. VII and VIII, 1951.	Minimum (or maximum) employment in various firms may occur at various times so totals of minima or maxima must be used with caution.

1914

1915

1916

1917

1918

SCHEDULES USED FOR LABOUR STATISTICS

INDUSTRY AND MERCHANDISING DIVISION

Source of Data	Geographical Breakdown	Frequency of Collection	Time Covered	Relevant Publications	Remarks
(6)	(7)	(8)	(9)	(10)	(11)
Establishment fills out form and sends it to DBS or provincial Mines Department.	Province	Annual	Calendar Year	"Coal Mining Industry" - (401)	Space is provided on the schedule for further breakdown of number employed by month, but these data are not entered by mine operator. The information is obtained by D.B.S. on another schedule.
Establishment fills out form.	Province	Monthly	Preceding month	"Coal Production, Preliminary Report" (402).	
Establishment fills form.	Province	Annual	Some data by months. Other data requested for calendar year but some firms report for their fiscal year or for crop year. No. employed refers to last pay period in the month.	Volume II of annual reports of Industry and Merchandising Division. For more detail on publications see "Publications of the Industry and Merchandising Division which Delimit Sub-groups of the SIC" by R. J. Loosmore. For most industries the statistics published include the number of wage-earners by month, by province; and the annual average employment of all paid workers, together with annual payrolls both by province.	<p>The schedules used and the resultant publications are not identical for all manufacturing industries. However, the section on labour statistics is the same in all schedules and the published labour data follow the same pattern for each industry.</p> <p>A separate schedule is sent to head offices not in the same city as the manufacturing plant. Information requested is average number employed and payrolls for 1) salaried staff, 2) proprietors.</p> <p>Man-hours worked and man-hours paid for but not worked are included in 1956 and 1957 schedules experimentally and will not necessarily be continued.</p>
Establishment fills form.	Province.	Annual	Usually calendar year.	Volume II of annual reports of Industry and Merchandising Division. Data are not published separately but used to make estimates and combined with data from "long forms" described above.	
Logging operator sends report to Bureau.	Canada	Annual	Logging season; autumn, winter, spring. Exact dates vary with establishment.	"Operations in the Woods" (94)	Forestry Section's estimates include farm wood lot operation, which is "agriculture" in SIC. "Labour Income" figures of L. & P. Division are adjusted to exclude farm wood lots.

SCHEDULES USED FOR LABOUR STATISTICS

INDUSTRY AND MERCHANDISING DIVISION

Source of Data	Geographical Breakdown	Frequency of Collection	Time Covered	Relevant Publications	Remarks
(6)	(7)	(8)	(9)	(10)	(11)
Fishery Officer reports for his district for sea fisheries. Provincial governments report for inland fishing.	By province for Nfld, Sask. and B.C. others by fisheries districts	Annual	Calendar year or fishing season.	"Fisheries Statistics of Canada" (91)	No wages data obtained on these schedules. Labour income (including own-account) is estimated by projecting 1951 census and adjusting for annual value of catch.
Establishment fills out schedule.	Province	Annual	Calendar year; some data by months.	See "Publications of the Industry and Merchandising Division which Delimit Sub-groups of the SIC", by R. J. Loosmore.	Differences in labour data collected are only on points such as whether both surface and underground workers are employed or only one type.
Establishment fills out schedule.	Mostly provincial	Services annual, trade biennial.	Calendar year or the firm's fiscal year	Many publications; most identify the industry in their title. See "Publications of the I. & M. Division which Delimit Sub-groups of the SIC", by R.J. Loosmore.	

SCHEDULES USED FOR LABOUR STATISTICS

PUBLIC FINANCE AND TRANSPORTATION DIVISION

Source of Data	Geographical Breakdown	Frequency of Collection	Time Covered	Relevant Publications	Remarks
(6)	(7)	(8)	(9)	(10)	(11)
Company sends report	Province	Annual	Calendar year or closest fiscal year for each operator.	"Motor Carriers Freight-passenger" (492) "Passenger Bus Statistics" (492A)	Taxi operators are not included.
Company sends report	Province	Annual	Calendar year or closest fiscal year for each operator.	"Motor Carriers Freight-passenger" (492) "Urban Transit Report" (496)	Urban electric railways are to be included in reports on urban transit as of 1956 rather than in a separate report on electric railways
Company sends report	Canada	Annual	Calendar year	"Railway Transport: part II" (481) (also a special compilation of employment statistics is released before the annual is available) "Express Statistics" (479)	Inter-urban electric railways included as of 1956.
Company sends report	Canada	Annual	Calendar year or closest fiscal year.	"International Bridge Tunnel and Ferry Report" (490)	
Company sends report	Canada	Annual	Calendar year	"Telegraph and Cable Statistics" (467)	Includes government telegraph service. Includes line construction etc. A survey of radio and television stations, conducted in 1957, may not be continued.
Company sends report	Province	Annual	Calendar year or closest fiscal year.	"Warehousing" (396)	
Company sends report	Province	Annual	Calendar year in most cases.	"Telephone Statistics" (468)	Includes new line construction.
Company sends report	Province	Annual	Whole year. Annual report from some establishments is for fiscal year.	"Central Electric Stations"(470)	Construction workers are also reported in construction industry surveys.
Company sends report	Some data by province but mostly not.	Monthly	Whole month	"Pipe Line (Oil) Statistics" (472) (monthly and annual)	
Company sends report	Canada	Monthly	Whole month	"Civil Aviation" (474) (monthly and annual)	Number of persons licensed, by type of license; pilot, navigator, etc., is reported by Department of Transport.

PUBLIC FINANCE AND TRANSPORTATION DIVISION

Source of Data	Geographical Breakdown	Frequency of Collection	Time Covered	Relevant Publications	Remarks
(6)	(7)	(8)	(9)	(10)	(11)
Company sends report	Atlantic, Pacific, Inland	Annual	Calendar year	"Water Transportation"	Most shipping is seasonal; so averages must be used with caution.
Notifications come from Civil Service Commission or department concerned.	Canada published. Detail could be tabulated.	Monthly	Continuous record is kept but reports made as of last day of month.	"Federal Government Employment" (153)	Because of inevitable timelags in reporting and posting of changes the D.B.S. report for any month may not include all changes made in that month. Similar position files are kept for certain boards and commissions such as Agricultural Prices Support Board which is not classified by CSC.
Report sent in by each Board or Commission	Canada	Monthly	The whole month for payrolls; last day for number employed.	"Federal Government Employment" (153)	
Department or Service sends report.	Canada	Monthly	The whole month for payrolls; last day for number employed.	"Federal Government Employment" (153)	
Corporation sends report.	Canada	Monthly	The whole month for payrolls; end of month for number employed.	"Federal Government Employment" (153)	Employment Section obtains information from some Corporations and forwards it to Government Employment and Payrolls Section. The latter surveys other Corporations directly and forwards information to Employment Section.
Provincial government or individual departments.	Province	Monthly	Whole month for payrolls; end of month for number employed.	Unpublished	In cases where individual departments or divisions report to the Bureau the totals for the province are computed and sent to the province but not made available to the public. Some data on provincial institutions employees are obtained by Health and Welfare Division.
Municipality sends report.	Province	Annual	Fiscal year	"Financial Statistics of Municipal Governments" (Preliminary and final, 461 and 462).	Includes employees doing construction work.
Municipality sends report.	Province	Annual	Fiscal year	"Financial Statistics of Municipal Governments."	These data are forwarded to Forecast Surveys Section.

SCHEDULES USED FOR LABOUR STATISTICS

GENERAL ASSIGNMENTS DIVISION

Source of Data	Geographical Breakdown	Frequency of Collection	Time Covered	Relevant Publications	Remarks
(6)	(7)	(8)	(9)	(10)	(11)
Establishment reports	Province	Annual	Mostly calendar year. Number employed is for last pay period in each month.	"Construction in Canada" (72). Data published are totals-not the sample only.	Ratio of payrolls to value of work done, as determined in the sample, is applied to an independent estimate of total value of work to obtain an estimate of total payrolls for the industry.
Establishment reports	Province	Annual	Mostly calendar year. Number employed is for last pay period in each month.	"Construction in Canada" (72). Data published are totals; estimates are made for industries not surveyed.	
Governments or departments make reports	Province	Annual	Calendar or fiscal year. Number employed is for last pay period in each month.	"Construction in Canada" (72).	Data for municipal governments are collected by Public Finance and Transportation Division and forwarded to Forecast Surveys Section.

AGRICULTURE DIVISION

Source of Data	Geographical Breakdown	Frequency of Collection	Time Covered	Relevant Publications	Remarks
(6)	(7)	(8)	(9)	(10)	(11)
A corps of respondents reports regularly to D.B.S.	Collection is on provincial basis but Maritime data published as a group.	January, May, August.	Data as of 15th of the month.	"Farm Wages in Canada" (7)	Data on number hired, by various time periods, is not considered reliable and is not being compiled currently. The schedule is to be revised eliminating that question.
Farmer fills out form and mails to Bureau or provincial government.	Provincial	Annual	Calendar year (for labour data).	"Farm Net Income" (3)	

EDUCATION DIVISION

Source of Data	Geographical Breakdown	Frequency of Collection	Time Covered	Relevant Publications	Remarks
(6)	(7)	(8)	(9)	(10)	(11)
Institution sends report.	Province	Annual	Data as of January 1.	"Survey of Higher Education". Part II of Biennial Survey of Education (80)	Includes provincial colleges.
Institution sends report.	Province	Annual	Academic year	"Survey of Higher Education". Part II of Biennial Survey of Education (80)	
Institution sends report.	Province	Annual	Year ending June 30.	"Survey of Elementary and Secondary Education". Part I of Biennial Survey of Education.	Similar data, for public schools, are obtained from the provinces. For Indian schools from the Department of Citizenship and Immigration For Yukon and N.W.T. from Department of Northern Affairs and National Resources.
Institution sends report.	Province	Annual	Year ending June 30.	"Survey of Elementary and Secondary Education". Part I of Biennial Survey of Education.	
Library sends report.	Province	Annual	Fiscal year for some libraries calendar year for others. All published as if on calendar year.	"Survey of Libraries". Part III of Biennial Survey of Education, Free Urban and Regional Public Libraries.	

HEALTH AND WELFARE DIVISION

Source of Data	Geographical Breakdown	Frequency of Collection	Time Covered	Relevant Publications	Remarks
(6)	(7)	(8)	(9)	(10)	(11)
Hospital files report	Province	Annual	Salaries - calendar year. Staff - number at Dec. 31. and hours accumulated during year.	"Hospital Statistics"(99 and 100)	"Rest homes" are not included. The list of registered hospitals is amended annually for D.B.S. by provincial departments.
Institution files report	Province	Annual	Staff - at Dec. 31. Salaries - tabulated as if on calendar year but a few report for a fiscal year.	"Tuberculosis Statistics"(104)	Data for psychiatric units in general hospitals duplicates data included in the hospitals' annual report.
Institution files report	Province	Annual	Salaries - calendar year. Staff - at Dec.31.	"Mental Health Statistics"(102)	
TB Institutions	Province	Monthly	Card filled at time of admission. Report from institution to Bureau covers preceding month.	"Tuberculosis Statistics" (104)	
Mental Institutions	Province	Monthly	Card filled at time of admission. Report from institution to Bureau covers preceding month.	"Mental Health Statistics" (102)	
Local police department files report	Province and city or municipality	Monthly, annual prior to 1957.	Preceding month.	"Police Statistics" (108)	
Cards filled out at jails	Province	On admission.	Card filled at time of admission to jail.	"Annual Report of the Commissioner of Penitentiaries".	Twice yearly (Juvenile Court) or quarterly (Adult Courts) the Clerk of the Court or other official reports to Judicial Section D.B.S. all cases tried on indictable offences and juvenile delinquency. For each person the report indicates occupation.
Institution reports except in N.S., Que., and Ont. where province forwards a summary.	Province	Annual	Fiscal year	"Statistics of Criminal and other Offences" (106)	No data on staff at gaols and reformatories.

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