

# FOURTH CENSUS

OF CANADA 1901

INSTRUCTIONS TO CHIEF OFFICERS  
COMMISSIONERS AND ENUMERATORS



OTTAWA  
GOVERNMENT PRINTING BUREAU  
1901



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## INSTRUCTIONS TO OFFICERS.

THE CENSUS OFFICE,

OTTAWA, January 30, 1901.

1. The Fourth Census of the Dominion is required to be taken this year under the provisions of the Census Act (Revised Statutes of Canada, 1886, c. 58), so as to ascertain with the utmost possible accuracy for the various territorial divisions of the country their population and the classing or grouping of it as regards age, sex, social condition, religion, education, race, occupation and otherwise, and whatever other matters are specified in the forms and instructions to be issued and used as provided in the Act.

2. The Act does not specify the plan of the Census concerning details of information, forms to be used, procedure to be followed, or the dates with reference to which the Census is to be taken; but it provides that they are to be such as the Governor in Council shall by Proclamation direct.

3. The details of information and forms to be used for the Fourth Census are as indicated in the eleven schedules contained in the Proclamation of the Governor in Council made 8th January inst., and published on the 15th in an Extra of *The Canada Gazette*, and according to instructions and forms to be issued by the Minister of Agriculture for the working thereof.

The Proclamation also directs and provides:

"1. That the population to be recorded shall be the population in existence on the 31st day of March, A.D. 1901, and that other information to be gathered shall also have reference to the same date, unless otherwise determined by Our Minister of Agriculture for Canada as regards information under Schedules 8, 9, 10 and 11. That the procedure to be followed for obtaining the enumeration of the population shall be in accordance with the system known by the name of the *de jure* system.

"2. That the division of the country into census districts and sub-districts shall correspond respectively as nearly as may be with existing electoral divisions and sub-divisions, and that except as may be otherwise directed by Our Minister of Agriculture the units of enumeration for census purposes shall be the polling sub-division areas of the several electoral divisions adopted for the recent Parliamentary elections; but that in territories not so defined or situated as to admit of adhering to circumscriptions already established, special divisions and sub-divisions shall be formed for census purposes by authority of Our Minister of Agriculture.

"3. That the sub-districts of a census district shall ordinarily consist of townships, parishes, cities, towns and incorporated villages.

"4. That the census officers provided for in section 8 of The Census Act shall comprise four for each of the Provinces of Ontario and Quebec and one for each of the other Provinces and the North-west Territories, whose duty shall be to instruct census commissioners in the method and work of the census.

"5. That there shall be a census commissioner for each census district, or two commissioners if the district is extensive or has a large bi-lingual population or comprises more than one county municipality, and one enumerator for each polling sub-division or for a group of polling sub-divisions when Our Minister of Agriculture in special cases so directs; and the duties of such officers and the period of time within which their returns and reports must be completed and made shall be as provided in the Act, and according to the regulations and instructions authorized by the Act, or as in special cases Our Minister of Agriculture may direct.

"6. That as in the registration of diseases or causes of death the Bertillon nomenclature is already in use in the Provinces of Ontario and Quebec and in the Republic of Mexico, and has been endorsed for adoption on January 1, A.D. 1901, for a period of ten years by the delegates of eighteen countries to the International Commission which met at Paris during the year 1900 to deal with the subject (including the delegate of the United States), and as uniformity of statistics is essential in making comparative studies of mortality, it is advisable to follow the Bertillon or International nomenclature in taking the census of Mortality (schedule 3); and that, to ensure as complete a record of diseases or causes of death as possible, it is further advisable to obtain the co-operation of provincial or other local offices of Vital Statistics where such offices have been organized, under arrangements and terms to be sanctioned by Our Minister of Agriculture.

"7. That at the discretion of Our Minister of Agriculture, and subject to such limitations of territory and of industries as he may determine, the census of Manufactures (schedule 8) and the census of products of the Forest (schedule 9) may be entrusted to one or more special agents in each Province; the census of Fisheries (schedule 10), subject to limitations of territory, to one or more special agents, or to the Department of Marine and Fisheries, or, in the case of any Province which has assumed administration of the fisheries under the decision of the Privy Council, to the provincial officer charged with such administration; and the census of Mines and Minerals (schedule 11), subject to such limitations of territory and of classes or kinds of mineral products as Our Minister of Agriculture shall determine, to the regular enumerators, to special agents, or to the Geological Survey, as may in each case be deemed most advantageous and expedient."

4. The date selected for recording the population is the same as the date fixed by the Imperial Parliament for taking the census of Great Britain, being **Sunday the 31st day of March**. The decisive hour of reckoning is made 12 o'clock or midnight on the night of 31st March to 1st April, so that every one born before that hour and every one dying after it are to be counted in the population.

5. In providing that the census of the people is to be taken by the **de jure** system, the proclamation does not give a meaning to that term. Neither does the Census Act, nor any other statute. It must be deter-

mined largely by usage, and therefore the practice of former censuses in Canada should be followed with reasonable closeness. In the case of a great majority of the people, their home or usual place of abode is the place where they should be counted ; but particular directions are given in dealing with schedule No. 1.

6. Census districts are required to conform as nearly as may be with the districts for the representation of the people in the House of Commons at Ottawa, and census sub-districts to the cities, towns, incorporated villages, townships and parishes which constitute an electoral district. But in order that the census work may be speedily and well done, **polling sub-division areas are to be the units of enumeration as a rule.** Where they are of small extent, or where the inhabitants are few, two or more polling sub-divisions may be assigned to one enumerator.

7. The Census Act provides for three classes of officers for the outside service. The first class are **chief officers** representing the Provinces and Territories of the Dominion, who will receive instructions at the Census Office in Ottawa in the method and work of the census, and will in turn give instructions to the commissioners. The second class are **the commissioners**, who will have direction of the work in the several census districts for which they have been appointed. They are required to instruct enumerators in the details of recording the census as required in the schedules, to revise the work when it is done, and to transmit all papers to the Census Office, with which they will conduct all necessary correspondence. The third class are **the enumerators**, to whom will be entrusted the actual work of the census, and upon whose judgment, discretion and intelligence the completeness and accuracy of it will to a very large degree depend. The census must be taken and all the returns made to the office in Ottawa **within a time to be fixed in the special instructions** to each commissioner ; and unless otherwise provided in the instructions, every enumerator shall begin his work on **Monday the 1st day of April**, and he shall continue it day by day (except Sundays) until the canvass of his area is completed.

8. In taking the census of Mortality, the causes of death will be entered according to **the Bertillon or International nomenclature** (or names of diseases), printed on the back of Specimen schedule No. 3. Experience proves that except under an organized system of daily or weekly registration it is extremely difficult to get full returns of mortality extending over a period of twelve months, and therefore it has been decided to supply commissioners with lists obtained from provincial or municipal registration offices where these exist, for the use of enumerators. These lists are for the first nine months of the census year, beginning with April and ending with December, 1900.

9. In the enumeration of inmates of asylums, hospitals, penitentiaries and educational or other institutions, as well as of Treaty Indians, and in canvassing for statistics of manufactures, forest products, fisheries and minerals, it will generally be found advantageous to employ officials and other agents in place of the regular enumerators. **In every such case the commissioner for the district will be notified, and he will be required to withdraw the schedules dealing with the particular subjects from the regular enumerators and to inform them accordingly.**

10. The commissioners of census districts will be supplied from the Census Office at Ottawa with schedules, instructions and all other printed matter necessary for the taking of the census, to be distributed to enumerators when these are called together to receive directions for their work.

11. A set of papers sufficient for the requirements of each enumerator, according to the extent and population of the territory assigned to him, will be put in a portfolio furnished for the purpose of keeping them in a safe and cleanly state throughout the progress of his work. It may frequently happen in localities that some of the schedules are not required at all, or only in very limited quantity, and it will be the duty of the commissioner in consultation with each enumerator to ascertain the kinds of schedules and the number of sheets of each that may be wanted. In villages and towns, for instance, a fewer number of schedules 4, 5, 6 and 7 will be required than of schedules 1 and 2, while in rural parts a comparatively fewer number of schedule 8 (Manufactures) will be required than in villages and towns. In the case of schedule 3 (Mortality) an estimate of the number of sheets required may be made on the basis of 20 deaths in the year to each 1,000 of the population.

12. Care will be exercised by commissioners to so direct the enumerators that they will fully and clearly understand every detail of their duties,—(1) **as regards the portion of country or unit of enumeration each one is to canvass,** (2) **as to the entries to be made in the several schedules,** and (3) **as to making returns to the commissioners of all schedules and papers when the canvass of the portion of country assigned to each enumerator is finished.**

13. One of the special duties of commissioners is **to ascertain and define by written description for the guidance of each enumerator the boundaries of the territory allotted to him,** so that no part of the census district may be missed, or be taken by more than one enumerator.

14. The work of taking the census should **begin at some well established starting point,** whether it is in a township or parish,

or in a city, town or village, and should be carried on continuously and regularly, whether it be one or more polling sub-divisions or a tract of larger extent.

15. In a township, parish or other country district, where the houses are scattered, it is advisable to start on a road or highway at the border line of the district and **visit in succession every occupied house** until the other side of the district is reached, when the next road may be taken in the same way, **and so on until the whole area assigned to the enumerator is covered**, taking care to finish the census of one farm or lot before proceeding to the next.

16. If an **unincorporated village** is included in the enumerator's district he should **take the census of it separately from the rural portion proper**, but on the same schedule. A short line drawn across the left hand margin **above** the number of the first family and another line **below** the number of the last family of the village as entered on the schedule, will be a sufficient mark of separation. **But if the village have a distinct name it should be written along the left hand margin of the schedule, between the upper and lower lines.** This separation will facilitate the tabulation of agricultural statistics, and it may have value as a record for historical use in tracing the origin and rise of future towns in the country. The census of unincorporated villages, however, will be included as heretofore with the statistics of rural sections.

17. In cities, towns and incorporated villages, where the land is usually laid out in blocks or squares bounded on four sides by streets, **the enumerator should start at one corner of the block and proceed around and through it, entering every occupied house or building in regular order and collecting all the information called for in the schedules before proceeding to the next block or square**, and should so continue until the whole of his census district is finished.

18. If the enumerator's district is **partly in an incorporated town or village and partly in the country**, he should take the two portions separately as described above in No. 16, and distinguish the portions so carefully that no mistake of mixing rural and urban statistics can be made in the tabulation work of the Census Office at Ottawa.

19. Where grain, fruit and root crops are grown, and domestic animals are kept, and ornamental or other trees are planted, **in cities, towns and villages**, the statistics of them (including values) should be taken as carefully as the statistics of crops and animals on farms; as also the area of land occupied and the number of barns and other buildings in use by the head of each family or household, or by any member of it.

20. The head of every family or household (or whoever gives the information for it) should be asked particulars concerning all the schedules, unless any one of them has been withdrawn from the enumerator, in order that full and complete particulars may be gathered covering the whole scope of the census for every part of the country.

21. If the schedules have been withdrawn, it will still be the duty of the regular enumerator of a district to make inquiry and report the institution or industry and the name and address of its owner, manager, agent or officer in charge to the census commissioner of his electoral district, who will at once forward the particulars of the information to the Census Office at Ottawa for the use of the special agent who may be appointed to take the census of such institution or industry.

22. Every commissioner, enumerator or other person employed in the execution of the Census Act must take and subscribe an oath binding him to the faithful and exact discharge of his duties under the provisions of the Act, and in all respects as required by the forms and instructions issued by the Minister of Agriculture; and every such person who makes wilful default in any matter required of him by the Act or the instructions, or who wilfully makes a false declaration touching any such matter, is guilty of a misdemeanour.

23. Every officer or other person employed in any capacity on census work is required to keep inviolate the secrecy of the information gathered by the enumerators and entered on the schedules or forms. An enumerator is not permitted to show his schedules to any other person, nor to make or keep a copy of them, nor to answer any question respecting their contents, directly or indirectly; and the same obligation of secrecy is imposed upon commissioners and other officers or employees of the outside service, as well as upon every officer, clerk or other employee of the Census Office at Ottawa. The facts and statistics of the census may not be used except for statistical compilations, and positive assurance should be given on this point if a fear is entertained by any person that they may be used for taxation or any other object.

24. No result of the enumeration may be given to the public in advance of the printed bulletins or reports, except by the head officer of the census acting under the authority and direction of the Minister of Agriculture.

25. It is not permitted to a commissioner, enumerator or other employee of the census to engage a substitute or farm out his work to



another. The position to which he is appointed must be filled by himself, and its duties must be performed by himself. Prompt and expeditious service is required from the time that the work is commenced until it is finished.

26. It is the duty of an enumerator on entering a house to act with civility, to state his business in a few words, to ask the necessary questions, to make the proper entries, and to leave the premises as soon as his business has been transacted. His conduct must be judicious, and it is only when persons refuse to answer questions or to give the required information that legal proceedings may be taken against them.

27. Unless otherwise specified in the detailed instructions, the census year shall be the year beginning April 1, 1900, and ending March 31, 1901, for all questions and subjects under schedules 1, 2, 3, 4, 5, 6 and 7, and the year beginning January 1 and ending December 31, 1900, for all questions and subjects under schedules 8, 9, 10 and 11.

28. Unless otherwise instructed for particular localities, enumerators are required to begin the canvass of their respective districts on Monday the first day of April, and to prosecute it continuously from day to day, except Sundays, until the work is completed.

29. The day's work of census officers, commissioners, enumerators and other employees for the taking of the census will consist of eight hours of proved effective service, and all overtime work will be allowed as part of a day at the same rate of remuneration as is provided for a day's work. Ten hours of proved effective service will count as one day and one-quarter, and twelve hours as one day and one-half.

30. The Census Act published with these instructions (pp. 32-37) should be referred to for other duties of census officers of the several classes, especially as provided in sections 11 and 12 of the Act; and also for the authority under which they may proceed to collect every particular of information called for in the schedules, as provided in 16, 17, 18, 19 and other sections of the Act.

#### INSTRUCTIONS RELATING TO ALL SCHEDULES.

31. The Commissioner will fill the blanks in the heading of each schedule with the name of the Province or Territory, the name of the electoral district, the number of the polling subdivision or other unit of enumeration, and the name of the city, town, village, township or parish in which the polling subdivision or unit of enumeration is

situated, according as the blanks in each schedule heading requires; and he will furnish each enumerator with a written or printed copy of the boundaries of the area assigned to him, whether a polling sub-division or an area of greater or less extent.

32. The enumerator will study with great care the written description of the boundaries of the territory assigned to him (as provided in Instructions 13 and 31), so that he may have a thorough knowledge of it. He should make himself acquainted not only with the precise boundaries of his territory, but with every portion of it which may be rural or urban, so that farm lands may be distinctly separated from towns, villages and hamlets or parts of such centres of population. He should be careful to set at rest any doubt that may arise as to boundaries between his own and adjoining enumeration territories in order to assure himself that no single house or portion of land is omitted from the enumeration and that none is included which belongs to the territory of another enumerator.

33. In some sparsely settled regions several townships or parishes may be grouped to form one polling sub-division or unit of enumeration assigned to one enumerator, and where this occurs the name of each township or parish should be entered in the blank line. But in every such case the name of each township or parish should also be written by the enumerator on the left hand margin of the sheet as required in No. 16 of these Instructions in order that the census of each may be kept separate and distinct.

34. Where two or more townships or parishes are united to form one municipality the same instruction should be followed, for the purpose of future reference and comparison when each one of such townships or parishes may become organized as a distinct municipality.

35. The number of each page will be entered consecutively on the sheets in the blanks left for it in the headings, and when a page is filled the enumerator will sign his name in the blank left for it in the heading. He should also enter after the word "Enumerator" the day or days on which the sheet was filled, thus: April 2, or April 3-5, or as the case may be.

36. The enumerator is required to make all entries on the schedules in ink of good quality, and every name, word, figure or mark should be clear and legible. If a schedule cannot be read, or if the entries are made with a poor quality of ink, or in pencil, or if they are blurred or blotted, the work of the enumerator may be wholly wasted. The census is intended to be a permanent record, and its schedules will be stored in the Archives of the Dominion.

37. Every sheet of the schedules and other special forms, whether filled or not and whether spoiled or not, must be returned by the enumerator to the commissioner, and by the commissioner to the Census Office at Ottawa.

38. Census commissioners and enumerators should read all Instructions in the light of the Specimen schedules 1, 2 and 3, which are supplied to illustrate clearly the sense in which every schedule of the series is required to be filled. If there is any doubt in the mind of the enumerator on any point, either before or after the work of the census has commenced, he should communicate at once with the commissioner of his census district; and if there is any uncertainty in the mind of the commissioner he should apply either to the Census officer who has instructed him, or to the chief officer of the Census at Ottawa.

39. Where not otherwise indicated the entries in the columns of schedules will be made by the down stroke ( | ) or figure 1 when it is intended to count one, and by a horizontal line or dash (—) when it is intended to count 0 or a blank. The months of the year will be indicated by the first syllable of each, as "Jan." for January, except in the case of May, June and July, which will be written in full. The names of the Provinces and Territories will be denoted as follows:

B. C. for British Columbia.

Man. for Manitoba.

N. B. for New Brunswick.

N. S. for Nova Scotia.

O. for Ontario.

P. E. I. for Prince Edward Island.

Q. for Quebec.

U. for Ungava.

Alb. for Alberta.

Assa. for Assiniboia.

Ath. for Athabasca.

F. for Franklin.

K. for Keewatin.

Mack. for Mackenzie.

Sask. for Saskatchewan.

Yuk. for Yukon.

Other contractions will be explained in the Instructions for the several schedules, wherever the use of them appears to be required.

#### INSTRUCTIONS FOR SCHEDULE No. 1.

40. Schedule No. 1 is framed with the object of enumerating the population of the country by name. Every person whose habitual home or place of abode is in an enumerator's district in any part of the Dominion is to be entered on the schedule by name, irrespective of age, sex or condition—the head of the family or household to be taken first and the other members in regular order.

41. In columns 1 and 2 the dwelling house and the family or household will be numbered in the order of visitation, and as in the same house there may be one or more families or households the numbering under the two heads of the schedule will not necessarily correspond. As defined in the Census Act, the term 'house' includes ships, vessels, dwellings or places of abode of any kind. **Any structure which provides shelter for a human being is a house, and if it has only one entrance it**

counts only as one dwelling house, no matter how many families it may shelter; but if there are two front or principal doors leading into separate parts, the structure will be counted as two houses.

42. The population is grouped for census purposes under the heads of families, households and institutions. In the restricted sense of the term, a **family** consists of parents and sons and daughters united in a living and housekeeping community; but in the larger sense it may include other relatives and servants. A **household** may include all persons in a housekeeping community, whether related by ties of blood or not, but usually with one of their number occupying the position of head. But single persons living alone, who have a special dwelling and carry on their own housekeeping, are also to be regarded as households. Other persons living alone, as persons who rent rooms and only sleep in the house, will be included in the list of those households which carry on housekeeping for them, although they may take meals elsewhere. An **institution** household includes such establishments as hospitals, asylums, poor houses, prisons, penitentiaries, schools of learning, barracks, etc., whose inmates, if they have no home or domicile elsewhere outside of the institution, are to be entered under the name of the institution. The attendants, cooks, etc., of an institution are not to be counted with the guests or inmates, but with the household of the head of the institution, or with their own or other household of which they form a part.

43. The heads of families, households and institutions are required to furnish the enumerator with all particulars regarding every person in the family, household or institution, as called for in the schedules.

#### PERSONAL DESCRIPTION.

44. In making the entries of the names of all persons in a family or household in column 3, there will be no doubt as regards a very large majority of the population. Their homes are fixed and known. But in every case where members of a family or household are temporarily absent from their home or usual place of abode, their names and records should be dealt with so as to conform as nearly as may be with the general conception of a **de jure** system of enumeration. The christian name and surname of each person should be entered in this column in full, but if the person have a middle name it will only be necessary to write the initial of it.

45. After entering in column 3 of the schedule the name of a person, the enumerator will proceed to enter the other details of "personal description."

46. The sex will be denoted by the use of the letter "m" in the proper column for male and the letter "f" for female.

47. The races of men will be designated by the use of "w" for white, "r" for red, "b" for black and "y" for yellow. The whites are, of course, the Caucasian race, the reds are the American Indian, the blacks are the African or negro, and the yellows are the Mongolian (Japanese and Chinese). But only pure whites will be classed as whites; **the children begotten of marriages between whites and any one of the other races will be classed as red, black or yellow, as the case may be, irrespective of the degree of colour.**

48. In column 6 the head of each family or household will be entered as such, and all others according to the relationship—as wife, son, daughter, servant, boarder, lodger, partner, etc. The persons in an institution may be described as officer, inmate, patient, prisoner, pupil, etc.

49. Under column 7 the description will be given by the use of the initial letter of "s" for single, "m" for married, "w" for widowed and "d" for divorced. Persons separated as to bed and board will be described as married.

50. Columns 8, 9 and 10 require no explanation. If a person was born on the 29th of January, the entry in column 8 should be made thus: **Jan. 29.**

#### CITIZENSHIP, NATIONALITY AND RELIGION.

51. In describing the country or place of birth it will suffice in the case of all persons born out of Canada to give the name of the country, as England, France, Germany or the United States, without giving the names of smaller subdivisions. If born in Canada, the name of the Province or Territory should be given, as it will serve to indicate the tendency towards migration. In all cases, too, it is important to know whether the person is **country born or town born**, which will be denoted by the addition of the letter "r" for rural or the letter "u" for urban, as the case may be. Thus, a person born in a town in Nova Scotia will be described in column 11 as "N.S. u," or if born on a farm in Quebec as "Q. r."

52. If the person is foreign born the year of immigration to Canada will be entered in column 12; and if born in **some other country** than the United Kingdom or any of its colonies or dependencies, the year in which the person has been naturalized and has acquired rights of citizenship should be entered in column 13. If the person has applied for papers, but has not yet reached the full status of citizenship, the fact should be indicated by writing in the column the letters "pa."

53. Among whites the racial or tribal origin is traced through the **father**, as in English, Scotch, Irish, Welsh, French, German, Italian, Scandinavian, etc. A person whose **father** is English, but whose mother

"American" or "Canadian" in a racial sense, as there are no races of men so called. "Japanese," "Chinese" and "negro" are proper racial terms; but in the case of Indians **the names of their tribes should be given**, as "Chippewa," "Cree," etc. Persons of mixed white and red blood—commonly known as "breeds"—will be described by addition of the initial letters "f.b." for French breed, "e.b." for English breed, "s.b." for Scotch breed and "i.b." for Irish breed. For example: "Cree f.b." denotes that the person is racially a mixture of Cree and French; and "Chippewa s.b." denotes that the person is Chippewa and Scotch. Other mixtures of Indians besides the four above specified are rare, and may be described by the letters "o.b." for other breed. If several races are combined with the red, such as English and Scotch, Irish and French, or any others, they should also be described by the initials "o.b." A person whose **father** is English, but whose mother is Scotch, Irish, French, or any other race, will be ranked as **English**, and so with any others—the line of descent being traced through the father in the white races.

54. **Nationality** is a term of more or less conventional meaning. But as it applies by right of established usage to the citizens of Canada—the expression **new nationality** was in this sense introduced in the speech with which the Governor General opened the first Canadian Parliament—it is proper to use **Canadian** in column 15 as **descriptive of every person whose home is in the country and who has acquired rights of citizenship in it**. A person who was born in the United States, or France, or Germany or other foreign country, but whose home is in Canada and who is a naturalized citizen, **should be entered as a Canadian**; so also should a person born in the United Kingdom or any of its colonies, whose **residence in Canada is not merely temporary**. An alien person will be classified by nationality according to the country of his birth, or the country to which he professes to owe allegiance.

55. The religion of each person will be entered according as he or she professes, specifying the church or denomination to which the person belongs or adheres, or which he or she favours. If the sons or daughters belong or adhere to, or favour another church or denomination than that of their parents, or of either of them, the proper entry should be made; but except in such cases they should be classed with their parents. **The classification of the people by their religious faith must not ignore any church, or denomination, or form of belief, saving in the case of a church or denomination whose identity has been lost by union or otherwise. There is no State Church in Canada**, and if a person is not a member of or does not adhere to or favour any one church or denomination he must not be classed with one or

another. If he is an agnostic, or a non-believer, or a pagan, or a reincarnationist, or whatever his relationship to religion may be, he should be so classed.

#### PROFESSION, TRADE OR MEANS OF LIVING.

56. In columns 17 to 21 inclusive the enumerator will enter the profession, occupation, trade or means of living of each person, and indicate the positions they occupy as persons living on their own means, as employers, as employees, or as working on their own account.

57. The chief or principal calling (Col. 17) is the only one to be recorded; that is to say, the one on which the condition of life chiefly rests and from which the gains, earnings or income are chiefly obtained.

58. Expressions such as 'manufacturer,' 'merchant' and 'labourer' are inadequate; **the particular branch of industry, or trade, or profession or other calling in which the person enumerated is engaged should be given.** Workingmen and day labourers should always state the kind of work or business branch in which they are usually employed, as **farm labourer**. If the person is a labourer in a mill, factory or workshop, specify the works in addition to the term labourer thus, '**labourer (brick works.)**' If he is a skilled workman specify besides the general name of the industry in which he is employed, the particular branch of it in which he is engaged and the material in which he works, as '**brass-founder,**' '**cotton spinner,**' '**gold-miner.**' If the person has retired from his gainful calling or occupation, it will be indicated by adding the letter "r" to the description.

59. For persons who do not carry on any remunerative calling and **live on their own means**, as from incomes, superannuations, annuities, pensions, etc; for persons who are **employers**, as mill-owners, large farmers, etc., whose work is done by others for which salaries or wages are paid; for **employees** who work for salaries or wages; and for persons employed in gainful occupation, **doing their own work**, the proper entries will be made in columns 18, 19, 20 and 21 respectively. An affirmative answer will be indicated by the down stroke (l) and the negative answer by the dash (—) in the proper column.

60. If married women, other female dependents or children carry on a gainful or wage-earning occupation in any capacity, the kind of occupation will be given, and they will be classed as employers or employees as the case may be; but if they are only carrying on domestic affairs in a household without wages they are not to be classed as having any occupation. A person **doing piece-work at home** will be entered according to the occupation, whether employed under contract or agreement with a manufacturer or other employer of labour, or as a helper to the person so employed.

61. The rank in principal calling or occupation is to be clearly given, so that it can be exactly recognized whether the enumerated person is (1) **an independent business manager**; or (2) **belongs to the business office** (as manager, inspector, confidential clerk, book-keeper, clerk of works, cashier, treasurer, foreman or other working official; or (3) **stands in some working relation** (such as journeyman, assistant, apprentice, factory operative, workman, waiter, shopman, salesman, day labourer, navvy, coachman, drayman, stableman, handyman, cook, maid, housemaid, female servant, farm labourer, farmer's son, etc.—**the position or office of the enumerated person being always given in connection with the business, occupation or profession.**

#### WAGE EARNERS.

62. Entries under the heading of Wage Earners will be made under columns 22 to 27 inclusive, for each person named in column 3 who is employed in any industrial or other occupation **and is paid salary, wages or other money allowance for his or her service**, and whether employed by piece-work or by time (hour, day, week, etc.), at home, in a factory, or elsewhere.

63. Columns 22, 23 and 24 refer particularly to employees in factory work, and the additional letters "f" and "h" will be used to denote whether the place of employment is the factory or the home, or both. The downstroke "(|)f" denotes that the person is working at his trade in the factory; "(|)h" will denote that he is working at home; and "(|)fh" will denote that during the Census year he has been working part of the time in the factory and part of it at home. The entries in columns 23 and 24 will show how much of the year, as expressed in months, he has been employed at his trade in the factory and at home respectively.

64. In column 25 will be entered the number of months that the person has been employed otherwise than at his regular trade in the factory or at home; or, **if not a tradesman, at whatever his occupation may be, if is a wage-earning one.** For census purposes the terms **salary** and **wages** have a common meaning, being the amount or sum of money which one person employed by another receives for his service, whether the work done be professional, literary or handicraft.

#### EDUCATION AND LANGUAGE.

65. Columns 28 to 33 relate to the education and language of each person named in the schedule, of the age of five years and over. Column 28 refers of course to persons of school age, being those over five and under twenty-one years. If the person has attended school during the census year the



time will be indicated by the number of months, and if he or she has not attended school during the year it will be indicated by a horizontal dash (—).

66. Columns 29, 30, 31 and 32 will be answered by the figure 1 for "Yes" and by a dash (—) for "No," as the fact may be; and account is not to be taken of the **degree of proficiency** as regards any one of the questions. English and French were made official languages by section 133 of the British North America Act, 1867, and therefore special provision is made in the schedule for a record of all persons five years of age and over who speak one or other of these languages. But the same person may speak both languages, and in every such case the answer (1) "Yes" should be entered in both columns.

67. **Mother tongue** is one's native language, the language of his race; but not necessarily the language in which he thinks, or which he speaks most fluently, or uses chiefly in conversation. Whatever it may be, whether English, French, Gaelic, Irish, German, Swedish, Russian or any other, it should be entered by name in column 33 **if the person speaks the language**, but not otherwise.

#### INFIRMITIES.

68. Infirmities are recorded under the heads of the three classes, (a) Deaf and Dumb, (b) Blind, and (c) Unsound Mind. It is not necessary that the **degree of infirmity** should be absolute or total, but that it should be so sufficiently marked in any one of the classes as to have reached **the stage of incapacity**. If the infirmity is congenital (that is to say, if it is born with one), or if it dates from childhood, the words "from childhood" should be added thus: **Blind, from childhood**. The infirmity, where it exists in a person, will be entered by name in column 34; and where it does not exist the entry in the column will be the dash (—), or usual sign for a negative.

#### SPECIAL POPULATION FORM A.

69. The literal meaning of the term **de jure** is "by right of law", "rightfully", or "legally"; but the term has no strict legal meaning. Neither in the statutes nor in the decisions of the courts has an exact or fixed definition been given to it. When therefore it has been ordered that the enumeration of the people shall be in accordance with the **de jure** system, there is room for misunderstanding and error, in spite of instructions on the usage meaning of the term.

70. There is a probability that some persons may be counted in two places, and that others may not be counted at all. A domestic servant, for example, may be reported at the home of her parents as a member of

the family *de jure*, and she may also be reported as *de jure* of the household where she is employed. Or if absent from home for a comparatively long time and in her present place of service for only a short time, she may be left out of the enumeration altogether. The same thing may occur in the case of clerks, salesmen, artisans, labourers, railway employees, etc.

71. It is not possible to lay down a rule applicable to every case; but, generally, where there is a doubt, reference to the names of persons who are temporarily absent by number of page and line in schedule No. 1 should be entered in the Special Form A at the same time that the enumeration is being made according to schedule No. 1, and with the help of information supplied in this way a large percentage of possible defects and errors may be eliminated at the Census Office.

72. The enumerator will enter in Special Form A the reference by number of page and line in schedule No. 1 to the name of every member of a family or household **who is reported to be absent from the home or domicile**, and whose absence is considered by the head of the family or household (or whoever gives the information) as temporary.

73. A student at college, a sailor or fisherman at sea, a lumberman in the forest, a merchant or trader in foreign parts, a commercial traveller on the road, inmates of hospitals, penal institutions, etc., and other like persons whose period of absence is more or less definite and known, should be so entered.

74. But in the case of persons who have gone away from the home or domicile to which they belonged to pursue some trade or calling, or to begin life on their own account in any part of Canada or in another country, no record should be made by the enumerator either in schedule No. 1 or in the Special Form **unless there is a fixed period of return**.

75. If the head of the family or household (or whoever gives the information) is in doubt concerning the intention of such persons to return, and if they be absent twelve months, they are not to be taken in the census by the enumerator, the presumption being that they have settled elsewhere.

76. Persons in a family or household **whose home or domicile has been elsewhere should not be taken by the enumerator** unless it be ascertained that they do not intend to return, when they should be entered on schedule No. 1, whether the time of their residence in the locality be long or short.

77. In the case of every entry in the Special Form A, enter in columns 1 and 2 the number of page and line of schedule No. 1 on which the name occurs of a person ascertained to be temporarily absent. The number of months of absence from home is to be recorded in column 3. In

column 4 is to be recorded the answer to the question : "Does person intend to return home?" Under column 5, describing "Locality where Person is to be found" give (if in Canada) name of Province or Territory and of city, town or village, with street and house number; or of township, parish or other municipality, with concession and lot or cadastral number; and also post office address. If out of Canada, give name of country only, or of State if in the United States.

78. Inquire of the head of every family or household (or whoever gives the information) if **any person of the family or household is temporarily absent**, so that the proper record concerning such person may be made in the Special Form A. **See the Specimen Form A for illustration of this work.**

#### SPECIAL POPULATION FORM B.

79. No. 43 of these Instructions requires the heads of families, households and institutions to furnish the enumerator with all particulars regarding every person in the family, household or institution, as called for in the schedules. It may happen, however, in the case of boarders, lodgers and others that the head of the family, household or institution is unable owing to their temporary absence to give the details of information regarding such persons at the time when the enumerator calls, and to provide for such cases Special Form B has been prepared. It is an individual form, similar in every particular to schedule No. 1, and one copy of it will be left by the enumerator with the head of the family, household or institution for each such person, to be filled up by a date and hour marked thereon by the enumerator, and to be collected by him and entered in its proper place in schedule No. 1.

80. Section 17 of the Census Act provides that every person who wilfully or without lawful excuse refuses to fill up to the best of his knowledge and belief any schedule required of him by the enumerator, or other person employed in the execution of the Act, "or refuses or neglects to sign and deliver up or otherwise return the same when and as required, or makes, signs, delivers or returns, or causes to be made, signed, delivered or returned, any wilfully false answer or statement as to any matter specified in such schedule, shall incur a penalty not exceeding forty dollars and not less than one dollar."

#### INSTRUCTIONS FOR SCHEDULE No. 2.

81. Schedule No. 2 is practically a continuation of No. 1, although it relates specially to buildings and lands. Columns 1 and 2 refer to the persons named in schedule No. 1, and the entry of page and line on which the names occur does away with the necessity of repeating them. Usually

the reference will be to the person who is the head of the family, household or institution; but this will not always be the case. A son, a daughter, a boarder or other inmate may be the owner or lessee of property, as well as the head person of the family. In taking the census of Churches, Sunday Schools and Public Schools there will not be necessarily any reference to schedule No. 1, but every essential entry respecting those institutions will be made in the other columns.

82. In column 3 will be entered a description of every house or institution so accurately that, if necessary, it may be located on a map. If the name of the municipality, township or parish is the same as in the heading of the schedule, it need not be repeated under 'a.' There are parts of Canada, however, as in Prince Edward Island, where this entry may be required. In many parts of Quebec the lots in town and country are described consecutively by cadastral numbers, without reference to range or concession. In Ontario, Manitoba and the North-west Territories farms are numbered by lot and concession or range; and generally in the cities, towns and incorporated villages of the Dominion places of habitation are described by street and number. Each entry, whatever it may be, will be prefixed by the letter 'a,' 'b,' 'c,' or 'd,' in order that the relation of the description may be clearly understood. Thus: 'b con. 4 lot 6,' or 'b 60,' indicates that the description relates to 'range or concession and lot, or cadastral number;' and 'c 14 James' indicates that it relates to 'Street and house number.'

#### HOUSES AND INSTITUTIONS.

83. The term "house" is defined in Instruction No. 41. The material of which it is constructed, whether wood, brick, stone or composite, will be indicated by the initial letter, "w" for wood, "b" for brick, "s" for stone and "c" for composite, which latter may be rough cast or constructed of two or more materials.

84. The **number** of houses erected on the lot or place of habitation, whether in construction, vacant or inhabited, should be entered in each case along with the **material** of the structure, by placing the number over the initial letter. Thus:  $\frac{1}{b}$  denotes that there is one house and that brick is the material used in its construction. If there be a vacant house on the lot which is not fit for habitation, no record of it should be made. Care must be taken to make the entries for the three classes of houses in their proper columns.

85. **Institutions** are as described in Instruction No. 42, but will also include buildings in which there are no households, occupants or even caretakers, such as churches and schools. The special or legal name of each must be given in column 7, and the number of buildings which compose it in column 8.

86. Each house or institution may be occupied by one or more families or households, as these terms are used in Instruction No. 42, and if occupied the number of families will be entered in column 9.

87. In column 10 an entry will be made of the number of rooms in every occupied house or institution for each family. If there be two families in a house of six rooms, the number of rooms for each family will be entered as  $\frac{3}{2}$ , or maybe  $\frac{1}{2}$ ,  $\frac{2}{2}$ ; and if there be only one room for two families the number for each will be entered as  $\frac{1}{2}$ . In every such case the upper figure will denote the number of rooms, and the lower figure the number of families.

87a. Column 11 refers to occupied institutions only, and in it will be entered the number of inmates of whatever class they may be, but not including the persons of families, officers and employees. If the institution is a college, a hospital, an asylum, a prison or any like place, the entry for it will show the number of persons for whom it furnishes accommodation—for education, for treatment, for detention or for any other object.

#### REAL ESTATE.

88. Columns 12 to 18 inclusive relate to real estate owned by each person named in schedule No. 1, and columns 19 to 25 inclusive relate to real estate leased or otherwise held by each person. The lands and buildings are not confined to the locality in which the person resides, but are intended to include all lands, buildings and manufacturing establishments which the person owns or otherwise holds **in any part of the Dominion.**

89. **The grand total of acres** will embrace the areas of town or village lots, farm lots and lands of every kind, whether occupied or not, and whether in a cultivated state or not.

90. To calculate the capacity of a square or oblong silo in cubic feet (col. 17 and 24) multiply the length by the breadth and the product by the height, as measured in lineal feet; or if round, multiply the square of the diameter by .7854 and by the height.

#### CHURCHES AND SCHOOLS.

91. The location of every church and school will be described under the head of column 3 of this schedule.

92. The facts for every church or place of worship may be obtained from the clergyman, priest or minister who has the charge over it. The name of the religious denomination will be entered in column 26, the number of communicants or church members in column 27, and the seating capacity of the edifice in column 28.

93. The superintendents of Sunday Schools are the persons most likely to furnish the information required under the heads of columns 29, 30 and

31. If the school is not under the control of one religious denomination it may be entered as a union school, and the churches interested in it may be indicated by the initials or other contractions which represent them.

94. The number of officers and teachers should be the total number who are so employed in the school, and the number of scholars should be the **total whose names have been entered as in attendance during the three months ending March 31, 1901.**

95. The records of Public Schools (which term includes Separate Schools) should be obtained from the teacher or principal teacher of each school. The number of rooms will be the number occupied by the pupils as class rooms or study rooms, and not store rooms or retiring rooms of any kind.

96. **The number of scholars should be the total who are shown by the school register as having been in attendance during the three months ending March 31, 1901.**

97. Columns 35, 36 and 37 require no explanation, but the enumerator must be careful to fill each one of them as called for in the heading.

#### INSTRUCTIONS FOR SCHEDULE No. 3.

98. In this schedule will be entered the record of all persons who have died in the enumerator's polling sub-division or enumeration area during the twelve months **ending at midnight of March 31, 1901.**

99. In columns 1 and 2 will be entered the page and line of schedule No. 1 on which occurs the name of the head of the family or household of which the deceased person was a member, and from whom the information required for this schedule should be obtained.

100. The columns of personal description (3 to 9 inclusive) will be filled out according to Instructions 44 to 50, inclusive; and columns 10, 11, 12 and 13 will be filled according to Instructions No. 51 to 55 and No. 56 to 61, inclusive. In column 14 will be entered the month of death.

101. The disease or cause of death will be entered according to the Bertillon or International nomenclature (or names of diseases) as printed on the back of the Specimen schedule of Mortality. If the head of the family or other person who furnishes information concerning the deceased cannot give the cause of death according to this nomenclature, the cause should be entered as given by him. But he should be required to furnish the name of the attending physician for entry in column 16, and the physician should be seen subsequently to give his 'statement of cause of death' for entry in column 17.

102. For convenience, the enumerator may visit the physician after he has completed the census of the territory assigned to him, and procure at

one time his statement as to the cause of death of every deceased person for whom he was the attending physician; **and the physician should be required to give the disease or cause of death according to the International nomenclature.**

103. Whenever it is possible, a list of deceased persons made out by the Provincial or local registrar of Vital Statistics will be supplied by the census commissioner to each enumerator in his census district as a help towards procuring a full record of mortality, as experience shows that without such aid full returns cannot be procured. The list will be for the nine months ending December 31, 1900, and will be supplemented later by the record for the three months ending March 31, 1901, for the use of the Census Office at Ottawa, in order that the records of mortality as made out and returned by the enumerators may be revised for the whole year.

#### INSTRUCTIONS FOR AGRICULTURAL SCHEDULES, No. 4 to 7.

104. In schedule No. 2 (Buildings and Lands, etc.,) the headings referring to "Real Estate owned" and "Real Estate leased or otherwise held" represent the grand total of all real estate held by individuals or institutions anywhere throughout Canada. The Census year for schedules 4, 5, 6 and 7 is the year ending March 31, 1901.

#### FARMLAND, FRUITS AND PLANTATIONS.

105. In schedule No. 4 the headings of the several columns only refer to farms or lands actually occupied within the enumerator's division. A person, for instance, might own 1,000 acres of land in various parts of Canada, and yet occupy only as owner, tenant or otherwise, 100 acres within the enumerator's division. **In that case the 100 acres alone should be recorded in schedule No. 4.** The same rule is to be followed for all products of the farm in the other agricultural schedules.

106. The headings in schedule No. 4 require but few explanations. Columns 1 and 2, to avoid repetition of names, refer to the page and number of the line in schedule No. 1 on which is written the name of the head of the family enumerated. Columns 3 to 14 inclusive call for the areas of the various divisions of the farm land; the aggregate acres in columns 4 to 14 should equal the total entered in column 3.

107. In some of the French districts of the Province of Quebec, where the **arpent** and the **minot** are still in use, instead of the **acre** and the **bushel**, the enumerator will enter the quantities as given by the informant; the reduction will be made in the Census Office by the compiler. An exception however will be made for column 39, referring to the number of "pounds of maple sugar and syrup." The enumerator will ask the number of pounds of maple sugar, and then the number of gallons of

standard syrup (12 pounds to the gallon); and in order to reduce the syrup to its equivalent in sugar he will deduct one-third.

108. Columns 15 to 36 inclusive call for the statistics of orchard trees and fruits. The term 'bearing' as applied to fruit-trees means trees which have borne fruit, while the term 'non-bearing' is applicable to trees which have not yet borne fruit. In filling columns 37 and 38 trees planted on the roadside as well as on the farmland proper should be counted. It is only in the case of plantations that areas can be given.

#### FIELD PRODUCTS.

109. The headings of schedule No. 5 require little explanation other than those already given in the previous schedule respecting the **arpent** and **minot**. The reference columns 1 and 2 will be filled in the same way as in schedule No. 4.

110. As the quantity of hay is often given in some parts of the Province of Quebec by bundles of 16 pounds, instead of by tons of 2000 pounds, the enumerator will also take this as given to him by the persons enumerated; the reduction will be made in the Census Office.

111. In making the entries for forage crops (columns 25, 26 and 27) the kinds grown should be noted by the initials of 'c.p' for cow-pease, 'r' for rape, 'e' for corn, 's' for sorghum and 'm' for millet. In columns 30 and 31 will be entered other field roots than potatoes (col. 28 and 29), which latter are grown very generally in the country. The principal other field roots are turnips ("t."), mangel-wurzels ("m.w."), sugar beets ("s.b.") and carrots ("c."), and should be described by their initials, the acres and bushels of each being entered separately.

112. The enumerator will be careful not to omit in his return the small patches of land on which farming and gardening are carried on in villages, towns and even cities. But no fraction of an acre less than  $\frac{1}{4}$  should be recorded.

#### LIVE STOCK AND ANIMAL PRODUCTS.

113. As previously explained, columns 1 and 2 of schedule No. 6 refer to the head of the family in schedule No. 1. The information called for in this schedule is so easy to obtain and record that little explanation is needed. It may be well, however, to remark that the number of pure-bred cattle (col. 15 to 19) will be counted in the totals of live stock (col. 3 to 14), and that home-made butter in column 26 is not to be confounded with butter made in creameries, as this last named will be returned in schedule No. 8 (Manufactures).

114. The enumerator will take no notice of cattle or other live stock held for slaughter or export in stockyards, or anywhere in possession of



butchers, drovers or cattle dealers, as such live stock have already been returned by the parties from whom they were bought (col. 20 to 23). He will ask of every family living in cities, towns and villages the questions contained in this schedule.

#### AGRICULTURAL VALUES.

115. Schedule No. 7 is one of the most important of the eleven schedules of the present Census. It is the first attempt made in this country in the direction of establishing the true financial condition as well as the real commercial wealth of the farming community. In previous censuses we have been satisfied with obtaining quantities respecting farms and their products; but as these quantities alone were found to be of little value, economically speaking, it was thought desirable in the interest of that class of our population most directly concerned to introduce this schedule of values, the success of which now rests almost entirely with the farmers themselves. For the first time in the history of our censuses we are trying to do for the farming industry what has been done several times for the manufacturing industry. A great deal of the success depends also upon the manner in which enumerators will acquit themselves of their responsible duties. Should anyone hesitate to give the answers, the enumerator will strongly insist upon the fact that the information desired is in nowise connected with any system of taxation, as some might think, and that, as in the case of the manufacturing industries, it will be treated confidentially as required by the Census Act.

116. Columns 1 and 2 in this as in previous schedules refer the enumerator to the head of the family or other owner of farm land in schedule No. 1.

117. As to the values of real estate, crops and animals, it may be difficult to get exact figures, but the enumerator will endeavour in every case to obtain the best estimate possible. The values of animal products for home consumption and sale (columns 19 to 23) may be more accurately computed, as they can be made up from the ruling market prices.

118. In the entries for hired labour on the farm, the **aggregate number of weeks of service by all employees** will be recorded in column No. 24, and **the aggregate amount paid for labour** in column 25. If only one labourer has been employed the entry will show the time of his service as measured by weeks, whether for the whole or part of the year. But if there have been two or more employed the entry will show the aggregate time in weeks for all of them. Thus, if one has been employed 40 weeks, a second 45 weeks and a third 10 weeks, the aggregate will be 95 weeks. In entering the amount paid for labour the value of board will be included in the wages if board is provided, but not otherwise.

119. In columns 26 and 27 will be entered the values of all real estate enumerated in columns 12 to 18 inclusive of schedule No. 2, excepting farm lands and buildings which are counted in this schedule (columns 3 and 4), and manufacturing establishments and mines which will be counted in schedules No. 8 and No. 11.

#### INSTRUCTIONS FOR SCHEDULE NO. 8.

120. Schedule No. 8 is an individual schedule, that is to say, the records of only one establishment will be made upon it; but no manufacturing establishment or factory will be so recognized for census purposes which does not employ at least five persons, either in the establishment itself or as piece-workers employed out of it. This direction, however, will not apply to cheese and butter factories, whose records will be entered on Special Form C, nor to certain mineral products which are required to be entered on Special Form D, nor to certain other mineral products which are to be entered on Schedule No. 8. (See Instruction No. 143).

121. A manufacturing establishment or factory may be described as any premises, building, room or place where steam, water or other power is used to move or work any machinery employed in preparing, manufacturing or finishing any article, substance, material, fabric or compound, or to aid the manufacturing process carried on there, or any premises, building, room or place wherein the employer of the persons working there has the right of access and control, and in which any manual labour is exercised by way of trade or for purposes of gain, in making, altering, repairing, ornamenting or finishing any article or part of article to adapt it for sale.

122. If the schedule is withdrawn from the enumerator of the polling division or other area for which the industrial census is to be taken, he will be notified accordingly by the commissioner. But it will still be his duty to call at the office of each establishment and procure from the owner or manager (1) the name of the establishment, (2) the name of the owner, firm, company or corporation, (3) location of works, and (4) post office address. This information will be entered on a blank card provided for the purpose, for prompt transmission by mail to the census commissioner of the electoral district, who will forward it to the Census Office at Ottawa for the use of a special agent, as provided in Instruction No. 21. For this service he will be paid a specific sum per establishment, as provided in the rates of allowance.

123. If the schedule is not withdrawn, the enumerator will proceed to take the census of the manufacturing establishments of his enumeration area in the regular way. But it will not be necessary for the enumerator to make the entries himself, nor even to wait until they are filled. He will

leave one schedule with the owner or manager of each establishment, by whom or under whose direction the proper entries shall be made, and he will fix a time by a note written at the top of the first page when the paper will be called for, thus: **This schedule will be called for April 12 at 5 o'clock p.m.**, or whatever the date and hour may be. Reasonable time must be allowed in every case for filling the schedule.

124. The special agent to whom the enumeration of manufactures in any locality is entrusted may distribute the schedules through the post office, to be returned to him in the same way, at a time to be entered on the schedule, as required in Instruction No. 123; or he may leave a schedule at each establishment like the ordinary enumerator of the census, as he may be directed, to be called for at the fixed time.

125. The enumerator or special agent will fill in the blanks in the heading of the schedule, and after the word "enumerator" in the last line of the heading he will enter the date on which it has been collected at or received from the establishment.

126. The owner or agent of the establishment will make the proper entries in columns 1 and 2, opposite each item of inquiry.

127. The values of real estate, plant and working capital in columns 3 to 7 will make up the visible capital of the business, although they may not represent the capital which has been invested in it—a quantity which often is indefinite and intangible.

128. Columns 8 to 19 will show the number of persons employed in the establishment, classified as owners and firm members, salaried officers, and all other employees. For economic use it is important that a reasonable allowance for salaries of owners and firm members should be entered in column 9, whether they draw stated salaries or not. Their service has a certain value, and the amount of it should be recorded in order that the whole charge for management and labour may be ascertained.

129. Where piece-workers are employed out of the establishment, at their homes or elsewhere, the entries should be made in columns 20 to 25.

130. The aggregate working days of all employees will be entered in columns 26, 27 and 28. If possible, the number of days should include both the time of workers employed in the establishment, and of piece-workers; but if the latter cannot be included, the fact should be stated by the addition of the initial letters, e.p.w., 'excluding piece-workers'. The time sheets of the establishment will supply the aggregate number of working days for each class of workers entered in columns 14, 16 and 18.

131. The other headings of the schedule require little explanation. Under the head of months in operation (col. 30 to 34) give the number of months in the year that the establishment was running full time, the number it was running three-quarters time, etc., until the whole year is

accounted for. In the classification of 'materials used' and 'goods manufactured', the entries should show for each class the weight or measure used in the various quantities, as 'tons', 'bushels', 'feet', etc.

132. The Census year for the purposes of this schedule may be for the year ending March 31, 1901, or December 31, 1900, or for the last business year of the establishment, as is most convenient; but whatever it may be, **the date should be entered at the bottom of the schedule** by the person who signs on behalf of the owner, firm, company or corporation, thus: **For the year ending December 31, 1900**, or whatever the date may be.

#### INSTRUCTIONS FOR SCHEDULE No. 9.

133. As in the case of Agricultural products, the enumerator will bear in mind that the Forest products are to be recorded only in the polling subdivision or other area in which they were cut. In wooded districts he will ask the persons enumerated how much timber or wood was cut on their land during **the year ending 31st December, 1900**, no matter whether such wood was cut for the market or for home consumption. He must not forget that he has absolutely nothing to do with timber cut outside of his own census area.

134. As regards values of products, **he will be guided by the local market prices**. Should he meet with difficulties in securing the exact quantities and values, he will obtain the best estimates possible. The schedule as regards square, waney or flat timber, and as regards logs for lumber, has followed the form of the Government Trade Tables, and forest products throughout have been made to conform in the headings to those Tables, **in order that comparison of total production may be readily made with the records of yearly exports from the country**.

135. The cubic content of square timber is calculated by multiplying the square of the side in inches by the length in feet and dividing the product by 144. The result will be the content of the stick in cubic feet. For waney and flat timber, divide the girth in inches by 4, square the quotient, multiply by the length in feet and divide by 144 for cubic feet.

136. The schedule calls for the measurement of logs for lumber on a basis of M. or 1000 feet board measure, and a simple rule for calculation is: "From one-fourth of the diameter of the log in inches subtract 1, and multiply the square of the remainder by the length of the log in feet. The product will be the length of the log in feet, board measure." Thus, if the log is 20 inches diameter and 16 feet long, the reckoning will be:

$20 \div 4 = 5 - 1 = 4 \times 4 = 16 \times 16 = 256$  feet board measure. The following table gives the board measure contents of logs from 8 to 40 inches diameter and 16 feet long.

SAW LOGS 16 FEET LONG.					
Diameter in inches.	Contents in feet, b.m.	Diameter in inches.	Contents in feet, b.m.	Diameter in inches.	Contents in feet, b.m.
8	16	19	225	30	676
9	24	20	256	31	729
10	36	21	289	32	784
11	49	22	324	33	841
12	64	23	359	34	900
13	81	24	400	35	961
14	100	25	441	36	1,024
15	121	26	484	37	1,089
16	144	27	530	38	1,156
17	169	28	576	39	1,225
18	196	29	625	40	1,296

For every foot longer than 16 feet add one-sixteenth to the contents for a log of the same diameter, and for every foot shorter deduct one-sixteenth. In a pile of logs of the same diameter, multiply the contents of one as given in the foregoing table by the number of logs. Of course it is only in the case of a large number of logs that measurement will be made by the unit of thousands. Thus, if there are 3,000 logs 16 feet long and 25 inches diameter, the total contents in M. feet would be 1,323; whereas, if there were only three logs, it would be 1.323.

137. Under the heading of Furs and Skins of Forest Animals undressed (col. 51, 52 and 53), the kinds of animals will be given, as well as the number and value of their skins.

## INSTRUCTIONS FOR SCHEDULE No. 10.

138. The Fisheries Schedule is intended to embrace the whole industry in all parts of the Dominion, and every branch of the industry as regards salt and fresh water fish.

139. Column 1 includes four heads, and is designed to give information concerning persons, companies or corporations engaged in the business, the location of their stations and fishing grounds, and the post office address of the parties.

140. The headings relating to fishing vessels and boats, fishing materials or gear, curing and canning stations and hands employed require no explanation. Aggregate days employed (column 51) means the total number of days of service of all the hands to whom wages are paid; in which should be included men who are working on their own account, in order that a proper relation may be presented of the amount of labour and value of product. Aggregate wages paid (column 52) should for the same reason give the total value of labour of all persons engaged in the industry.

141. The table of yield and value of fisheries will be readily understood. Quantities should be given in every case, and values should be computed at selling prices at the stations or works. The statistics of the industry will be for the year ending December 31, 1900.

## INSTRUCTIONS FOR SCHEDULE No. 11.

142. The headings of the schedule of Mining and Mineral Products will explain themselves, and it is anticipated that no difficulty will be experienced in entering the details of information called for in the several columns.

143. All products should be entered by quantities and spot values (that is, values at the place of production) in the table of "Quantities and Spot Values of Ores and Minerals"; **but details of certain industries should be given in schedule No. 8 (Manufactures), including the following products, viz:**

- Fig iron (products of Canadian and foreign ores.
- Carborundum.
- Corundum (in grain).
- Grindstones.
- Mill stones.
- Pulp stones.
- Whetstones.
- Coke.
- Peat.
- Carbide of calcium.

Products of petroleum. { Illuminating oil.  
                                   { Lubricating oil.  
                                   { Benzine and naphtha.  
                                   { Gas and fuel oils and tar.  
                                   { Paraffin wax and candles.  
 Natural rock cement.  
 Portland cement.  
 Roofing cement.  
 Graphite (manufactures of).  
 Plaster and other manufactures of gypsum.  
 Mica (cut or ground).  
 Mica (boiler covering).  
 Salt.

Structural materials manufactured from clay, including brick, glazed, roofing and drain tiles, sewer pipe, pottery and earthenware, will be entered on Special Form D, referred to in Instruction 120. But quantities and values of all articles named in this Instruction should be entered in schedule No. 11.

ARCHIBALD BLUE,  
*Special Commissioner of the Census.*

## APPENDIX I.

## CHAPTER 58.

## An Act respecting the Census.

**H**ER Majesty, by and with the advice and consent of the Senate and House of Commons of Canada, enacts as follows:—

- Short title.** 1. This Act may be cited as "*The Census Act.*" 42 V., c. 21, s. 40.
- Interpretation.** 2. In this Act, unless the context otherwise requires, the expression "house" includes all ships, vessels, dwellings or places of abode of any kind. 42 V., c. 21, s. 26.
- Census, when to be taken.** 3. A census shall be taken in the year one thousand eight hundred and ninety-one, and in every tenth year thereafter, at the beginning of the year one thousand eight hundred and ninety-one, and at the beginning of every tenth year thereafter, respectively. 42 V., c. 21, s. 1.
- Proclamation by Governor in Council, what it shall regulate.** 4. The details of information, the forms to be used, and procedure to be followed for the obtaining thereof, and the period at which, and the dates with reference to which, the census shall be taken,—whether generally, or for any specified localities, requiring to be exceptionally dealt with in any of these respects,—shall be such as the Governor in Council, by proclamation, directs. 42 V., c. 21, s. 2.
- Census, to be taken. Details required.** 5. Each census shall be so taken as to ascertain, with the utmost possible accuracy, in regard to the various territorial divisions of the country,—their population and the classification thereof, as regards age, sex, social condition, religion, education, race, occupation and otherwise,—the houses and other buildings therein, and their classification as dwellings, inhabited, uninhabited, under construction and otherwise,—the occupied land therein, and the condition thereof, as town, village, country, cultivated, uncultivated and otherwise,—the produce, state and resources of the agricultural, fishing, lumbering, mining, mechanical, manufacturing, trading and other industries thereof,—the municipal, educational, charitable and other institutions thereof,—and whatsoever other matters are specified in the forms and
- Other matters.**



instructions to be issued, as is hereinafter provided. 42 V., c. 21, s. 3.

6. The Minister of Agriculture shall cause all forms, **Forms and** and also all instructions which he deems requisite in respect of each census, to be duly prepared, printed and issued, for use by the persons employed in the taking thereof. 42 V., c. 21, s. 4.

7. The Governor in Council, by proclamation, shall divide the country into census districts, and each census district into sub-districts, to correspond respectively, as nearly as may be, with the electoral divisions and subdivisions for the time being, and in territories not so defined or so situated as to admit of adhering to circumscriptions already established into special divisions and sub-divisions for the purpose of the census. 42 V., c. 21, s. 5.

8. The Governor in Council shall appoint census officers, census commissioners, and other employees who are necessary for the taking of each census, with such relative powers and duties and such emoluments as are laid down for each census by Order in Council. 42 V., c. 21, s. 6.

9. There shall be appointed by or under the authority of the Minister of Agriculture, in such manner and subject to such rules in that behalf as are laid down by Order in Council, one or more enumerators for every census sub-district; and whenever more enumerators than one are appointed, the powers and duties of such enumerators shall be such as the Minister of Agriculture assigns to each, whether territorially or otherwise. 42 V., c. 21, s. 7.

10. The census officers and commissioners shall be entrusted, under direction and instruction of the Minister of Agriculture, with the superintendence of the work assigned to the enumerators, and shall see that all those under their superintendence thoroughly understand the manner in which the duties required of them are to be performed, and use due diligence in the performance thereof. 42 V., c. 21, s. 8.

11. Every enumerator, by visiting every house and by careful personal inquiry, shall ascertain, in detail with the utmost possible accuracy, all the statistical information with which he is required to deal, and no other, and shall make an exact record thereof, and attest the same under oath, and shall see that such attested record is duly delivered to the census commissioner under whose superintendence he is placed,—the whole, in all

respects, as by the forms and instructions issued to him is required. 42 V., c. 21, s. 9.

Duties of census commissioner.

12. The census commissioner shall examine all such records and satisfy himself how far each enumerator has performed the duties required of him, and shall note all apparent defects and inaccuracies in such records, and require the several enumerators concerned therewith to assist him in respect thereof, and with their assistance shall correct the same so far as is found requisite and possible,—noting always whether such corrections are concurred in by them or not, and shall make return, attested under oath, of his doings in the premises, and shall transmit the same, together with all the records in question to the Minister of Agriculture,—the whole in all respects, as by the forms and instructions issued to him is required. 42 V., c. 21, s. 10.

Duties of Minister of Agriculture.

13. The Minister of Agriculture shall cause all such returns and records to be examined and any defects or inaccuracies discoverable therein to be corrected so far as possible, and shall obtain, so far as possible, by such ways and means as are deemed convenient, any statistical information requisite for the due completion of the census, which cannot be or is not obtained with the required fullness and accuracy by means of such returns and records, and shall cause to be prepared, with all practicable despatch, abstracts and tabular statements showing the results of the census as fully and accurately as possible. 42 V., c. 21, s. 11.

Every person employed in the execution of this Act to take an oath of office.

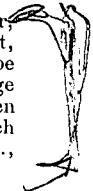
14. Every officer, census commissioner, enumerator, and other person employed in the execution of this Act, before entering on his duties, shall take and subscribe an oath binding him to the faithful and exact discharge of such duties,—which oath shall be in such form, taken before such person, and returned and recorded in such manner, as the Governor in Council prescribes. 42 V., c. 21, s. 12.

Wilful neglect of duty a misdemeanor.

15. Every officer, census commissioner, enumerator or other person employed in the execution of this Act, who makes wilful default in any matter required of him by this Act, or wilfully makes any false declaration touching any such matter, is guilty of a misdemeanour. 42 V., c. 21, s. 13.

Custodians of public records to grant access thereto.

16. Every person who has the custody or charge of any provincial, municipal or other public records or documents, or of any records or documents of any corporation, from which information sought in respect of the census can be obtained, or which would aid in the



completion or correction thereof, shall grant to any census officer, commissioner, enumerator or other person deputed for that purpose by the Minister of Agriculture, reasonable access thereto for the obtaining of such information therefrom; and every such person who wilfully or without lawful excuse refuses or neglects to grant such access, and every person who wilfully hinders or seeks to prevent or obstruct such access, or otherwise in any way wilfully obstructs or seeks to obstruct any person employed in the execution of this Act, is guilty of a misdemeanour. 42 V., c. 21, s. 14.

17. Every person who wilfully, or without lawful excuse, refuses or neglects to fill up, to the best of his knowledge and belief, any schedule which he has been required to fill up by any enumerator or other person employed in the execution of this Act, or refuses or neglects to sign and deliver up or otherwise return the same when and as required, or makes, signs, delivers or returns, or causes to be made, signed, delivered or returned, any wilfully false answer or statement as to any matter specified in such schedule,—shall incur a penalty not exceeding forty dollars and not less than one dollar. 42 V., c. 21, s. 15.

Penalty for refusal or neglect to fill up schedule, &c.

18. Every person who, without lawful excuse, refuses or neglects to answer, or who wilfully answers falsely, any question requisite for obtaining any information sought in respect of the census or pertinent thereto, which has been asked of him by any enumerator or other person employed in the execution of this Act, shall, for every such refusal or neglect or wilfully false answer, incur a penalty not exceeding twenty dollars and not less than five dollars. 42 V., c. 21, s. 16.

Penalty for refusal or neglect to answer any question, &c.

19. The penalties hereinbefore imposed may be recovered in a summary manner at the suit of any officer, census commissioner, enumerator or other person employed in the execution of this Act, before any justice of the peace having jurisdiction in the place where the offence has been committed, on the oath of the prosecutor or of one credible witness; and a moiety thereof shall belong to the Crown for the public uses of Canada, and the other moiety to the prosecutor, unless he has been examined as a witness to prove the offence, in which case the whole shall belong to the Crown for the uses aforesaid. 42 V., c. 21, s. 17.

Recovery of penalties.

20. Whenever the Minister of Agriculture deems it convenient, he may, by special letter of instruction, direct any officer, census commissioner or other person employed in the execution of this Act, to make inquiry

Minister of Agriculture may direct inquiry to be

made under  
oath.

under oath, as to any matter connected with the taking of the census, or the ascertaining or correction of any supposed defect or inaccuracy therein; and such officer, census commissioner or other person shall then have the same power as is vested in any court of justice, of summoning any person, of enforcing his attendance, and of requiring and compelling him to give evidence on oath, whether orally or in writing, and to produce such documents and things as such officer, census commissioner or other person deems requisite to the full investigation of such matter or matters. 42 Vic., c. 21, s. 18.

Effect of such  
direction.

What shall be  
*prima facie*  
evidence of  
appointment  
or removal of,  
or instruction  
to census offi-  
cers, &c.

21. Any letter purporting to be signed by the Minister of Agriculture, or by the deputy of the Minister of Agriculture, or by any other person thereunto authorized by the Governor in Council, and notifying any appointment or removal of, or setting forth any instructions to, any person employed in the execution of this Act,—and any letter signed by any officer, census commissioner or other person thereunto duly authorized, notifying any appointment or removal of, or setting forth any instructions to any person so employed under the superintendence of the signer thereof,—shall be, respectively, *prima facie* evidence of such appointment, removal or instructions, and that such letter was signed and addressed as it purports to be. 42 V., c. 21, s. 19.

Presumption  
as to docu-  
ments produc-  
ed by a person  
employed in  
the execution  
of this Act.

22. Any document or paper, written or printed, purporting to be a form authorized for use in the taking of the census, or to set forth any instructions relative thereto, which is produced by any person employed in the execution of this Act, as being such form, or as setting forth such instructions, shall be presumed to have been supplied by the proper authority to the person so producing the same, and shall be *prima facie* evidence of all instructions therein set forth. 42 V., c. 21, s. 20.

What shall be  
a sufficient re-  
quirement as  
against occu-  
pant of house.

23. The leaving, by an enumerator, at any house or part of a house, of any schedule purporting to be issued under this Act, and having thereon a notice requiring that the same be filled up and signed within a stated delay by the occupant of such house or part of a house, or in his absence by some other member of the family, shall, as against such occupant, be a sufficient requirement so to fill up and sign such schedule, though such occupant is not named in such notice, or personally served therewith. 42 V., c. 21, s. 21.

Remuneration  
of persons em-  
ployed under  
this Act.

24. The Minister of Agriculture shall cause to be prepared one or more tables, setting forth the rates of allowances or remuneration for the several census com-

missioners and enumerators employed in the execution of this Act,—which rates shall not exceed, in the aggregate, a total amount of three dollars for each day of proved effective service for any enumerator, or of four dollars for each day of like service for any census commissioner; and the same, when approved by the Governor in Council, shall be laid before Parliament within the first fifteen days of the session then next ensuing. 42 V., c. 21, s. 22. **Maximum rate.**

25. Such allowances or remuneration shall be paid to the several persons entitled thereto, in such manner as the Governor in Council directs; but shall not be payable until the services required of the person receiving the same have been faithfully and entirely performed. 42 V., c. 21, s. 23. **Allowances, &c., how and when to be paid.**

26. Such allowances and remuneration, and all expenses incurred in carrying this Act into effect, shall be paid out of such moneys as are provided by Parliament for that purpose. 42 V., c. 21, s. 24. **And out of what moneys to be paid.**

27. Appointments, employments or service under this Act shall not be subject to the statutory requirements affecting the Civil Service. 42 V., c. 21, s. 27. **Civil Service Acts not to apply.**

28. A full report of all things done under this Act, and an account of all moneys expended under the authority thereof, shall be laid before Parliament by the Minister of Agriculture within the first fifteen days of the then next session thereof, and of each session thereafter, until such time as all things required to be done under this Act in each decennial period have been fully completed. 42 V., c. 21, s. 25. **Report to be laid before Parliament.**

## APPENDIX II.

## COMMISSIONERS AND ENUMERATORS.

THE CENSUS OFFICE, DEPARTMENT OF AGRICULTURE,

Ottawa, January 10, 1901.

MY DEAR SIR,—In accordance with the Census Act it is desirable that steps should be taken at an early date for the appointment of commissioners and enumerators to have charge of the Census of the Dominion for 1901.

For the purpose of the Census, the Governor in Council is empowered to divide the country into census districts, and each district into sub-districts, to correspond as nearly as may be with the electoral divisions and subdivisions for the time being; and territories not so defined and situated as to admit of circumscriptions already established will be portioned out into special divisions and subdivisions.

The Governor in Council is also empowered to appoint officers, commissioners for census districts, and other employees necessary for taking the Census, with such relative powers, duties and emoluments as are laid down for each Census by Order in Council.

Subject to such rules and in such manner as provided by Order in Council, one or more enumerators are required to be appointed by or under the authority of the Minister of Agriculture for every census sub-district, and whenever more than one enumerator is appointed for a sub-district the powers and duties of each shall be as the Minister assigns.

Under the direction and instructions of the Minister, each census commissioner will be intrusted with the superintendence of the work assigned to the enumerators in his census district. Among other duties he will be required to see that the enumerators thoroughly understand the manner in which the duties required of them are to be performed, to receive and examine all their records of enumeration and correct the same as far as is found requisite and possible with the assistance of the enumerators, and to make a return to the Minister as required by the forms and instructions issued to him. Before entering upon his duties the commissioner, as well as every enumerator or other person employed in the execution of the Census Act, will be required to take and subscribe an oath binding him to the faithful and exact discharge of such duties.

The duties of an enumerator (as by forms and instructions to be issued to him) are to visit every house and ascertain by careful personal inquiry, and with the utmost possible accuracy, all the statistical information with which he is required to deal, make an exact record thereof to be attested under oath, and deliver such record to the Census Commissioner under whose superintendence he is placed; as well as to assist the Commissioner in correcting the record in the case of any apparent defects and inaccuracies which may be observed in it.

In giving effect to this undertaking it has been determined to adhere to the practice of former censuses of the Dominion in the appointment of one census commissioner for each electoral district, and one additional commissioner where local circumstances may require his service. But it is believed that as regards the actual work of taking the census more efficient service may be obtained if polling sub-divisions, according to the boundaries adopted for the purpose of the recent general elections, are taken as the units of enumeration. With an enumerator for each of such sub-divisions,

the work may be done in a much shorter time than at former censuses ; and if he is a resident of the sub-division—which he ought to be, if a competent man can be found—he will have the advantage which local knowledge affords. By the terms of the Order in Council “there shall be a census commissioner for each census district, or two commissioners if the district is extensive, or has a large bi-lingual population, or comprises more than one county municipality, and one enumerator for each polling sub-division, or for a group of polling sub-divisions when our Minister of Agriculture in special cases so directs ; and the duties of such officers shall be provided as in the Act and according to the regulations and instructions authorized by the Act, or as in special cases our Minister of Agriculture may direct.”

I have therefore to request that you will favour me at your earliest convenience with a recommendation of men fitted for the duties of census commissioner and census enumerators respectively in your electoral district. Your knowledge of the district will no doubt enable you to select men well qualified for performance of the duties to be required of them under the Census Act. They should be trustworthy, accurate, tactful, and able to write a legible hand.

An important part of the commissioner's duties will be to instruct the enumerators, as he himself will be instructed by a superior officer of the census, and much of the success of the work must depend on his fitness to train the enumerators and to superintend their operations. You should therefore endeavour to secure the services of the best man available for the office in your electoral district. In your recommendation of him, it is suggested that you should forward an application in his own handwriting, in which is given (1) his occupation, (2) place of residence, (3) post office address, and (4) name in full.

In like manner should be forwarded an application from each enumerator, giving (1) his occupation, (2) place of residence, (3) polling subdivision of residence, (4) city, town, village, township or parish and number or other designation of polling subdivision for which he is recommended as enumerator, (5) post office address and (6) name in full. And as it is possible that the person recommended for this position may not be able to accept it, owing to illness or other cause, it is advisable that two or more persons should be recommended for second or other choice as circumstances may determine.

The remuneration of commissioners and enumerators will be according to rates of allowance to be prepared by the Minister, “which rates,” the Census Act provides, “shall not exceed in the aggregate a total amount of three dollars for each day of proved effective service for any enumerator, or four dollars for each day of like service for any commissioner.” The Act also provides that the remuneration shall be paid to the several persons entitled thereto in such manner as the Governor in Council directs, “but shall not be payable until the services required of the person receiving the same have been faithfully and entirely performed.”

The time of service to be allowed a commissioner will probably not exceed six weeks—ranging from three to six weeks according to the extent and population of the electoral district,—and the time of an enumerator will probably not exceed two weeks ; and the date at which all returns and reports must be made and completed will be as fixed in the instructions.

I am yours truly,

SYDNEY FISHER,

*Minister of Agriculture.*

To . . . . .

