

DOMINION BUREAU OF STATISTICS

SEVENTH CENSUS OF CANADA

1931

INSTRUCTIONS TO
COMMISSIONERS AND
ENUMERATORS

Approved by Order in Council



OTTAWA
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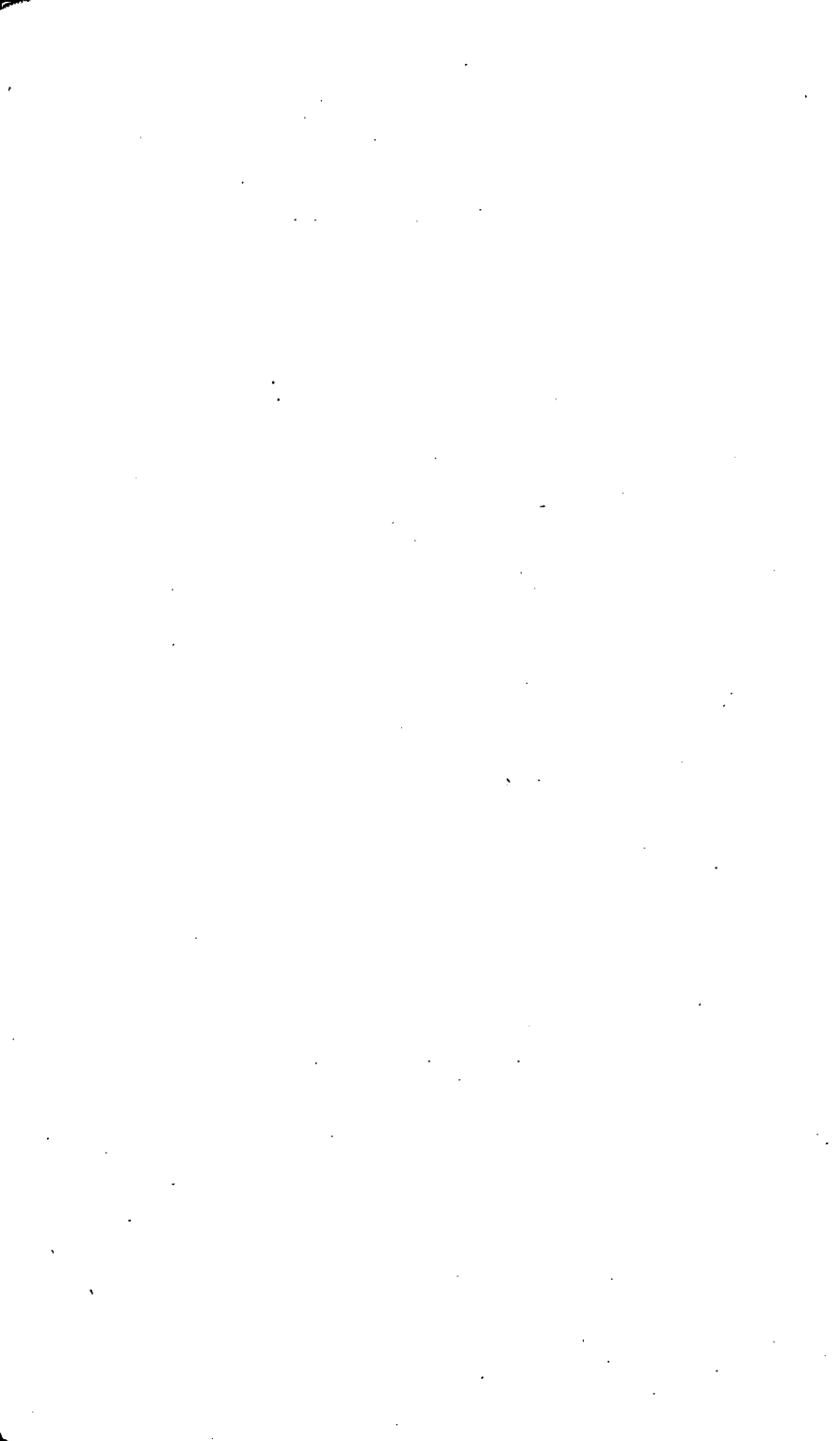
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REGULATIONS PERTAINING TO THE CENSUS OF POPULATION AND AGRICULTURE, 1931

In the following regulations and instructions, the term "Act" means the "Act respecting the Dominion Bureau of Statistics, 8-9 Geo. V, C. 43" (short title "the Statistics Act"). The term "Bureau" means the Dominion Bureau of Statistics.

INSTRUCTIONS TO COMMISSIONERS AND ENUMERATORS

GENERAL PROVISIONS

1. Seventh General Census. The Seventh General Census of the Dominion is required to be taken in the year 1931 under the provisions of the Statistics Act, so as to ascertain, with the utmost possible accuracy, for the various territorial divisions of the country, their population and the classification 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 the Act provides.

2. Provisions by Order in Council. The Act does not specify the full details of the Census, forms to be used, procedure to be followed, etc., it provides that the latter are to be such as the Governor in Council shall by Proclamation direct.

3. Date for recording population. The date selected for recording the population in the present Census is Monday, the first day of June, 1931. The decisive hour of reckoning is 12 o'clock or midnight on the night of 31st of May to 1st June; everyone born before that hour and everyone dying after it are to be counted in the population. **Unless otherwise instructed, for particular localities, enumerators must begin the canvass of their respective districts on Monday, the first day of June, and must prosecute it continuously from day to day, except Sundays, until the work is completed.**

4. The de jure system. The Act provides that the Census is to be taken by what is known as the **de jure system**. Briefly, this means that the **home or usual place of abode** is the place where the majority of persons should be counted. Definite instructions are given on this point further on. (See Instructions 49 and 50.)

5. Districts and subdistricts. 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, and Census subdistricts to the cities, towns, incorporated villages, townships and parishes which constitute an electoral district. Where towns, villages, townships, etc., are of small extent, or their population few, two or more may be assigned to one enumerator. **Indian Reserves shall not form part of any enumeration area; their enumeration will be made by officials of the Indian Department.**

6. Officers for the outside service. Two classes of officers will be provided for the outside service. **The first class are the Commissioners.** They will receive instructions from an officer of the Bureau at suitable and convenient places, to be selected for that purpose in each province, and 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 examine the enumerators as to their qualifications and fitness, to revise the work when it is completed, (on which a Special Letter of Instructions will be forwarded), and to transmit all papers to the Bureau of Statistics, with which they will conduct all necessary correspondence. **The second 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 be made to the Bureau in Ottawa before the end of the month of June, or within a time to be fixed in Special Instructions to each commissioner;** and unless otherwise provided in the instructions, every enumerator shall begin his work on Monday, the 1st day of June, and he shall continue it day by day (except Sundays) until the canvass of his area is completed.

7. Returning completed schedules. As soon as the census of his enumeration sub-district is completed the Enumerator is required to place the schedules, together with the certificate of his appointment and all other census materials in the portfolio properly secured and **return them to his Commissioner in person.**

In cases where an Enumerator is far removed from the Commissioner and has previously received permission to forward his census returns, to the Commissioner, by mail, he is required to have it properly wrapped and securely tied. He will paste the printed mailing slip, supplied him by the Commissioner, on

the parcel after having first plainly written thereon the name and address of the Commissioner. For further information see special letter of instructions regarding making returns and also instructions on mailing slip.

If the agricultural schedules are too bulky to be placed inside the portfolio they should be carefully wrapped in stout brown paper and securely tied between cardboard to prevent damage in transmission, through the mails. Another of the mailing slips properly addressed, should be pasted on the outside of the package and mailed according to instructions on the mailing slip. **Wherever possible the whole of an Enumerator's returns should be made up in a single parcel.**

8. Commissioner's Powers. Each commissioner is empowered to appoint an enumerator or enumerators in the field in the event of a vacancy occurring, for any cause, during the time of instruction or thereafter; he shall also, in case of a sub-district being ascertained to be too large to permit of the completion of the work within the time specified in the special instructions, be empowered to make a division of the subdistrict and appoint with the consent of the Minister one or more enumerators thereto. In such cases the commissioner is required to describe by metes and bounds the new enumeration area thus set up, and send copies immediately of the same to the Bureau of Statistics giving his reasons for the changes made and the estimated population in each new area.

9. Institutions. The larger institutions such as **prisons, insane hospitals, charitable and benevolent institutions** have been made separate enumeration districts and will be enumerated in most cases by some employee of the institution. A list of the Institutions which will be withdrawn from the regular enumerators and enumerated by special officers will be supplied to the commissioners.

10. Supplies for enumerators. The Commissioners will be supplied from the Bureau of Statistics with schedules, instructions and all other printed matter and stationery necessary for the taking of the Census, for distribution to enumerators when these are called together to receive instructions for their work.

11. Portfolios for supplies. 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 placed in a portfolio** furnished for the purpose of keeping them in a safe and cleanly state throughout the progress of his work. It may

happen in certain localities that some of the schedules are not required or only in limited quantity. It will be the duty of the commissioner in consultation with each enumerator to ascertain exactly the **kinds of schedules and the number of sheets of each that may be wanted.**

12. Care of schedules. Blank schedules and schedules already filled out must be kept in a safe place where they will not be accessible to any unauthorized person. For the day to day work, the enumerator is supplied with a special envelope to hold completed farm schedules. For other schedules a large sheet of blotting paper is supplied which should be used to prevent undue exposure of the filled in portion of them.

13. Certificate of appointment. The enumerator's certificate of appointment is evidence of his authority to ask the questions required by the Act. This certificate is to be signed by him as indicated and should be exhibited whenever its use will aid him in obtaining the information he seeks. It must not leave his possession until after he has finished the enumeration of the subdistrict which it covers, when it is to be returned to the Commissioner with his completed schedules,—who will return it to the Bureau at Ottawa.

14. Duties of commissioners. One of the first 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 (See Instructions 26, 39 and 65).

15. Assignment of territory. In a majority of cases each enumerator will be assigned one enumeration subdistrict and will receive one portfolio, which will contain all the material he will need in his work. Some enumerators, however, will be assigned a group of two or more smaller subdistricts and will receive a separate appointment and portfolio for each. When two or more districts are assigned to an enumerator, he should complete all work on the first subdistrict before beginning the second, and so on. **The census of each subdistrict must be kept in its own portfolio.**

16. Enumeration district. The limits of the subdistrict (or of each subdistrict) within which an enumerator is to take the census are generally stated on the inside of the portfolio. For most subdistricts a map of it is pasted on the inside of the

cover of the portfolio. Outside of the subdistrict (or sub-districts), as thus described, the enumerator has no authority and will have no duties to perform unless otherwise instructed.

17. Complete canvass required. It is the enumerator's duty, personally, to visit every family and farm within his territory, to obtain the information required with reference to them; and to enter the same on the census schedule. See also Instruction 28.

18. Enumerator's rights. An enumerator has the right of admission to every dwelling (including institutions) within his territory for the purpose of obtaining information required by the Statistics Act. He has the right to ask every question contained in the census schedules and to obtain answers to each and all of them. He is cautioned, however, not to mention or emphasize the compulsory feature of the enumeration unless it is necessary. (See Statistics Act, Sec. 36 to 40, quoted in Appendix to these instructions.)

19. Refusals to answer. In case an enumerator's authority is disputed, he should show his **appointment certificate**, which he must carry with him. But it is of the utmost importance that his manner should, under all circumstances, be courteous and conciliatory. In no instance should he lose his temper or indulge in disputation or threats. Much can be accomplished by tact and persuasion. Many persons will give information after a night's reflection which they refused to give when first visited. (See also Instruction 13.)

20. Should any person object to answering any question on the schedules, the enumerator should explain that the **information is strictly confidential**, that it will not be communicated to any person whatever, and that no use will be made of it which can in any way injuriously affect the interests of individuals. After all other means have failed, the attention of the person refusing to give information should be called to the penalty provided in sections 36 to 40 of the Statistics Act for refusal to give information. Should the person still refuse to give the information, or fail to fill out any form required in connection with the census, the procedure to be followed is clearly set out in the sections quoted from the Statistics Act, in the appendix to these instructions. All such cases should be reported immediately to the Commissioner.

21. Untruthful replies. An enumerator must obtain not only an answer, but a **truthful answer** to each question. He should not accept any statement which he has any reason to

believe is inaccurate or false. Where he considers that the answer given is incorrect he should call the informant's attention to section 36 subsection (a) of the Statistics Act. (See Appendix.)

22. Starting point for enumeration. 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 subdivisions or a tract of larger extent. (In compiling the records into tables every township, parish, city, town and village will be kept apart.)

23. Records to be kept separate for township, parish, etc. In a township, parish or other rural district, where the houses are scattered, it is advisable to start on a road or highway at the border line of the subdivision and **visit in succession every house or place** until the other side of the area 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.

24. Rural and unincorporated village enumeration to be kept separate. 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 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 has a distinct name it should be written along the left hand margin of the schedule, between the upper and lower lines**, on each page until the enumeration of such village is completed. This separation will facilitate the tabulation of the statistics, and it will have value as a record for historical use in tracing the origin and rise of future towns in the country. (See Specimen Schedule.)

25. Enumeration of cities, towns and incorporated villages. 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 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 subdistrict is finished.

26. In some instances parts of a municipality may be situated in two or more census districts. When this happens **each part of the divided municipality will constitute a separate census subdistrict and the census of it will be made separately and returned in the portfolio provided.** When such parts are of small extent, either in area or population, two or more enumeration areas may be assigned to an enumerator who will be required to report the census of each part as a separate unit. (See Instructions 14, 39 and 65.)

27. Census of crops and live stock in cities, towns and villages. Where grain, fruit and root crops are grown, and domestic animals are kept, and fruit trees, small fruits, etc. 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; also the area of land occupied and the value of buildings in use by the head of each family or household, or by any member of it should be taken.

28. Complete particulars of information to be taken
The head of every family or household (or whoever gives the information for it) **should be asked particulars concerning all the schedules,** in order that full and complete particulars may be gathered covering the whole scope of the Census for every part of the country. (See Instructions 17, 18, 19 and 20 and Statistics Act, Sections 35 to 40.)

29. Census of crops and live stock to be taken separately for any member of a family besides the head who is on his or her own account an owner or producer. If any member of a family or household besides the head thereof is on his or her own behalf an owner, occupier or tenant of land or buildings, or an owner of live stock, or a producer of crops or fruits separately from the head of the family or household, a Census of such articles shall be enumerated under his or her own name on Schedules No. 2 or 3.

30. Oath of Office. Every census commissioner, enumerator or other person employed in the execution of the Statistics 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 under the Act; and every such person who, after having taken the prescribed oath shall desert from his duty or who shall make wilful default in any matter required by him by the Act or the Instructions, or who wilfully shall

make a false declaration touching any such matters, shall be guilty of a misdemeanour and shall be liable to a fine of \$300 or six months imprisonment or both. (See Sec. 35 Statistics Act.)

31. Secrecy of Census information provided for. Every officer or other person employed as Census Commissioner, Census Enumerator, or in any other capacity under the Statistics Act is required to keep inviolate the secrecy of the information gathered from the public 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 questions 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 Dominion Bureau of Statistics at Ottawa. The custody of census and other statistical records pertains solely to the Bureau, the Act expressly stating that no individual report or return shall be published or divulged. Moreover, no officer or employee of the Bureau is permitted to make a search among the records for information relating to an individual return, except for purposes of verification under the Act. **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.**

32. Canvassing or soliciting not permitted. The enumerator must not combine with his work as Census Enumerator any other occupation, but must devote his whole time to the work of enumeration, in order that the Census of the area assigned to him may be expeditiously and thoroughly covered. **HE MUST NOT COLLECT, OBTAIN, NOR SEEK TO OBTAIN ANY INFORMATION NOT REQUIRED TO ANSWER QUESTIONS CONTAINED ON THE CENSUS SCHEDULES. HE MUST NOT PERMIT ANYONE TO ACCOMPANY OR ASSIST HIM IN THE PERFORMANCE OF HIS DUTIES, EXCEPT DULY APPOINTED OFFICERS OR EMPLOYEES OF THE BUREAU OF STATISTICS TO WHOM THE OATH OF OFFICE HAS BEEN ADMINISTERED.**

33. Who may give out information of the Census. No result of the enumeration may be given to the public in advance of the printed bulletins or reports except by the Dominion Statistician acting under the authority and direction of the Minister of Trade and Commerce.

34. No employee can farm out his work. It is not permitted to a commissioner, enumerator or other employee of the Census to engage a substitute or to farm out his work to another. The position to which he is appointed must be filled by himself, and his duties must be performed by himself. Prompt and expeditious service is required from the time that the work is commenced until it is finished. **COMMISSIONERS AND ENUMERATORS MUST NOT DELEGATE THEIR AUTHORITY TO ANY OTHER PERSON.** (See Sec. 35 Statistics Act.)

35. Civility and diligence required of an enumerator. 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 tactful. It is only when persons refuse to answer questions or to give the required information that legal proceedings may be taken against them. (See Instruction 20.)

36. Day's work and daily earnings. The day's work of Census officers, commissioners, enumerators and other employees for the taking of the census is not limited by hours of service unless otherwise specified, as payment is made upon a scale of rates and allowances of which commissioners, enumerators and all other officials were informed in the letter notifying them of their appointment. Census employees are required to use all practicable expedition to complete the service in the shortest time consistent with accuracy, efficiency and fullness; their daily earnings will depend on the amount of work accurately completed each day.

37. The Statistics Act. The sections of the Statistics Act, which apply to the taking of a census, published with these Instructions (pp. 94 to 99 Appendix), should be referred to for other duties of Census officers of the several classes, especially as provided in sections 35 to 40 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 the Act.

INSTRUCTIONS RELATING TO ALL SCHEDULES

38. Preparation of schedules for enumerators. The Commissioner will fill in the blanks in the heading of at least one of each schedule, with the name of the province, 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 subdivision or an area of greater or less extent. (See Instruction 67.)

39. Boundaries of enumerator's territory. The enumerator will study with great care the written description of the boundaries of the territory assigned to him as provided in Instructions 15 and 38, 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.** (See Instructions 14, 26 and 65.)

40. Pagination of sheets. The number of each page will be entered consecutively on the sheets in the blanks left for it in the headings, and in the exact order in which they are filled as the work of enumeration progresses. When a page is filled the enumerator will sign his name in the blank left for it in the heading. (See Instruction 68 and Specimen Schedule.)

41. Clear and legible records. The enumerator is required to make all entries on the schedules in ink of good quality, and **every name, 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 carefully preserved for future reference.

42. Specimen Schedules. Illustrative examples of the method of making returns on the general Population Schedule Form 1 and Farm Schedule Form 2 are supplied for the guidance of the enumerators.

43. Abbreviations. The names of the provinces and territories will be denoted as follows:—

Alb. for Alberta.
 B.C. for British Columbia.
 Man. for Manitoba.
 N.B. for New Brunswick.
 N.S. for Nova Scotia.
 N.W.T. for North West Territories.
 O. for Ontario.
 P.E.I. for Prince Edward Island.
 Q. for Quebec.
 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 RELATING TO THE POPULATION SCHEDULE

44. Object of this schedule. The population schedule 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 on the first day of June, 1931, is to be entered by name on the schedule, with the details of information asked for on the schedule carefully filled in according to instructions.

45. Blank spaces of heading to be filled. All the blank spaces at the head of each page must be filled in before entering any names thereon, with the name of the Province, District number, Enumeration sub-district number, and the name and class to which the division belongs; as Wright township, Elmira town, Hamilton city (ward 4), St. Joseph parish.

46. Who are to be enumerated? This is the most important question for enumerators to determine; therefore the following rules and instructions should be carefully studied.

47. Habitual home or usual place of abode. The Statistics Act provides that the population shall be enumerated under the *de jure* system. The literal meaning of the term *de jure* is "by right of law", "legally". For the purpose of the census, the home of any person shall mean the usual fixed place of abode of that person—that is where the person usually sleeps or dwells.

When a young person has left his parents home and obtained employment elsewhere the place where he usually stays while engaged in such employment should be considered his **usual place of abode**, and not his parents' residence even though he may still think of and refer to the latter as "home". (See Instructions 4, 50 and 62 and the "Absentee Family Card".)

48. Residents absent on Census day. In every case where members of a family or a household are temporarily absent from their home or usual place of abode, their names and records should be entered on the schedules, the facts concerning them being obtained from their families, relatives or acquaintances, or other persons able to give the information.

49. Persons to be enumerated as members of the family. While it is not possible to lay down a rule applicable to every case, the following persons should generally be included as members of the family:—

- (a) Members of the family temporarily absent on the census day, either in foreign countries or elsewhere in Canada on business or visiting. (But a son or daughter permanently located elsewhere, or regularly employed elsewhere and not sleeping at home should not be included with the family.)
- (b) Members of the family attending schools or colleges located in other districts. (But a student nurse who receives even a nominal salary should be enumerated where she is in training.)
- (c) Members of the family who are ill in hospitals or sanitariums and whose period of absence is more or less known.
- (d) Servants, labourers, or other employees who live with the family and sleep on the premises.
- (e) Boarders or lodgers who sleep in the house.
- (f) Sailors or fishermen at sea; lumbermen in the forest; commercial travellers on the road who are members of the family. (See Instruction 75.)

In many cases it is more than likely that the names of absent members of the family will not be given to the enumerator by the person furnishing the information unless particular attention is called to them. Before finishing the enumeration of a family the enumerator should in all cases, therefore, **specifically ask the question as to whether there are any absent members**, as described above, who should be enumerated with the family.

50. Domestic servants, etc. There is a probability that some persons may be counted in two places, and that others may not be counted at all, under the *de jure* system. A domestic servant, for example, may be reported at the home of her parents as a member of a family *de jure*, and she may also be reported as *de jure* of the family or household where she is employed; or if absent from her 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 farm labourers and employees in other callings. **The enumerator is instructed to take all such persons where found at service,—but not at the family home.**

51. Doubtful cases. Where there is a doubt as to whether the absent member of the family or household is temporarily removed to another part of the Dominion, the enumerator should enter the complete record of such person on the Population Schedule No. 1 and write after the name in Column 3 “**Ab**” for absent, and at the same time make a record in Column 4 of present P.O. address. The entry in Column 3 in such cases should be made thus “**John Smith (ab).**”

52. Persons not to be enumerated. 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 or more, they are not to be enumerated on the Population Schedule, Form 1, the presumption being that they have settled elsewhere. **As a rule, therefore, the enumerator should not include with the family he is enumerating any of the following classes:—**

- (a) Persons visiting with this family; in such cases the enumerator should fill and return as directed by Instruction 61 an “Absentee Family Card.” (See 51, 62 and 189);
- (b) Transient boarders or lodgers at hotels or elsewhere who have some other usual or permanent place of abode;
- (c) Persons who take their meals with this family, but lodge or sleep elsewhere;
- (d) Servants, apprentices or other persons employed in this family and working in the home or on the premises but **not** sleeping there;
- (e) Students or children living or boarding with this family in order to attend a college or school, but whose home is elsewhere;

- (f) Any person who was formerly in this family but has since become the inmate of an asylum, almshouse, home of the aged, reformatory or prison, or any other institution of a similar kind; or
- (g) Members of this family who have been away from home for twelve months or more.

53. Servants. Servants, labourers, or other employees who live with the family or sleep in the same house or on the premises should be enumerated with the family. (See Instruction 50.)

54. Construction camps. Members of railroad or other construction camps or of mining camps, which have a shifting population composed of persons with no fixed place of abode, should be enumerated where found.

55. Inmates of Prisons, Asylums and Institutions other than medical hospitals. If there is in an enumerator's area a prison, reformatory, jail, penitentiary, almshouse, asylum, or hospital for the insane, home for orphans, home for the blind, a home for deaf and dumb, a home for incurables, an institution for feeble-minded, a soldier's home, a home for the aged or any similar institution, in which persons usually remain for long periods of time, inmates of such institutions should be enumerated by the enumerator appointed for the subdistrict unless the institution is made a separate enumeration area and its census provided for as directed in Instruction 9.

It is specially to be noted that in the case of jails, the prisoners should be there enumerated, however short the term of sentence. **The name of the home address of such persons must be entered in Column 4.**

56. Individual Census Form—Population. The "Individual Census Form" is a form provided with spaces for entering all of the census information with regard to one person. It is to be used in securing information for persons who are absent at the time of the enumerator's call and for whom the required facts can not be supplied by anyone else, especially for boarders and lodgers. It is to be left with the head of the family, the landlady, or with some member of the family, to be given to the person for whom the information is needed, with the request that it be filled out by him or her and **placed in the envelope provided, and sealed and left with the head of the house until the enumerator calls for it at a later date.** (Instructions for filling it out are printed on the slip). Before leaving an "indi-

dual census form," the enumerator should make the proper entries in the heading of the form. When the enumerator receives this form completed, he should transfer the information to the census schedules just as if he had obtained the information in the regular way.

This "Individual Form" must be filled up by a date and hour required in a notice given thereon by the enumerator. The names of all such persons and the information concerning them shall be entered by the enumerator on the Population Schedule Form 1 under the name of the head of the family or household of which such persons are members. (See Instructions 57, 186, 187.)

57. Information must be furnished. The heads of families, households and institutions are required by section 39 of the Statistics Act to furnish the enumerator with all particulars regarding every person in the family, household or institution, as called for in the schedules. But if the head of a family, household or institution cannot give information concerning boarders, lodgers or other inmates (including miners, men employed on construction work, etc.), and if such persons are out of reach when the enumerator calls, he shall leave with the head of the family or household one copy of "Individual Form—Population," for each such person.

The enumerator will exercise great care to leave as many blank lines under the head of the family in the Population Schedule for the transcribing of this information as he leaves copies of the "Individual Form" to be filled up by absentees of the family or household.

58. Families out on first visit. In case a family is out at the first visit, or in case the only persons at home are young children, servants or other persons not able to supply the required information concerning the members of the family, the enumerator must return later to enumerate this family. If he has reliable information as to the number of persons in the family, including possible boarders or lodgers **he should leave the necessary number of blank lines on the population schedule for the entries.**

59. Absent families. When the enumerator finds a dwelling in his district which is usually occupied by a family, closed and the family temporarily absent, he should first try to obtain the required information for this family from some neighbour or other person from whom he feels confident that he can

secure accurate information. If, however, he is unable to obtain reliable information with regard to this **absent family** he should find out the family's present address if possible and report the same at once to the Dominion Bureau of Statistics at Ottawa on the "Closed House Card" as directed in the instructions regarding the use of same in the following paragraph.

60. The Closed House Card. The purpose of the Closed House Card" is to enable enumerators in cities and towns to account for every closed house, or apartment or flat, the usual occupants of which are in **temporary residence elsewhere.**

When an enumerator finds a **dwelling** closed he will make diligent inquiry to satisfy himself that the usual occupants are not merely away for the day. He must first seek to find them and enumerate them. If, however, he is unable to procure the requisite information concerning the usual occupants of any dwelling or apartment or flat from any member of the family, or from neighbours or others who may have knowledge of them, he will make entry on the Closed House Card (salmon) of (1) the name of city or town of the family's fixed or permanent home; (2) the name and number of street where the home is situated; (3) the name of his census district; (4) the name of the head of the family; (5) the number of persons in family; (6) where the family now resides and (7) the enumerator's name.

The "Closed House Card" when filled must be mailed, by the enumerator, **at the close of each day to the Dominion Bureau of Statistics at Ottawa.** They are postage free; and **for every properly filled in card he will be paid five cents.**

EVERY OCCUPIED DWELLING HOUSE MUST BE ACCOUNTED FOR ON THE POPULATION SCHEDULE NO. 1 AND ON THIS SPECIAL CARD. (See Instruction 188.)

61. Non-Resident Families or Persons. When an enumerator finds families or persons, such as summer residents in temporary residence in his subdistrict he is to take their census on the regular schedules although their fixed or permanent home may be elsewhere—having first satisfied himself by inquiry of a responsible member of such family in temporary residence that they have not been enumerated at their permanent or usual place of abode; and he is to mark with a star or asterisk (thus *) on the left hand margin of the sheet the name of every person so entered. **He is also to make a report on the "Absentee Family Card" (blue) as directed in the following paragraphs.**

62. Absentee Family Card. In order that the Census record of such persons may be credited to the particular locality which they claim as their permanent home, the enumerator will make in addition a record on the "**Absentee Family Card**" of (1) the name of the head of the family; (2) the number of persons in the family; (3) the name of the city or town and street of the fixed home; (4) the province and district of the fixed home; (5) the page and number of dwelling house of the family as entered on schedule No. 1; (6) the enumerator's name and (7) the name of his census district; and regularly each day he will return these cards to the Dominion Bureau of Statistics, Ottawa. They are postage free.

The information upon this "**Absentee Family Card**" will enable the Bureau of Statistics to transfer the records to their proper place in the subdistrict where the family's fixed home is, to be counted therein where they of right belong under the *de jure* system.

The enumerator will charge for the census of families or persons taken according to the foregoing instruction at the same rates as for families or persons living in their fixed homes, making the statement of account without any distinction or separation of records for fixed or temporary homes; and for every Absentee Family Card mailed to the Bureau of Statistics he will be entitled to an extra rate of five cents per family. (See Instruction 189.)

63. Thorough canvass. The enumerator should visit every occupied building or other place of abode in his district and make sure before leaving it that he has taken all persons living therein. He should also make careful inquiry whether any members of the family are temporarily absent, and whether there are any boarders or lodgers or servants or any other persons in the same house who have not been recorded in his book. **Nor should an enumerator take it for granted because a dwelling house, apartment or flat is closed on the day of his visit that the place is unoccupied.** He should by inquiry find out whether anyone is living there. In an apartment house he should consult the janitor to make sure he has omitted no one. In a flat or tenement he should inquire of neighbors whether anyone lives there. Neither should an enumerator take it for granted, because a building appears to be used for business purposes only, that no one lives or sleeps in it, but should satisfy himself by careful inquiries.

64. General method of making the record. Black ink should be used. Care should be taken to write legibly and not to blot the page. The work should be done carefully and the entry should be made in the proper column, so as to avoid erasing and interlining. **Ditto marks or any other marks** to show repetition **must not be used** except as authorized in the instructions for entering names. (See Instruction 41.)

65. Separate census of subdivisions of enumeration districts. An enumerator's district may comprise two or more parts or subdivisions, such as:—

- (a) Two or more townships, districts, parishes or other divisions of an electoral district, or parts of such divisions;
- (b) Two or more wards of a city, town or village, or parts thereof.

In all such cases the enumeration of one such division of an enumeration area should be completed before beginning the enumeration of another. The entries for each subdivision should begin at the top of a new page of the population schedule; and at the end of the entries of the population for that subdivision the enumerator should write, "Here ends the enumeration of" giving the name of the township, ward or other subdivision as the case may be, and leaving the remainder of the lines on that page blank. **Every municipality or part of a municipality shall constitute a separate enumeration area and its census must be taken as directed in Instruction 14. This applies particularly to cases where parts of a municipality are in two or more electoral districts.** (See Instructions 14, 26 and 39.)

66. Unincorporated village. Read carefully Instruction 24.

67. The Heading of the Schedule. The enumerator will fill out the spaces at the top of each page of the schedule before entering any names on that page, with the name of the province, the district number, the enumeration subdistrict number, and in the last blank on the right hand side of the sheet he will state whether his enumeration area is part of a city, town, village township or parish, and write his own name. (See Specimen Schedule). The **commissioner** will be particularly careful that every enumerator under his direction thoroughly understands how to fill in the heading of the schedules properly. He is, moreover, required to have the enumerators fill the headings of some of their schedules with the proper designations for their enumeration area in his presence.

68. Closing a day's work. At the end of each day's work the enumerator will draw a line in the right hand margin of the schedule below the record of the last name entered on that day and give the date thus: June 10. (See Specimen Schedule.)

69. Column 1: Number of dwelling house in order of visitation. In Column one the **dwelling house** will be entered and numbered in order of visitation. The first dwelling house should be numbered as "1", the second as "2" and so on until the enumeration of the subdistrict is completed. The number should always be entered opposite the name of the first person enumerated in each dwelling house and should **not** be repeated for other persons or for other families living in the same dwelling house. (See Specimen Schedule.)

70. Dwelling house defined. A dwelling house, for census purposes, is a place in which, at the time of the census, one or more persons regularly sleep. It need not be a house in the usual sense of the word, but may be a room in a factory, a store or office building, a boat, a tent, a railway car, or the like. A building containing apartments, or flats counts only as one dwelling house.

71. Apartment House defined. A building like a tenement or apartment house counts only as one dwelling house no matter how many entrances it may have, or how many families it may contain, and it should be recorded by number only once in Column 1. **To provide against errors the enumerator will write in the margin of the schedule opposite the record of the families living in it the words "Apartment House".** (See Instruction 94 and Specimen Schedule.)

72. Flat defined. In some cities there are certain buildings in which several families live under a single roof but which differ from an apartment building, in that each dwelling (flat) has its own separate and independent entrance from the outside—usually, for those above the ground floor, by means of a stairway on the outside of the building.

Families living in such buildings are said to occupy a "flat" and the building should be numbered only once in Column 1 of the Population Schedule in the same manner as an Apartment house.

To provide, however, for the proper listing of such buildings in the census, the enumerator will enter in the left hand margin of the schedule opposite the census record of the families occupying them the word "flat". (See Specimen Schedule lines 20-33.)

These flats from their individual character are sometimes considered separate dwellings and may be recognized by civic authorities, as such, by giving each "flat" a separate street number.

While such a building is to be reported only once in Column 1 of the Population Schedule, the enumerator is directed to be particularly careful to enter in Column 4 the street number of each separate flat. He will inquire of each family the street number of the dwelling and enter the same in Column 4.

73. Row or Terrace defined. A building with solid partition walls running through it from cellar to attic and making of each part what is usually known as a "whole house" and having a separate entrance to each part, counts for as many separate dwellings as there are separate front or principal entrances from the street level.

74. Column 2: Number of Family, household or institution in order of visitation. In Column 2 the families or household should be numbered in the order in which they are enumerated entering the number opposite the head of the family. As in the same house there may be one or more families or households the numbers will not necessarily correspond with the dwelling house. For example, if there are four families in dwelling house number "1" consequently in dwelling house number "2" the first family visited will be family number "5". (See Specimen Schedule.)

75. Family defined. In a restricted sense of the term a family consists of parents with sons and daughters in a living and housekeeping community. For census purposes it has a somewhat different application from what it has in popular usage. It means a group of persons living together in the same dwelling house. The persons constituting this group may or may not be related by ties of kinship, but if they live together forming one household they should be considered as one family. Thus a servant who sleeps in the house or on the premises should be included with the members of the family for which he or she works. Again, a boarder or lodger should be included with the members of the family with which he lodges; but a person who boards in one place and lodges or rooms in another should be returned as a member of the family at the place where he lodges or rooms.

76. It should be noted, however, that two or more families may occupy the same dwelling house without living together. If they occupy separate portions of the dwelling house and

their housekeeping is entirely separate, they should be returned as separate families and the number of rooms occupied by each family reported in Column 9. (See Instruction 99.)

77. Families in apartment houses or flats. In an apartment or a tenement house or flat there will be as many families as there are separate occupied apartments, or tenements or flats.

78. Boarding-house families. All the occupants and employees of a boarding house or lodging house, if that is their usual place of abode, make up, for census purposes, a single family.

79. Families in hotels. All the persons returned from a hotel should likewise be counted as a single "family," except that where a family of two or more members (as a husband and wife, or a mother and daughter) occupies permanent quarters in a hotel (or an apartment hotel) it should be returned as a separate and distinct family, leaving the "hotel family" as made up principally of individuals having no other family relations.

80. Institutional families. The officials and inmates of an institution who lives in the institution building or buildings form one family. But any officers or employees who sleep in detached houses or separate dwellings containing no inmates should be returned as separate families.

81. Persons living alone. The census family may likewise consist of a single person. Thus, an employee in a store who regularly sleeps there is to be returned as a family and the store as his dwelling place or a person occupying a house or apartment alone is also to be returned as a family.

NAME AND RESIDENCE

82. Column 3: Name of each person in family, household or institution. The names of every person whose usual place of abode on June 1, 1931, was with the family or in the dwelling house for which the enumeration is being made are to be entered in the following order, namely: Head, first, wife, second, then sons and daughters in the order of their ages, and lastly, relatives, servants, boarders, lodgers or other persons living in the family or household. The persons in an institution may be described as officer, principal, inmate, patient, prisoner, pupil, etc.

83. How to write names. The last name or surname is to be written first, then the given name in full. Where the surname is the same as that of the person in the preceding line it should not be repeated.

84. Column 4: Place of abode. In the case of a city, town or incorporated village the enumerator will enter the number of the house and the street in this column. In the case of rural districts, the name of the township, lot, parish, or cadastral number will be entered in Column 4.

Provided however, that in Manitoba, Saskatchewan and Alberta, the Section, Township, Range and Meridian and in some cases the Parish, will be entered in this column.

TENURE AND CLASS OF HOME

85. Column 5: Home owned or rented. This question is to be answered only opposite the name of the head of each family and refers to the home in which the family is living at the date of the Census. If the home is **owned** write "O," if the home is **rented** write "R." Make no entries in this column for the other members of the family. (See note at foot of this column on population schedule.)

86. If a dwelling is occupied by more than one family it is the home of each of them, and the question should be answered with reference to each family in the dwelling. The whole dwelling may be owned by one family and a part rented by the other family.

87. Definition of owned home. A home is to be classed as "owned" if it is owned wholly or in part by the head of the family living in the home or by the wife of the head, or by a son, or a daughter, or other relative living in the same home with the head of the family. It is not necessary that full payment for the property should have been made or that the family should be the sole owner.

88. Definition of rented home. Every home not owned either wholly or in part, by the family living in it should be classed as rented, whether rent is actually paid or not.

89. Column 6: If owned give value. If rented give rent paid per month. If the home is owned as indicated by the letter "O" in Column 5 the enumerator will enter in Column 6 opposite the line for the head of the family as nearly as it can

be ascertained the current or **actual market** value of the house. This estimate should represent the amount for which the house would sell under ordinary conditions, not at forced sale.

90. If the home is rented as indicated by the entry "R" in Column 5 the amount of rent paid each month should be entered in Column 6, opposite the name of the head of the family. In the case of "free tenants" such as clergymen, janitors, hired men, etc., the estimated value of the monthly rental based on local conditions should be given. The rent entered in this column **should be the rent paid for the month of May 1931**, and should include only the rental paid for the house or part of house occupied as a home. If the monthly rental includes a store or shop the rental value of said store or shop should be deducted from the rent, before entering it in Column 6.

91. Column 7: Class of home. Opposite the name of the head of the family state whether the home of the family whose Census is being taken is situated in an "Apartment," "Flat," "Row or Terrace," or is a "Single" or "Semi-detached" house, or is in a "Hotel" or "boarding-house."

92. Home in a single or detached house. A single house refers to a self-contained house occupied as a separate dwelling and will be entered in Column 7 by the letter "S."

93. Home in a semi-detached house. A semi-detached house means two separate and distinct dwellings, with separate entrances, under one roof with partition walls running through it from cellar to attic and making of each part a "whole house." This kind of house will be entered in Column 7 by the letter "D."

94. Home in an apartment. A home in an apartment house is one in which the housekeeping is self-contained and the family does not occupy any portion in common with another family and the entry in this column will be for apartment by writing the letter "A." (See Instruction 71.)

95. Home in a row or terrace. A home in a row or terrace will be entered in this column by the letter "R."

96. Home in a flat. A home in a flat is fully described in Instruction 72 and is to be described in Column 7 by the letter "F."

97. How entries are to be made in Column 7, summarized. Entries will be made to indicate each class of house in Column 7, as follows:—(See also note at foot of Schedule No. 1.)

- “Single house” by the letter “S.”
- “Semi-detached” house by the letter “D.”
- “Apartment” house by the letter “A.”
- “Row or Terrace” by the letter “R.”
- “Flat” by the letter “F.”

98. Column 8: Materials of construction. The enumerator will indicate the principal materials of the exterior walls of the house in the following manner; thus the entry “S” would signify stone house; “B” would signify brick house; “W” would signify wooden house. The initials “b.v.” will indicate brick veneered; “p.l.” plastered with lime mortar (on the exterior) “p.c.” plastered with cement mortar (stucco). For houses constructed of cement blocks or of concrete, the abbreviation “c.b.” will be used. (See also foot of Schedule No. 1.)

99. Column 9: Rooms occupied by this family. Enter in Column 9 the number of rooms occupied by this family for living purposes. The entry must be made in the line opposite the head of the house. In the case of a hotel or boarding house the total number of rooms in the house should be entered opposite the head of said hotel or boarding house. If, however, a family occupies permanent quarters in a hotel or boarding house for living purposes, the number of rooms occupied by it for exclusive family purposes should be entered in Column 9 on the line opposite the name of the head of the family, and the number of rooms thus occupied as a private residence deducted from the total number of hotel rooms used for general purposes. For example if a hotel contains 100 rooms and a private family occupies permanently 10 rooms the number 10 will be entered opposite the head of the private family and the number 90 opposite the name of the head of the hotel family. (See Instruction 79.)

100. Column 10: Has this family a radio: This question will be answered by writing “yes” for every family which has a radio set and “no” for every family which does not possess one. The entry in Column 10 will be made opposite the name of the head of the family irrespective of the ownership of the instrument.

101. Column 11: Relationship to head of family or household. The head of the family or household, whether husband or father, widow or unmarried person of either sex, is to be designated by the word "Head" in Column 11, and the other members of the family as wife, father, mother, son, daughter, grandson, daughter-in-law, uncle, aunt, nephew, niece, partner, boarder, lodger, servant, etc., according to the relationship which the person bears to the head of the family. Persons in an institution may be designated as officer, inmate, patient, pupil, prisoner, etc., and in the case of the Chief Officer his title should be used as Warden, Superintendent, Principal, etc. If the husband and wife, the father and children, or mother and children are boarding they constitute a family and it should be indicated in this column with a bracket. (See Specimen Schedule lines 49, 50.)

102. Column 12: Sex. The sex will be denoted by "M" for males and "F" for females.

103. Column 13: Conjugal condition. The description in Column 13 will be given by the use of the initial letters, "S" for single person, "M" for married, "W" for widowed (man or woman) and "D" for divorced. Married persons who are legally separated, **not divorced**, or separated only as to bed and board will be described as married by the letter "M."

104. Column 14: Age last birthday. The age of a person if over one year will be the age in completed years at the last birthday prior to June 1, 1931; but in the case of a child not one year old on June 1, 1931 the age should be given in completed months expressed as twelfths of a year. Thus, the age of a child one month old should be expressed as 1/12, two months 2/12, three months 3/12, four months 4/12, etc. If a child is not a month old the age should be expressed in days, as 5 days, 10 days, as the case may be. The age of a child who is just one year old on June 2 or any other near date following June 1, 1931 should be expressed as 11/12, because that is its age in completed months on June 1, the day of the Census. **In the case of young children it is very important that the enumerator should obtain this information and carefully record it.**

105. Age in round numbers. *In many cases persons will report the age in round numbers, like 30 or 45, "or about 30" or "about 45" when that is not the exact age. Therefore when an*

age ending in "0" or "5" is reported, the enumerator should inquire whether it is the exact age. If, however, it is impossible to get the exact age, enter the approximate age rather than return the age as unknown.

COUNTRY OF BIRTH

106. Column 15: Country or place of birth of person.

If the person was born in Canada the name of the province or territory in which born should be entered in Column 15. The names of the provinces and territories will be denoted by abbreviations. (See Instruction 43.)

107. If born out of Canada. If the person was born outside of Canada the enumerator will enter the name of the country (not city, town or state) in which he or she was born.

Since it is essential that each foreign born person be credited to the country in which his birthplace is now located, special attention must be given to the six countries which lost a part of their territory in the readjustments following the World War. These six countries are as follows:—

Austria which lost territory to Czechoslovakia, Italy, Yugoslavia, Poland and Rumania.

Hungary, which lost territory to Austria, Czechoslovakia, Italy, Poland, Rumania, and Yugoslavia.

Bulgaria, which lost territory to Greece and Yugoslavia.

Germany, which lost territory to Belgium, Czechoslovakia, Danzig, Denmark, France, Lithuania and Poland.

Russia, which lost territory to Estonia, Finland, Latvia, Lithuania, Poland and Turkey.

Turkey, which lost territory to Greece and Italy, and from which the following areas became independent; Iraq (Mesopotamia); Palestine (including Transjordan); Syria (including the Lebanon); and various States and Kingdoms in Arabia (Asir, Hejaz and Yemen).

If the person reports one of these six countries as his place of birth or that of his parents, ask specifically whether the birthplace is located within the present area of the country; and if not, find out to what country it has been transferred. If a person was born in the province of Bohemia, for example, which was formerly in Austria but is now a part of Czechoslovakia,

the proper return for country of birth is Czechoslovakia. If the enumerator cannot ascertain with certainty the present location of the birthplace, where this group of countries is involved, he should enter in addition to the name of the country, the name of the province or state in which the person was born, as Alsace-Lorraine, Bohemia, Croatia, Galicia, Moravia, Slovakia, etc., or the city as Warsaw, Prague, Strasbourg, etc.

If born in British Isles. Instead of Great Britain or British Isles, the particular country should be given, as England, Ireland, Scotland, Wales, Isle of Man, Channel Islands, Hebrides, Orkneys, Shetlands, etc.

108. Language not evidence of birthplace. The language spoken should not be relied upon to determine birthplace. This is especially true of the German language, for over one-third of the Austrians and nearly three-fourths of the Swiss speak German; it is also spoken by many people in Russia.

109. If born at sea. If the person was born "at sea" his birthplace should be so recorded.

110. Write birthplace in full. To prevent errors and to facilitate the work of compilation in the Bureau of Statistics, the names of the place of birth of persons born out of Canada must be written in full.

111. Column 16: Place of birth of father. Enter in Column 16 the birthplace of the father of the person whose own birthplace was entered in Column 15. In designating the birthplace of the father follow the same instructions as for the person himself. (See Instructions 106 to 110). In case, however, a person does not know the Province of birth of his father, but knows that he was born in Canada, write "Canada" rather than "unknown."

112. Column 17: Place of birth of mother. Enter in Column 17 the birthplace of the mother of the person whose own birthplace was entered in Column 15. In designating the birthplace of the mother, follow the same instructions as for the person himself. (See Instructions 106 to 110). In case, however, a person does not know the Province of birth of his mother, but knows that she was born in "Canada" write Canada rather than "unknown."

IMMIGRATION, NATIONALITY AND RACIAL ORIGIN

113. The facts regarding immigration, nationality and racial origin of the people of a country are closely related. Therefore, any analysis of the movement of population, its composition and structure require that the information under these headings shall be gathered with the greatest care and the instruction which follow not only studied carefully, but followed implicitly. The information is of special value in a study of the foreign born population, its habitat, its tendency to assume Canadian citizenship, etc. It is also essential in dealing with questions relating to education, occupation and unemployment that these basic facts should be carefully ascertained.

114. Immigration. Information concerning the immigrant population at the date of the census is required under two headings (1) "The year of Immigration to Canada" and (2) "The year of Naturalization." Both of these questions are necessary to give a picture of the extent to which Canada is absorbing into its citizenship the immigrant population of alien nationality.

115. Column 18: Year of Immigration to Canada. This inquiry applies to all persons irrespective of age or sex who were born outside of Canada. **It also applies to Canadian born persons who had either through their own action or that of their parents become residents of a foreign country, but who have now returned to their native soil.** For immigrants not of Canadian birth the year of their first entry into Canada should be given and for those born in Canada the year of their returning home to remain permanently should be given.

116. Column 19: Year of Naturalization. Naturalization is the legal process by which a citizen of a foreign country becomes a citizen of Canada. A person born or naturalized in any part of the British Empire does not require naturalization in Canada provided he or she had not at any time taken the oath of allegiance to a foreign country.

117. This question, therefore, applies only to persons who formerly owed allegiance, either by birth or otherwise, to a foreign country. Such persons consist largely of foreign born persons, that is persons born in some other country than England, Ireland, Scotland, the British Dominions or other portion of the British Empire. The answer in this column is to be made for such persons by entering the year in which the person attained full Canadian citizenship either through his or her

own act or through the act of his or her parents. It also applies to persons born in Canada or any other part of the British Empire who had become citizens of a foreign country but who subsequently have become British subjects. The inquiry in this connection regarding the Canadian born should be made for everyone who reports a year of immigration. The enumerator should ask of such persons if they had taken out citizenship in the country from which they permanently immigrated to Canada.

118. It should be noted, however, that the child of a British subject born in a foreign country does not require to be naturalized on becoming permanently domiciled in Canada if the latter occurs before his or her attainment of twenty-one years of age.

119. If a person has applied for naturalization papers but has not yet reached the full status of citizenship the fact should be indicated by writing the letter "Pa" for papers. In the case of a person naturalized through the act of a parent, enter the date of the year that the parent was naturalized.

(For further information as to what constitutes Canadian citizenship, see Instruction 120 under Column 20 "Nationality.")*

*An Act respecting British Nationality, Naturalization and Aliens.

This Act may be cited as the Naturalization Act, 1914, c. 44, s. 35.

NATURALIZATION OF ALIENS

"The Minister may grant a certificate of naturalization to an alien who makes an application for the purpose, and satisfies the Minister:

- (a) that he has either resided in His Majesty's dominions for a period of not less than five years in the manner required by this section, or been in the service of the Crown for not less than five years, within the last eight years before the application; and
- (b) that he is of good character and has an adequate knowledge of either the English or French language and,
- (c) that he intends if his application is granted either to reside in His Majesty's dominions or to enter or continue in the service of the Crown."

"The residence required by this section is residence in Canada for not less than one year immediately preceding the application, and previous residence either in Canada or in some other part of His Majesty's dominions, for a period of four years within the last eight years before the application.

The grant of a certificate of naturalization to any such alien shall be in the absolute discretion of the Minister, and he may, with or without assigning any reason, give or withhold the certificate as he thinks most conducive to the public good, and no appeal shall lie from his decision.

A certificate of naturalization shall not take effect until the applicant has taken the oath of allegiance.

In the case of a woman who was a British Subject previously to her marriage to an alien and whose husband has died, or whose marriage has been dissolved, the requirements of this section as to residence shall not apply, and the Minister may, in any other special case, if he thinks fit grant a certificate of naturalization, although the four years' residence or five years' service has not been within the last eight years before the application.

For the purposes of this section a period spent in the service of the Crown may, if the Minister thinks fit, be treated as equivalent to a period of residence in Canada, 1914, c. 44, s. 2; 1914 (2nd Session), c. 7, s. 1; 1920, c. 59, s. 3."

120. Column 20: Nationality. The term "Canadian" should be used as descriptive of every person whose home is in the country and who has rights of citizenship in Canada. Every person born in Canada, and so entered in Column 15 should be entered in Column 20 as "Canadian" unless he or she has subsequently become the citizen of another country. Similarly any person born in the United Kingdom or in any of the British dominions or dependencies, who has not subsequently become the citizen of another country, and who is now permanently **domiciled** ⁽¹⁾ in Canada should be entered as "Canadian". Similarly, also any person born in the United States, France, Germany or any other foreign country, but whose home is now in Canada, and who has become a naturalized citizen of Canada, should be entered as "Canadian".

An alien person should be classed in Column 20 as of the nationality or citizenship of the country to which he or she professes to owe allegiance.

A married woman is to be reported as of the same citizenship as her husband.

A foreign-born child under 21 years of age is to be reported as of the same citizenship as the parents.

The law of Canada relating to nationality is contained in the Immigration Act, (Chapter 93, Revised Statutes of Canada 1927) under which a "Canadian" by nationality is defined as—

- (I) a person born in Canada who has not become an alien;
- (II) a British subject who has Canadian domicile; ⁽¹⁾
- (III) A person naturalized under the laws of Canada who has not subsequently become an alien or lost Canadian domicile.

¹ Canadian domicile can only be acquired for the purposes of the Immigration Act by a person having his domicile for at least five years in Canada after having been landed therein.

121. Following the participation of Canada in the Treaty of Versailles and in membership of the League of Nations, Canadian nationality was defined by Act of Parliament ("An Act to define Canadian Nationals and to provide for the Renunciation of Canadian Nationality", Chapter 21, Revised Statutes of Canada, 1927) as including—

- (a) any British subject who is a Canadian citizen within the meaning of the Immigration Act, chapter 27 of the Statutes of 1910 as heretofore amended. . . .
- (b) the wife of any such person;
- (c) any person born out of Canada, whose father was a Canadian national at the time of that person's birth, or with regard to persons born before the passing of this Act, any person whose father at the time of such birth possessed all the qualifications of a Canadian national as defined in this Act.

In connection with the last paragraph it should be noted that a child of Canadian parents domiciled in a foreign country retains Canadian nationality up to the age of 21 years, and should he become domiciled in Canada prior to that age does not require to be naturalized.

It is proper to use the term "Canadian" in this column when the information furnished by the individual conforms to the foregoing definitions and explanations.

122. Column 21: Racial Origin. The purpose of the information sought in this column is to measure as accurately as possible the racial origins of the population of Canada, i.e., the original sources from which the present population has been derived.

In the case of distinct ethnic stocks, involving differences in colour (i.e. the black, red, yellow or brown races) the answer will be Negro, Indian, Japanese, Chinese, Hindu, Malayan, etc., as the case may be.

In the case of persons deriving from European stocks, the proper answer will in many cases be indicated by the country or portion of the country from which the family of the person originally came, for example, English, Scotch, Irish, Welsh, French, but certain stocks may be found in more than one European country. In such cases the country of birth or the country from which they came to Canada may not indicate their racial origin. For example the Ukrainians (Ruthenians) may have immigrated to Canada from Poland, Russia, Austria, Hungary but they should not be classed as Poles, Russians, Austrians, Hungarians, but as Ukrainians. Similarly many immigrants from Russia are of German origin. The enumerator should make specific inquiry and should not assume that the country of birth discloses origin. A German born in France is not French by origin although he may be a citizen of France.

123. Origin is to be traced through the father. A person whose father is English and whose mother is French will be recorded as of English origin, while a person whose father is French and whose mother is English will be recorded as of French origin, and similarly with other combinations. In the case of the aboriginal Indian population of Canada, the origin is to be traced through the mother, and the names of their tribes should be given as Chippewa, Cree, Blackfoot, etc. The children begotten of marriages between white and black or yellow races will be recorded as Negro, Chinese, Japanese, Indian, etc., as the case may be. The object of this question is to obtain a knowledge of the various constituent elements that have combined from the earliest times to make up the present population of Canada.

LANGUAGE

124. Column 22: Can Speak English. Write "yes" for every person who can speak English. Write "No" for every person who cannot speak English.

125. Column 23: Can Speak French. Write "yes" for every person who can speak French. Write "no" for every person who cannot speak French. (If a person can speak both English and French write "yes" in both Columns 22 and 23.)

126. Column 24: Language other than English or French spoken as mother tongue. By mother tongue is meant the language learned in childhood and still spoken by the person. In the case of foreign born persons what is required is the native language of the person or the language which he or she spoke in his or her native country before coming to Canada. **Write out the name of the language in full. Do not abbreviate.**

127. The enumerator should not neglect to report the **mother tongue** simply because it is the same as the language of the country in which the person was born. Thus if a person reports that he was born in Italy and that his mother tongue is Italian it is absolutely necessary to enter the mother tongue as well as the country of birth. On the other hand the enumerator should not assume that the mother tongue is the same as the country of birth; for instance, persons born in Austria should not be reported as of "Austrian" mother tongue or persons born in Hungary as of "Hungarian" mother tongue, since "Austrian" and "Hungarian" are not languages. The predominant language of present day Austria is German and of Hungary, Magyar. It is therefore necessary to make specific

inquiry as to the language spoken. The enumerator should not accept "Scandinavian" as a mother tongue but should specify whether Danish, Norwegian, or Swedish; similarly he should not report "Slavic" but should specify whether Croatian, Serbian, Slovak, Slovenian, etc.

128. Principal languages. In addition to English and French, the following languages include those most likely to be spoken in Canada as "Mother tongue," and the enumerator should avoid giving other names when one given in this list can be applied to the language spoken:—

Armenian	Greek	Portuguese
Bohemian	Gypsy	Rumanian
(Czech)	Hebrew	Russian
Bulgarian	Hindu	Ruthenian
Chinese	Icelandic	Serbian
Croatian	Italian	Slovak
Dalmatian	Japanese	Slovene
Danish	Korean	Spanish
Dutch	Lettish	Swedish
Estonian	Lithuanian	Syrian
Finnish	Magyar (Hungarian)	Turkish
Flemish	Montenegrin	Ukrainian
Frisian	Moravian (Czech)	Welsh
Friulan	Norwegian	Wendish
Gaelic	Polish	Yiddish
German		

RELIGIONS

129. Column 25: Religious body, denomination or community to which this person adheres or belongs. The religion of each person will be entered according as he or she professes, specifying the religious body, denomination, sect or community to which the person adheres or belongs, or which he or she favours.

An entry **MUST** be made in this column regarding the religious belief or affiliation of each and every person enumerated in Column 3.

The information must be written out in full. Abbreviations must not be used.

130. If the sons or daughters in a family belong or adhere to or favour a different religion from the parents, or either of them, the fact should be recorded. In the case of children of immature years, the religion in which they are being trained or brought up should be recorded.

131. Indefinite terms should not be used but wherever possible the name of a specific religious body should be recorded, the proper terminology for the latter being employed.

132. In particular and as an example; care should be taken that persons of the Greek or other Eastern Catholic rites owing obedience to the Pope in matters of faith, are distinguished from adherents of the Greek or other Orthodox Churches. The entry in this column for persons belonging to the former will be "Greek Catholic" and for persons belonging to the latter "Greek Orthodox." The term "Greek Church" should not be accepted as an answer to the inquiry in this column. Again, owing to the organization of "The United Church of Canada" since the last census, persons calling themselves Presbyterians, Methodists or Congregationalists should be asked if they are or are not members of the United Church of Canada and the answer should be recorded as given.

EDUCATION

133. Column 26: Can read and write. If the person can read and write in any language the question will be answered by writing "W.," but if the person is able to read **only** in any language write "R," for a person who cannot read nor write enter "No." For a blind person write "yes" if the person could read and write in any language before becoming blind or, if, being born blind he or she has been taught to read and write.

Do not return any person as able to read and write simply because he can write his own name. For persons under 5 years of age leave the column blank.

134. Column 27: Months at school since September 1, 1930. This question refers to persons of school age which generally may be taken as those between the ages of five and twenty, inclusive. If the person has attended a school or other institution of learning for any period from September 1, 1930 to June 1, 1931, the time will be indicated by writing the number of months which the person spent at school or other institution of learning in Column 27; but if the person has not attended school for any part of this period, the fact will be indicated in this column by writing "no."

OCCUPATION AND INDUSTRY

135. It is very important that the entries under these headings in Columns 28 and 29 should be made in the proper detail. When an occupation is reported in Column 28 an entry must be made in Column 29 descriptive of the industry

or business in which the worker is employed. The following are cited as examples; if the entry in Column 28 for any person is "Farmer" the the entry in Column 29 should state whether the farm is a "dairy farm," "general farm" or other; if the entry in Column 28 is carpenter the entry in Column 29 should disclose the industry or business in which the person is employed as "car factory," "ship yard," "house," etc., (for further illustrations see Instruction 166). The enumerator should pay particular attention to Instructions 135 to 174.

136. Column 28: Occupation: Trade, profession or particular kind of work. The chief or principal occupation or means of living of every person 10 years of age and over will be entered in Column 28. An entry must be made in this column for every person 10 years of age and over. The entry should be either (1) the word or words which most accurately indicate the particular kind of work done by which the individual earns money or money equivalent as physician, carpenter, dressmaker, salesman, farmer, stenographer, nurse, teacher, etc., etc., etc.; or (2) **income** or (3) **none**, if the person has no gainful occupation. The entry **none** should be made in the case of persons who follow no gainful occupation.

137. A gainful occupation in census usage is an occupation by which the person who pursues it, earns money or money equivalent or in which he assists in the production of marketable goods. Children working at home merely on general household work, or chores or at odd times on other work are not to be entered as gainfully employed.

138. Income. For every person who does not follow a specific occupation but has an independent income, as from investments, pensions, superannuation, etc., the fact should be noted by writing the word "**income**" in Column 28. The entry "**none**" should be made for all persons ten years old and over who follow "no occupation" and who do not live on "income".

139. Persons Retired. Persons who on account of old age, permanent physical disability or otherwise are no longer following a **gainful occupation** should not be reported as of the **occupation formerly followed.** If living on their own income the entry should be "**income**" but if they are supported gratuitously by other persons or institutions the entry in this column should be "**none.**"

140. Occupation of persons unemployed. On the other hand, persons out of employment on June 1st may state that they have no occupation, when the fact is that they have an

occupation but happen to be idle or unemployed at the time of the visit. In such cases the entry should be the occupation followed when the person is employed or the occupation in which last regularly employed, and the fact that the person was not at work should be recorded in Column 32 and the reason for being out of employment stated, in Column 33. The number of weeks "out of work" will be reported in Columns 34 to 40 as directed in Instructions 175 to 185.

141. Persons having two occupations. If a person has two occupations, return only the more important one; that is, the one from which he gets the more money. If you cannot learn that, return the one at which he spends the most time. For example: Return a man as a farmer if he gets more of his income from farming, although he may also follow the occupation of physician; but return him as a physician if he gets more of his income from that occupation than he does from farming.

142. Farm workers. A person in charge of a farm should be returned as a farmer, whether he owns it or operates it as a tenant, renter or cropper, but a person who manages a farm for someone else for wages or salary should be reported as a farm manager or farm overseer; and a person who works on a farm for someone else, but not as manager, tenant or cropper, should be reported as farm labourer.

143. Women doing housework. In the case of a woman doing housework in her own home, without salary or wages, and having no other employment but being responsible for the domestic management of the home, the entry in Column 28 should be "**homemaker**". But a woman working at housework for wages, should be returned in Column 28 as housekeeper, servant, cook, chambermaid, etc., as the case may be; and the entry in Column 29 should state the kind of place where she works, as private family, hotel or boarding house. If a woman, in addition to doing housework in her own home, regularly earns money by some other occupation, whether pursued in her own home or outside, the kind of occupation should be stated in Column 28 and the place where employed in Column 29. For instance, a woman who regularly takes in washing should be reported as laundress or washerwoman in Column 28 and the entry "at home" should be made in Column 29.

144. Women doing farm work. A woman who works only occasionally, or only a short time each day at outdoor farm or garden work, or in the dairy, or in caring for livestock or poultry should not be returned as a farm labourer; but for a woman

who works regularly and most of the time at such work, the return in Column 28, should be **farm labourer**. Of course, a woman who herself operates or runs a farm or ranch, should be reported as a farmer and not as a farm labourer. In either case the kind of "Farm" on which employed must be stated in Column 29.

145. Unusual occupation for women. There are many occupations such as carpenter and blacksmith which women usually do not follow. Therefore, if you are told that a woman follows an occupation which is peculiar or unusual for a woman, verify the statement.

146. Children on farms. In the case of children who work regularly for their own parents on a farm, in an orchard, on a truck farm, etc., the entry in Column 28 should be farm labourer, orchard labourer, or garden labourer, as the case may be, and the entry in Column 29 should be the kind of farm or orchard, etc.

147. Children working for parents. Children of ten years of age and over who work for their parents at home at general household work, or on the farm, or at any other work or chores, when attending school, should not be recorded as having an occupation. Those, however, who spend the major portion of their time at home, and who materially assist their parents in the performance of work other than household duties, should be reported in Column 28 as of the occupation in which their time is employed and the industry or business as "grain farm," "general farm," "grocery," etc. entered in Column 29.

148. Unusual occupation for children. It is very unusual for a child to be a farmer or other proprietor of any kind; to be an official, a manager or a foreman; to follow a professional pursuit; or to pursue any of the skilled trades such as blacksmith, carpenter, machinist, etc. Therefore, should an enumerator be told that a child is following an occupation usually followed only by adults, he should ask whether the child is not merely a helper or an apprentice in the occupation, and make the entry accordingly in Column 28 and state the business or industry in Column 29.

149. Keeping boarders. Keeping boarders or lodgers should be returned as an occupation if the person engaged in it relies upon it as his (or her) principal means of support or principal source of income. In that case the return should be boarding house keeper or lodging house keeper. If, however, a family keeps a few boarders or roomers merely as a means of supple-

menting the earnings or income obtained from other occupations or from other sources, no one in the family should be returned as a boarding or lodging house keeper.

150. Officers, employees and inmates of institutions or homes. For an officer or regular employee of an institution or home, such as an asylum, penitentiary, jail, reform school, or convict camp, return the occupation followed in the institution in Column 28 and the kind of institution in Column 29. For an inmate of such institution, if regularly employed, return the occupation pursued in the institution, whether the employment be at productive labor or at other duties such as cooking, scrubbing, laundry work, etc., but if an inmate is not regularly employed—that is, has no specific duties or work to perform—write “none” in Column 28. Do not return the occupation pursued prior to commitment to the institution.

In a supplementary inquiry a record will be required of the occupation followed by the person before becoming an inmate of the institution.

151. Builders and contractors. Only persons engaged principally in securing and supervising the carrying out of building or other construction contracts should be returned as builders or contractors. Craftsmen who usually work with their tools should be returned as carpenters, plasterers, etc., and **not** as contractors.

152. Doctors or physicians. In the case of a doctor or physician enter in Column 28 the word “doctor” preceded by the name of the class to which he belongs as medical, osteopathic, chiropractic, etc., and in Column 29 whether employed in private practice, in hospital, or is attached to a mine, a railroad, manufacturing concern, etc.

153. Engineers. The different kinds of engineers should be carefully distinguished by stating the full descriptive title in Column 28 as civil engineer, electrical engineer, locomotive engineer, mechanical engineer, mining engineer, stationary engineer, etc., and in Column 29 how or where employed as “private practice,” or give industry in which employed or piece of work upon which engaged as “bridge work,” “road construction,” “railway,” etc.

154. Nurses. In the case of a nurse, always specify whether she is a trained nurse (R.N.), a practical nurse or a child’s nurse in Column 28 and whether occupied privately or in an institution in Column 29.

155. Cooks and general houseworkers. Distinguish carefully between cooks and general houseworkers. Return a person who does general housework as a servant and not as a cook in Column 28 and where employed as "hotel," "private family," etc., in Column 29.

156. Agent. The different kinds of "agents" should be carefully distinguished in Column 28, as "claims agent," "manufacturers agent," etc., and the line of business followed by them stated in Column 29 as Life Insurance, Real Estate, Commercial, etc., etc.

157. Retail or wholesale merchants. The enumerator will distinguish carefully between retail and wholesale merchants; the kind or class will be entered in Column 28 as retail or wholesale and the kind of business, as dry goods, groceries, hardware, etc., will be entered in Column 29.

158. Clerk. The use of the word "clerk" should be avoided whenever a more definite occupation can be named. Thus a person in a store who is engaged in selling goods should be recorded as a "salesman" or a "saleswoman," in Column 28 and where employed as dry goods store, grocery, general store, etc., in Column 29. A **stenographer, typist, accountant, bookkeeper, cashier**, etc., should be reported as such and not as a clerk. Do not report a stenographer as secretary.

159. Mechanic. The use of the word "mechanic" should be avoided when a more specific occupation can be given, such as carpenter, painter, electrician, etc. In general the enumerator should avoid all indefinite terms.

160. Workers attending school. In the case of a person who is at work and also attends school or a college, enter the occupation followed in Columns 28 and 29 the fact of school or college attendance will be indicated in Column 27 by entering the number of months in school or college. In such cases make dashes thus (—) in Columns 32 to 40 opposite this name.

161. Labourer. The term "labourer" should be avoided if any more precise statement of the occupation can be secured. Employees in factories, and mills, for example, usually have some definite designation as weaver, roller, puddler, etc. Where the term "labourer" is used in Column 28 the enumerator should be careful to state accurately the industry or business in which the person worked in Column 29. (See Instruction 166.)

162. Caution. You need not give a person's occupation just as he expresses it. Always find out exactly the kind of work he does and the industry, business or place in which he works, and so state it. For instance if a person says that he is "in business," find out what branch of business and kind of work he does or what position he holds.

163. Column 29: Industry or business in which employed. Make an entry in this column in all cases where an occupation is reported in Column 28. But when the entry in Column 28 is "none," leave Column 29 blank. The entry in Column 29, when made, should be the name of the industry, or the business, or the place in which this person works, as cotton mill, coal mine, dry-goods store, insurance office, bank, etc.

164. Never use the word "Company" in Column 29. An "oil company" for example, may operate oil wells, or a pipe line, or an oil refinery, or it may be engaged in selling oil. Never enter in Column 29 such indefinite terms as "factory," "mill," "shop," or "store," without stating kind of "factory," etc., as soap factory, cotton mill, blacksmith shop, grocery store. Likewise, never enter a firm name in Column 29, as "Jones & Co.," but state the industry or business in which the person works as coal mine, real estate, etc. **Avoid entering the word "contractor" in Column 29.** Enter, instead, the name of the industry in which the person works as building construction, street construction, etc.

165. The purpose of Columns 28 and 29 is to bring out the specific occupation or work performed and the industry, business or place in which such work is performed. In rare cases, especially with professions, the enumerator may use in Column 29 the expression general practice or independent or, for some labourers, odd jobs. **THE COMMISSIONER HAS BEEN INSTRUCTED NOT TO CERTIFY ENUMERATOR'S VOUCHERS FOR PAYMENT IF HE DOES NOT FIND AN ENTRY IN BOTH OF THESE COLUMNS FOR EVERY PERSON GAINFULLY EMPLOYED.**

The enumerator must obtain answers to the inquiries in Columns 28 and 29 and enter the same in their proper places.

In some instances the proper classification of an occupation may be dependent upon a statement of the materials worked in. The enumerator in such cases should find out the kind of

material the worker is employed on and enter it, as well as the occupation in Column 28 For example, "polishers" may be employed on either wood, or brass, or nickel, or steel, or iron, or silver, or other material in the same industrial establishment, therefore the proper entry in Column 28 in such cases will be "wood polisher, brass polisher, nickel polisher, iron polisher," or as the case may be. The name of the industry will be entered in Column 29.

166. Illustrations of occupations. The following examples will illustrate the method of returning some of the common occupations (Column 28) and places of employment or industry (Column 29); these will also suggest to enumerators the distinctions which they are to make in the nearly two thousand other occupational classes.

Column 28	Column 29
Labourer	Dairy Farm
Labourer	Coal mine
Labourer	Odd jobs
Labourer	Street construction
Labourer	Gravel pit
Labourer	Steam railroad
Manager	Iron Foundry
Brakeman	Steam railroad
Dressmaker	At home
Weaver	Cotton mill
Doffer	Cotton mill
Inspector	Public school
Locomotive engineer	Steam railroad
Waitress	Restaurant
Stationary engineer	Saw mill
Civil engineer	General practice
Electrical engineer	Street railway
Fireman	Saw mill
Fireman	Fire Department
Overseer	Sheep ranch
Carpenter	Sash and door factory
Carpenter	House
Vulcanizer	Garage
Teacher	Public School
Farmer	General Farm
Machinist	Steel mill
Trained nurse	Hospital
Agent	Real Estate
Agent	Life Insurance
Quarryman	Stone quarry
Cook	Restaurant
Miner	Gold mine
Servant	Private family
Cashier	Department store
Retail merchant	Hardware

Column 28	Column 29
Wholesale merchant	Groceries
Teamster	Coal or wood yard
Janitor	Apartment house
Chauffeur	Private family
Chauffeur	Taxi Co.
Commercial traveller	Boots and shoes
Salesman	Dry goods store
Bookkeeper	Department store
Deliveryman	Grocery store
Assembler	Automobile factory
Conductor	Steam railroad
Gardener	Private family
Superintendent	Pulp mill
Florist	Flower shop
Foreman	Flour mill
Newsboy	Street
Painter	Furniture factory
Stenographer	Life Insurance Co.
Washerwoman	At home
Messenger	Telegraph Company
Logger	Lumber camp

167. Column 30: Class of Worker. For an employer—that is, one who employs helpers other than domestic servants in transacting his own business—write “E” in Column 30; for a wage or salary worker write “W”; for a person working on his own account write “O”; for an unpaid family worker—that is, a member of the family employed without pay on work which contributes to the family income—write “NP.” For all persons returned as having no gainful occupation, leave Column 30 blank.

168. Employer, “E.” If persons such as millowners, storekeepers, manufacturers, large farmers, etc., employ helpers other than domestic servants, in their own business, they are to be classed as **employers**, and the entry “E” (for employer) made in this column. The term “employer” does not include managers, superintendents, foremen, agents or other persons who may engage help to carry on a business, but who are conducting the enterprise for some other person than themselves. All such persons should be returned as employees, for while anyone of these may employ persons, none of them does so in transacting his own business. Thus no individual working for a corporation, either as an officer or otherwise, should be returned as an employer but as an employee.

169. A “farmer” who does not hire any help the year round should be entered in column 30 as “O.A.” for “own

account" but a farmer who has one or more employees the year round should be entered in this column as employer "E."

170. Employee "W." A person who works for salary or wages, whether he be the general manager of a bank, railway or manufacturing establishment or only a day labourer, is an "employee" and should be so recorded, and the entry "W" (for wage-earner) made in this column. The term employee does not include such persons as lawyers, doctors, and others who work for fees, and who in their work are not subject to the control and direction of those whom they serve. A **domestic servant** should always be returned as an employee, although the person employing a domestic servant may not always be returned as an employer.

171. Working on own account, "O.A." Persons who are employed in gainful occupations and who are neither employers nor employees are considered to be working on their own account, and the entry "O.A." (for "own account") made in Column 30. Such persons as farmers, physicians, lawyers, small storekeepers, country blacksmiths, etc., who employ no helpers,—in short, independent workers who neither receive pay nor salaries or regular wages—are to be classed as working on "**own account.**" Dressmakers, washerwomen, laundresses or other persons of similar occupation who work out by the day are employees, but if they perform the work in their own home or shop they are to be classed as working on **own account** unless they employ helpers, in which case they are to be returned as **employers.**

172. Domestic, gainful and non-gainful occupations. If female dependents or children of ten years of age or over carry on a gainful or wage-earning occupation in any capacity, the kind of occupation will be given in Column 28 and the business in which employed in Column 29, and they will be classed as employers or employees, as the case may be, in Column 30 but if they are only carrying on domestic affairs in a household without wages they are not to be classed as having any occupation in Column 28.

173. Piece-work at home. A person doing piece-work at home will be entered in Column 28 according to the occupation, whether employed under contract or agreement with a manufacturer or other employer of labour or as help to the person so employed, and will be classed in Column 30 as an employee by the letter "W."

174. Column 31: Total earnings in past twelve months.

In Column 31 the total earnings in the twelve months, June 1, 1930 to June 1, 1931, will be entered for every person who is recorded with an occupation or trade in Column 28, and who is reported in Column 30 with the letter "W" for "worker or employee." The enumerator must obtain from every person who works for salary, wages, commission or piece-work his or her total earnings in the past twelve months.

UNEMPLOYMENT

175. The purpose of the inquiries under this heading in Columns 32 to 40 is to elicit information on the problem of the economic insecurity of the worker and to ascertain as far as possible the causes which make for unemployment. The value of the information entered on the schedule under this heading will depend entirely upon the care exercised by the enumerator in prosecuting the inquiries. If he does his duty conscientiously and well, very valuable information, which will form the basis for a comprehensive study of the various causes alleged as the reasons for periods of unemployment, will be obtained through the census. The enumerator should carefully study the Specimen Schedule and these Instructions. If, when he starts the work of enumeration, he finds there is any question upon which he is not clear or has any doubt he should communicate immediately with his Commissioner.

176. Column 32: If an employee were you at work on Monday June 1, 1931. The enumerator must make an entry in this column for every person who is recorded with an occupation in Column 28 and is reported in Column 30 with the letter "W" for "employee" or "worker." The inquiry in this column is to be answered by "yes" or "no" as the case may be. If the entry in this column is "no" there must also be an entry in Column 33.

In addition to obtaining a record of unemployment at a given date the inquiry is also intended to direct the mind of the person to the length of time, if any, he was out of work during the 12 months immediately preceding the census. The cause or causes for being out of work will be stated in Columns 35 to 40.

In some occupations, however, such as the running trades on railways, where employment is reckoned by runs (with minimum monthly earnings guaranteed) Monday June 1, 1931

may be the day when certain men will be off duty between runs. In such cases the person (train hand) is not to be reported as "not at work" consequently the proper answer in Column 32 will be "yes." There may also be other instances where Monday June 1 will not be an ordinary working day, because the person had worked perhaps on the Sunday previous or overtime and was entitled to Monday as his rest day. For all such cases the proper answer in Column 32 will be "yes."

177. Column 33: If answer to previous question is "no" why were you not at work on Monday June 1, 1931. The enumerator should enter in this column the exact reason why the person was not at work on June 1, 1931. The enumerator should make every effort to discover the correct reason why the person was not at work. The enumerator must be specific; general statements are not accepted. The following may be cited as examples.

No Job. If the person was not at work on Monday June 1, 1931 because he had "no job" then the entry in Column 33 should be "no job."

Illness. If the person is detained from his job because of illness, the enumerator should differentiate between the sickness of the person enumerated and that of the members of the family, other relatives or friends. The enumerator should enter in this column "ill" or "sick" if the person is idle because he himself is sick; but if the person is not at work because he is helping others who are ill, the entry should be "sickness in family."

Accident. Careful distinction should be made between personal accident to the wage earner and those which force the closing of part or all of the plant where he is employed. If it is a personal accident to the wage earner, the words "Injury by accident" should be entered, and for closing of plant due to a breakdown the enumerator will enter "machinery broken down," "wreck" or some similar expression for the latter. The enumerator should endeavour to obtain a clear statement as to cause and enter it in Column 33.

Lay-off. There are two kinds of "lay-off", voluntary and involuntary, and they should be carefully distinguished. If the worker has taken days off for personal reasons, or has resigned to look for another job, the enumerator will enter in this column "Vol. lay-off", but if the person is laid off at the orders of the employers the enumerator will enter the cause, such as "mill closed", "work completed", "plant burned", or whatever the cause of the "lay-off" may have been.

The enumerator will find many other causes such as "lack of materials" or of supplies or of equipment; weather conditions; floods, strikes or lock-outs, etc.; and he should be very explicit; as it is better to give too much detail than to have the record incomplete.

The enumerator should avoid general expressions such as "slack work", "no work", etc. He should also take time to ask of every person who is reported as an employee, "W" in Column 30, whether he or she had been unemployed for any period from June 1st, 1930 to May 31st, 1931 and if the answer is "yes" proceed to enquire how many weeks the person was out of work and to assign under its proper cause or causes (Columns 35-40) the number of weeks out of work.

178. Column 34: Total number of weeks unemployed from any cause in the last 12 months. The enumerator will inquire of every person who was described as an "employee" or "worker" (W) in Column 30, the number of weeks out of work for any cause during the twelve months preceding the census date, June 1st, 1931. No entry should be made in this column for students at college who work during the holidays. The number of weeks in this column must be equal to the total of the number of weeks entered in Columns 35 to 40. If a period of less than one week were lost from work, the answer should be stated in days with the word days written in.

179. Column 35: No Job. This inquiry has reference to persons who during some portion of the twelve months preceding the census were out of work and had no reasonable prospect of returning to their former jobs. A **"no job" person may be described as one who has no job, nor a promise nor understanding that he or she will be employed.** It includes also all idle persons who are planning to change their occupation as well as those formerly attached to plants closed so long that it is improbable that they will reopen. For such persons the enumerator will enter in Column 35 the number of weeks they were out of employment. (See Specimen Schedule.)

The term **"no job"** does not, however, include persons who are temporarily out of work (See Instruction 176). For example, if persons employed on building and construction work were temporarily laid off by their employers at any time during the year, the number of weeks without work should not be entered in Column 35 (no job) but should be reported in Column 39 (temporary lay-off).

180. Column 36: Illness. The entry in this column will be the number of weeks lost from work through illness of the person himself and which resulted in his not going to work at his regular job.

181. Column 37: Accident. If the period of unemployment was due to accident, the enumerator will enter in this column the number of weeks the person was out of work because of an **accident** which disabled himself. When the unemployment was because of an accident to the plant, mine, factory, etc., the entry will be made in Column 39 and not in Column 37. **Enter only weeks lost through accident to the worker in this column.**

182. Column 38: Strike or Lockout. The number of weeks this person was idle in the last year because the plant was closed owing to disagreement of the management with employees or because of refusal of workers to continue under current working conditions will be entered in Column 38.

183. Column 39: Temporary Lay-off. Generally speaking a "lay-off" is of two kinds, "voluntary" and "involuntary". A voluntary lay-off refers to instances where the employee quits to take holidays, while an "involuntary lay-off" includes instances where a plant is closed for repairs, reorganization, etc., and where the employees may return to work upon the reopening of the plant, mine, factory, etc. The number of weeks "out of work" which the worker considered as a "temporary lay-off" will be entered in Column 39 whether the "lay-off" was owing to his own action or whether due to plant conditions. (See explanations given in Instruction 181 regarding accidents, Column 37).

184. Column 40: Other Causes. If the total period of "unemployment" entered in Column 34 is not covered by the causes entered in Columns 35, 36, 37, 38 and 39 the enumerator should make diligent enquiry as to any "other cause" and endeavour to obtain a definite statement as to the "**other cause**", which was responsible for the person being "out of work". The enumerator will enter the number of weeks "out of work" for the "other cause" in Column 40 and write the "cause" in the margin opposite the line on which the entries are made.

185. The enumerator, however, is strictly cautioned against accepting ridiculous answers and should insist on proper replies. As a rule it will be found that the causes of all unemployment may be classified under Columns 35 to 39.

When the enumerator has completed making the entries on the schedule for this person he will total the number of weeks entered under Columns 35 to 40 to see if they agree with the number of weeks entered in Column 34 and if there be a difference he will at once call the attention of the person to the discrepancy and require him or her to make readjustment so that the figures will balance.

INDIVIDUAL FORM—POPULATION

186. Number 56 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 the Individual Form 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. (Read carefully Instructions 56 and 57.)

187. Section 36 of the Statistics Act provides that 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 one hundred dollars and not less than twenty dollars or to imprisonment for a period not exceeding three months and not less than thirty days, or to both fine and imprisonment.

INSTRUCTIONS FOR RECORDING CLOSED DWELLINGS IN CITIES AND TOWNS

188. Closed House Card. The purpose of the "Closed house Card" is to enable enumerators in cities and towns to account for every closed house, apartment or flat, the usual occupants of which are in temporary residence elsewhere.

When an enumerator finds a dwelling closed he will make diligent inquiry to satisfy himself that the usual occupants are not merely away for the day. He must first seek to find them and enumerate them. If, however, he is unable to procure the requisite information concerning the usual occupants of any dwelling house or apartment or flat from any member of the family, or from neighbours or others who may have knowledge of them, he will make entry on the Closed house Card of (1) the name of city or town of the family's fixed or permanent home; (2) the name and number of street where the home is situated; (3) the name of his Census district; (4) the name of the head of family; (5) the number of persons in family; (6) where the family now resides; and (7) the enumerator's name.

"The Closed house Cards," when filled, will be mailed by the enumerator at the close of each day to the Dominion Bureau of Statistics at Ottawa. They are postage free; and for every properly filled in card he will be paid five cents.

Every occupied house in cities and towns must be accounted for either on Schedule No. 1 or on this special card. (Read Instruction 60.)

INSTRUCTIONS FOR RECORDING PERSONS AT SUMMER RESORTS OR AT TEMPORARY HOMES WHOSE FIXED HOMES ARE ELSEWHERE.

189. Absentee family card. The purpose of the "Absentee family card" is to enable the enumerators in localities having summer resorts or places where city or town people reside for the summer months to take such a record of the fixed or permanent home of summer residents as will enable the Dominion Bureau of Statistics at Ottawa to credit such persons to their home de jure. (See Instruction 62).

Enumerators are instructed to take on the regular schedules the Census of summer residents where found, whether at hotels, farmhouses, in cottages, tents, etc., although their fixed or permanent home may be elsewhere—having first satisfied themselves

by inquiry of the head or other responsible member of such family in temporary residence that they have not, nor are likely to be, enumerated at their fixed or permanent home; and to mark with a star or asterisk (thus *) on the left hand margin of the sheet the name of every person so entered.

But in order that the Census record of such persons may be credited to the particular locality which they claim as their permanent home, the enumerator will make in addition a record on the Absentee Family Card of (1) the name of the head of the family; (2) the number of persons in the family; (3) the name of the city or town and street of the fixed home; (4) the province and county or district of the fixed home; (5) the page and number of dwelling house of the family as entered on Schedule No. 1; (6) the enumerator's name and (7) the name of his Census district; and regularly each day he will return these cards to the Dominion Bureau of Statistics, Ottawa. They are postage free.

The information upon this Absentee Family Card will enable the Bureau of Statistics to transfer the records to their proper place in the subdistrict where the family's fixed home is to be counted therein where they of right belong under our de jure system.

The enumerator will charge for the census of families or persons taken according to the foregoing instruction at the same rates as for families or persons living in their fixed homes, making the statement of account without any distinction or separation of records for fixed or temporary homes; and for every Absentee Family Card properly filled in and mailed to the Bureau of Statistics he will be entitled to an extra rate of five cents per family.

SUPPLEMENTAL SCHEDULE FOR BLIND AND FOR DEAF. —FORM No. 7

190. This schedule is supplemental to the population schedule and is used as a means for obtaining the addresses of all persons found by the enumerators to be "blind," "deaf" or "deaf-mutes." For identification purposes the sex and race, as recorded on the population schedule, are added.

When to be used. Upon the completion of the enumeration of each family, be sure to ask before leaving the house whether anyone among the persons you have enumerated is blind or deaf. If so, enter the name, post office address, and other facts called for on the supplemental schedule, in accord-

ance with the instructions printed on that schedule, provided the person comes within the class of blind, deaf or deaf-mutes there defined. For special instructions see Supplemental Schedule.

CENSUS OF AGRICULTURE

191. Objects of the Census of Agriculture. The census of Agriculture was authorized for the purpose of obtaining (a) accurate statistics relative to farm land, buildings, live stock and other farm property on June 1, 1931; (b) the statistics for the year 1930 concerning Crops, Live Stock Products, Farm Expenses, etc.; (c) the statistics of incidental Agricultural Production, Live Stock, Animal Products, etc., "not on farms" and (d) the statistics of "Vacant Farms and Abandoned Farms."

192. Census Schedules are confidential. The information reported on the census schedules will be treated as **strictly confidential** under all circumstances, and will not be seen by any person except the sworn employees of the Bureau of Statistics. In particular this information will not be used as a basis for taxation nor will it be communicated to any Tax Assessor. The enumerator is especially cautioned against showing any schedule which has been filled in to any other person. He should make these points clear, especially in dealing with persons who seem to be unwilling to give the information requested. To ensure safety and secrecy of returns, each schedule, as soon as it is filled in, should be placed in the receptacle provided by the office for that purpose.

193. Schedules to be used. Three schedules are to be used by the enumerator in taking the census of Agriculture; (1) the General Farm Schedule, Form No. 2; (2) the schedule for "Vacant or Abandoned Farms," Form No. 2a; and (3) the schedule relating to "Animals and Animal Products Not on Farms," Form No. 3.

(a) The "**General Farm Schedule**" (Form No. 2) will be used in the enumeration of all farms of one acre and over whether located in urban or rural localities.

(b) **Form No. 2a** will be used for reporting "Vacant Farms and Abandoned Farms." (See Instructions 209 and 321 and definitions on the schedule.)

(c) **Form No. 3** will be used for reporting "Animals and Animal Products, Fruits, Bees, Poultry, etc.," kept in cities, towns and villages or elsewhere, in places, not covered by the

General Farm Schedule, Form No. 2. While Schedule No. 3 has been primarily designed to obtain the census of agricultural production, live stock, etc., on small plots in cities, towns or villages it has reference to the census of all plots of less than one acre wherever situated.

In addition a schedule intituled "Value of Field Crops No. 2b" is supplied the enumerator on which he is required to furnish an estimate of the unit values of the farm **crops** reported in the census for his enumeration area. The values supplied on this form will be representative of the whole locality and not of any particular farm. (See Instruction 322).

GENERAL FARM SCHEDULE—FORM 2

194. Instructions and explanations are given for the most part on the form itself in conjunction with each question. In addition, however, the enumerator should study carefully both the Schedule and the Instructions herewith given, before attempting to fill out the first farm schedule. He should pay particular attention to the Specimen Schedule and note carefully the way it is filled. Inquiries on the schedule with regard to which there are no instructions are assumed to be self explanatory.

GENERAL INSTRUCTIONS AND DEFINITIONS

195. **Specimen Schedule.** In addition to this "Book of Instructions" which the enumerator should study carefully, a "Specimen Schedule" printed on blue paper has been provided to show the method of filling out the General Farm Schedule "Form No. 2." If any questions arise in the mind of the enumerator, as to any inquiry, after he has studied carefully the Book of Instructions and the Specimen Schedule he should apply to his Commissioner for further instructions or he may write direct to the Dominion Bureau of Statistics.

196. **General method of filling out schedules.** The enumerator should use black ink and take pains to write legibly and in particular to make figures so plain that there will be no doubt as to their meaning. It is very essential that erasures should be avoided, and this can be done only by thoroughly mastering the schedules and instructions before starting the canvass. By paying careful attention to the instructions the enumerator will avoid having **incomplete or carelessly pre-**

pared schedules returned to him for correction. All values should be entered in round numbers omitting the cents. Where no entries are required the space should be left blank.

197. Location of Farm. The enumerator will fill in carefully the spaces at the top left-hand corner of page 1 of the schedule, the Province, Electoral District, Municipality, Township and Enumeration Subdistrict. In the case of the Prairie Provinces, in addition to the above, he will give the townships by section, range and meridian, using a separate line for each section or part of section, as instructed.

198. Enumerator's Record. The enumerator will fill out carefully the blank spaces under this heading at the top right-hand corner of page 1 of the schedule. The farms must be numbered in the order they are visited beginning with number (1) and continuing in order throughout the enumeration district until the census of the subdistrict assigned to him is completed. **Then he will enter in the proper spaces the number of the population sheet and the number of the line on that sheet where the name of the farm operator is written.** These figures are necessary for identification purposes and must never be omitted except where the farm operator does not reside in the enumerator's subdistrict. In that case the word "Non-Resident" should be written opposite page and line.

199. Source of information. The enumerator should obtain information with regard to a farm from the "farm operator" in every case where this is possible. If it is necessary to obtain the information from another member of his family or from some other person, precaution should be taken that the person furnishing the information is reliable and competent to give the same. If he finds a farm whose operator resides outside his enumeration subdistrict at the time of the enumeration so that it is not possible to see him or his family personally he should secure the information from the neighbour or from any other reliable source that may be available and note at the top of the schedule that it was so obtained. **It is imperative that a completed schedule be turned in for every farm in the subdistrict assigned to the enumerator whether the "farm operator" is resident or non-resident.**

200. The enumerator should obtain the information from the operator of the farm at the time of his visit even though this farm operator may have recently moved on the farm and may not have operated it during the preceding year. The new

farm "operator" will be able to give at least approximate figures for the previous year's crops and other products. A farm operator who has recently taken possession of the present farm must not report the crops that he raised in 1930 on his other farm.

When the enumerator has finished making the record of the farm on which the farmer lives he will inquire if he owns or operates farm land in another enumeration subdistrict. If the reply is in the affirmative the enumerator will obtain the agriculture record for such farm and enter the particulars on the yellow coloured sheet which is provided for this purpose. Such record will be of great value as showing the total acreage farmed by the operator and will establish a time basis for future comparisons of size of farms.

201. Definition of a "Farm." A farm, for census purposes, is all the land which is directly farmed by one person conducting agricultural operations either by his own labour or with the assistance of members of his household or hired employees. The term "agricultural operations" is used as a general term referring to the work of growing crops, producing other agricultural products, and raising domestic animals, poultry and bees. (See Instruction on General Farm Schedule.)

202. A "Farm" as thus defined may consist of a single tract of land, or of a number of separate and distinct tracts, and these several tracts may be held under different tenures, as when one tract is owned by the farmer and another is rented by him from another person. Thus, if a man who owns 120 acres rents an additional 20 acres from another person and operates both the 120 acres owned and the 20 acres rented, then his "farm" consists of 140 acres.

203. When a landowner has one or more tenants, renters, croppers, or managers, the land operated by each of these is considered a "farm." Thus, the land operated by each cropper or tenant should be reported as a separate farm, and the land operated by the owner or manager should likewise be reported as a separate farm. Or, to take an example of a different kind, if a man owning 160 acres of land rents 60 acres to a tenant and farms the remaining 100 acres himself, his "farm" is the 100 acres which he operates, not the 160 acres which he owns, while the 60 acres rented constitute a separate farm to be reported in the name of the tenant.

204. Report as a "farm" any tract of land of one acre or more which reported agricultural products to the value of \$50 or more on such tract in 1930.

205. Market gardens, dairies, etc. All market and truck gardens, fruit orchards, nurseries, greenhouses, poultry yards, apiaries and all dairies in or near cities, towns and incorporated villages having one or more acres of land, are, for census purposes, **farms**, provided they produced in 1930 agricultural products to the value of at least \$50, and should be reported on the "General Farm Schedule No. 2," otherwise they should be reported on Schedule No. 3.

206. Institutional Farms. The lands utilized by institutions such as schools, almshouses, insane hospitals, etc., for growing vegetables or fruits, or carrying on other agricultural operations, are for census purposes, **farms**. The census reports for such farms should include only the land used for agricultural purposes, and their value is the value of that land, together with the value of such **buildings only** as are used mainly for agricultural purposes. Do not include the value of any buildings used exclusively for the care of inmates, or for housing or instruction of students in schools. The name of the executive officer of the institution or of the manager of the farm is to be written in answer to Inquiry No. 1.

207. Indian Reservations and Allotted Indian Land. Where land has been allotted to Indians, an individual schedule is to be secured for each Indian whose use of his land brings it under the classification of a farm. The word "allotted" is to be construed as covering the simple designation of a certain acreage, as the place of residence or agricultural activity of an individual Indian. An Indian having no "allotment" but having live stock pastured on unallotted land of the Reservation is to be classed as a **farmer** if his live stock products in 1930 were valued at \$50 or more. The schedule, in the latter case, should show "No land allotted."

208. Any acreage belonging to an Indian Reservation that has not been allotted to individual Indians, but is used for agricultural purposes for the benefit of the whole tribe constitutes a **single farm** for which a schedule will be returned by the Indian Agent. The name of the Indian Agent will be written in answer to Question 1 as the **farm operator**. The Reservation Schedule, that is the schedule filled in by the Agent

for unallotted land, should report only such acreage as is usually devoted to crops, improved pasture, farm buildings, etc., with the value of such acreage and farm buildings. The acreage of wild land on the Reserve over which live stock may graze is to be treated as public range and is not to be reported as a part of the (Reservation) farm. All live stock belonging to the Reservation generally and not to a particular Indian must be reported on the Reservation schedule whether grazed on the improved acreage or on the wild land that is excluded in reporting the acreage under Question 12. It is, however, to be remembered that the "Reservation schedule" is to be used only for reporting agricultural data on such areas as have not been assigned to a particular Indian for his own exclusive use.

(Arrangements have been made with the Department of Indian Affairs to obtain the census of population and agriculture on Indian Reserves through the Indian agents to whom further instructions will be issued.)

209. Vacant Farms and Abandoned Farms, Form 2a. The enumerator must make a report of every Vacant Farm and every Abandoned Farm in his enumeration subdistrict as required by instructions and explanations on the schedule "**Form No. 2a.**" If the enumerator cannot get exact information to fill in all the questions he should get the best information possible. Neighbours living near the "Vacant Farm" or the "Abandoned Farm" will, ordinarily, know sufficient about the said farm to answer all the questions in a satisfactory manner. For every such record made in accordance with the instructions previously noted the enumerator will be paid the schedule rates. (See Instructions on the Form and Instruction 321.)

210. All Questions must be answered in order. Give the information asked for on the schedule in the order of the inquiries for every crop produced and every kind of animal on the farm. Inability to obtain exact data does not justify failure to answer a question. The most accurate returns that the circumstances permit must be obtained. If farm records or accounts are kept, take figures from these. If such records are not available, careful estimates should in all cases be obtained or made. If the "Advance Schedule" has been prepared by the farmer previous to the enumerator's visit the information should be taken from it. Where there are no crops or animals corresponding to names listed in schedule, leave the spaces opposite such names blank. Make no entries in spaces marked thus "XXX."

211. Advance Schedule. In order to assist the farmer in preparing answers to the various inquiries on the agriculture schedule, a copy of it was mailed to every farm operator in Canada with the request that he study the schedule carefully and fill in answers to the various items, in so far as they referred to his own farm, in advance of the enumerator's visit. The enumerator should ask the farmer as to this schedule and if the farmer has prepared the report for his farm, go over it with him and after making the necessary corrections copy the report on to the General Farm Schedule. The Advance Schedule must be left with the farmer. If, however, the farmer has not the schedule filled in the enumerator will proceed to obtain the census records in the usual way.

212. Nurseries and Greenhouses. Nursery and greenhouse establishments are to be counted as farms and reported on the "**General Farm Schedule.**" It is important that a report of the acreage and value of such establishments and of the amount received from the sale of products be made available. The acreage used for growing nursery and greenhouse products should be included in the acreage of improved land under Question 18 as well as in this section.

INSTRUCTIONS FOR SPECIFIC INQUIRIES

The following instructions relate to specific inquiries on the General Farm Schedule, Form 2. Inquiries with regard to which no instructions are given are assumed to be self-explanatory.

FARM OPERATOR

Answers to Inquiries 1 to 6 inclusive must be entered on every schedule.

213. Inquiry 1. Name. The name of the person operating the farm must be reported under this inquiry, not that of a firm, institution, school, etc., which may own the land. When a farm is operated by a tenant or hired manager their name as operator should be reported as the answer to this question.

214. Inquiry 2. Post Office Address. The correct post office address of the person whose name is entered after Question 1 should be obtained by direct inquiry. The enumerator should not assume because the farm may be located near some town or village that the operator receives his mail

through a post office located there. If the operator lives on a rural route the number of the route should be given as "R.R. No. 1 or 2" as the case may be.

215. Age. The age of the farm operator will be given in a similar manner as on the Population Schedule, Form No. 1.

216. Inquiry 3. Birthplace. If the operator was born in Canada give the province of birth; but if born outside of Canada, the country of birth.

217. Inquiry 4. How long have you lived in Canada if not Canadian born. This inquiry is intended to elicit information regarding the number of years the operator, if of alien birth, has lived in Canada. The answer to this inquiry is of considerable economic importance and should be obtained in every instance.

218. Inquiry 5. How many years have you farmed (a) as owner, (b) as tenant. The inquiries under this head are intended to elicit information as to the number of years the "farm operator" on this particular farm operated as the "owner" of land or as a "tenant" on any farm.

219. Inquiry 6. How long have you operated the farm you now occupy. The inquiry under this head has reference only to the occupancy of the farm which is operated by the person named in answer to Question 1.

FARM WORKERS, 1930

220. Inquiry 7. Refers to the number of persons who were employed the year round on this farm, in 1930 (exclusive of housework) under two heads (a) members of the family 14 years of age and over, and (b) hired men.

221. Inquiry 8. Is intended to elicit information as to the number of persons employed during the year 1930 for seasonal work such as for seeding, harvesting, threshing or picking fruit.

FARM POPULATION, 1931

222. Inquiry 9. The total number of persons, of all ages, living on this farm on June 1, 1931 will be entered following the letters "M" (male) and "F" (female).

223. Inquiries 10-11. Questions 10 and 11 are designed to obtain information to show the movement of population from the farm to the town and also from the town to the farm.

The answer to Question 10 will be the number of persons of each sex who have left this farm to make their home permanently in an urban centre, whether city, town or village, while the answer to Question 11 will show the number of persons, if any, who have moved to the farm from a city, town or village to live permanently on this farm.

224. The answers to Inquiries 9, 10 and 11 will furnish valuable information as to the movement of population. The enumerator should make specific inquiries in relation to each of these questions and enter the information in the proper place on the schedule.

FARM ACREAGE AND TENURE, JUNE 1, 1931

225. Inquiry 12. Total number of acres in this farm. The acres reported in answer to this inquiry must, as indicated by the note under the inquiry, include all the land on which the person named in answer to Inquiry 1 **conducts farming operations** of any kind, whether such land is owned, rented from others, or managed for another. It must include all outlying or separate fields situated within the enumerator's sub-district.

226. Inquiry 13. This inquiry has particular reference to the tenure under which the land is held. The information is sought under two headings (a) "**How many acres of this farm do you own**" and (b) "**How many acres do you rent from others.**" The enumerator should note carefully that all questions under tenure relating to land owned or rented refer to the land which constitutes the farm which the farm operator occupies in 1931.

227. The first step in obtaining this information is to ask the farm operator the questions "**How many acres in this farm do you own**" and "**How many acres do you rent from others.**" If he replies that he owns the whole number of acres already reported under Inquiry 12 and does not rent any land from others, the answer to the second part of the inquiry should be "no."

228. (a) Acres owned. Farm land is regarded as **owned**, not only where the operator holds direct title to it but also when it is owned by his wife; where the operator holds possession as an heir or one of the heirs to an undivided estate; where he is trustee or guardian for such heirs; where he has bought

the land on contract for a deed; or where he has purchased a farm held for debt and holds it subject to redemption by the original owner. Land on which the farmer has settled under the "Homestead Law" but has not yet proved up or that which is more or less permanently occupied by a squatter should be reported as **owned land**.

229. (b) Acres rented. This part of Inquiry 13 should be answered for all part-owners and for all tenants but should not be answered for hired managers. If the operator is a **part-owner** the acres rented should be given in answer to Inquiry 13 (b) and the sum of the entries under 13 (b) and 13 (a) should make the total of the answer to Inquiry 12. If the whole farm is operated by a tenant the answers to Inquiries 13 (b) and 12 should agree. (See Specimen Schedule.)

230. Inquiry 14. How many acres of land rented are improved. See instructions under Inquiry 18 on the schedule for definition of "Improved Land."

231. Inquiry 15. What do you pay as rent per year. This question is very important and should be answered for every farmer renting the whole or part of his farm from others. The enumerator should take particular care that this inquiry is answered in every instance in which acres are reported under 13 (b) "rent from others." If part or all of the rent is paid in cash the total amount in dollars paid as rental should be reported. **If the rent is paid in kind** give cash value as instructed in the schedule. Include taxes if paid as part of the rent.

232. Inquiry 16. Do you operate this farm on shares. If the answer to this inquiry is "yes" the share paid will be entered as indicated in the instruction under the inquiry.

233. Inquiry 17. Do you operate this farm for others as hired manager. The answer to this question will be given by writing "yes" or "no" according as the farm operator reported in reply to Inquiry 1 is or is not operating the farm for another person as **hired manager**.

It is very important that the answers to Inquiries 12 to 17 should be answered carefully and accurately. In particular it is important to know whether the tenant pays cash, a share of the crops or a stated amount of farm products. The answer to Inquiries 15 and 16 should indicate clearly whether the rent is paid in cash or in kind.

CONDITION OF FARM LAND

234. Inquiry 18. Acres of improved land in this farm in 1931. The instruction given under this inquiry on the agricultural schedule is sufficiently clear not to require further explanation.

235. Inquiry 19. Acres of woodland in this farm in 1931. In this case also the instructions under the inquiry on the schedule are sufficiently explicit and do not require further explanation.

236. Inquiry 20. Acres of unbroken prairie or natural pasture in this farm in 1931. The term "Unbroken Prairie" refers to that portion of this farm (particularly in the provinces of Manitoba, Saskatchewan and Alberta) which has not been brought under the plough while "natural pasture" refers to land which is not used and has not been used to produce crops but upon which cattle graze.

237. Inquiry 21. Acres of wet marsh or other waste land in this farm in 1931. This inquiry will be answered by entering the number of acres of all wild, waste and marsh land whether pastured or not or whether or not suitable for pasture. This entry should include all land, not woodland, that is incapable of being tilled by reason of natural conditions such as hills, streams, ponds, swamps, rocks, etc.

238. The enumerator's attention is particularly directed to the note under Inquiry 21 and before leaving this section of the schedule he should satisfy himself that the answers to Inquiries 18, 19, 20 and 21, when added together make the total acreage given under Inquiry 12.

239. Inquiry 22. Number of forest trees planted and growing on this farm in 1931. This question does not refer to fruit trees of any kind. It refers to planting of trees either as a **shelter belt** or planted under a scheme of reforestation. The enumerator should make particular effort to obtain accurate answers to this question. The inquiry is of major importance, particularly in the middle west.

240. Inquiry 23. How many acres of the improved land will be under pasture in 1931? The entry opposite this inquiry should be the number of acres of improved land which will be in pasture in the summer of 1931.

241. Inquiry 24. How many acres of the improved land will be summer-fallowed in 1931? Usually fallow land may be described as land which was ploughed and harrowed or otherwise tilled in the spring or early summer and left unseeded to become mellow or to rest. This method is adopted also for ridding the land of weeds, etc.

New breaking should not be included in a reply to this question. Similar instructions apply to Inquiry 27.

242. Inquiry 25. How many acres of improved land in this farm in 1930? The note under Inquiry 18 on the schedule applies in this case.

243. Inquiry 26. How many acres of the improved land were in pasture in 1930? The instructions given for Inquiry 23 apply here.

244. Inquiry 27. How many acres of the improved land were summer fallowed in 1930? It is particularly important that the enumerator should pay strict attention to the notes on the schedule under Inquiries 24 and 27.

FARM VALUES

245. Inquiry 28. Total value of this farm on June 1st, 1931. This inquiry is of fundamental importance and should be answered on every schedule. Report here the value of the entire farm, consisting of all the land reported under Inquiry 12, whether such land is owned, rented, or managed by the farm operator, and of all farm buildings and improvements, attached to the land. As stated in the "Note" under this inquiry on the schedule, the amount for which the farm, including buildings, would sell under **ordinary conditions**, and not at forced sale, should be accepted as its true value. Do not include under Inquiry 28 the value of farm implements and machinery. (See Instruction 250). The valuation given by the farm operator or the person reporting must be accepted unless there is reason to believe that such valuation is below the actual value of the farm or is exaggerated. In all cases the amount for which the farm, including farm buildings and improvements, would sell under ordinary conditions, not at forced sale, should be stated.

A part owner should report the value of all the land which he operates, including that which he rents as well as that which he owns.

246. The enumerator should assure the farm operator that the values returned on the census schedules will not be seen by any persons except the sworn employees of the Bureau of Statistics. (See Instructions 20 and 192). They will not be used for purposes of taxation and will not, in any case, be communicated to tax officials. In many sections, property is uniformly assessed for taxation, at a figure considerably below its true value. This fact is generally recognized, and it is expected that a farmer listing his property for taxation, will report values somewhat less than the actual values in accordance with the current custom. **This being the case, a farmer should not hesitate to report to the census enumerator the full value of his property even though he may have reported a lower value to the tax assessor.**

247. Inquiry 29. Value of all buildings included in 28. This inquiry calls for the value of all farm buildings, which value has already been included under Inquiry 28. This value, of course, should be less than the value of land and buildings reported under Inquiry 28. The difference between these amounts should be sufficient to provide for a fair average value per acre for the land alone.

248. The value of buildings will ordinarily be an estimated value and should represent a reasonable fraction of the total value reported under Inquiry 28. No attempt should be made to find out the original cost of the buildings nor the amount it would cost to replace them new, as the latter amount would, frequently, be much more than the present value of the buildings, and in some cases even more than the total value of the farm, including the buildings. What is required is a fair estimate of the buildings as they now stand—not a replacement value; and only buildings used for farm purposes on this farm should be included.

249. The schedule for an “institutional farm” should show the value of the farm buildings only and not of any other buildings. The value of such buildings as factories producing butter, cheese, or condensed and evaporated milk, canning factories, which, though situated on the farm, are used for manufacturing or administrative purposes rather than for farm purposes should not be included under Inquiries 28 or 29.

250. Inquiry 30. Value of all implements and machinery used on this farm. The value of all farm implements, machinery, etc., used in operating the farm and permanently

(or usually) kept on the farm, whether they belong to the farm or not, must be reported under this inquiry. Farm machinery owned co-operatively by a group of farmers should be reported on the schedule for the farm where it is usually kept; or if no "usual" place is provided then it should be reported on the schedule for the farm where it happens to be on June 1, 1931. A tenant should report under this question the value of the farm implements and machinery used in operating his farm, even though he does not own them.

251. Under Inquiry 30 will be included a fair estimate of the present value, not a replacement value, of all automobiles, trucks, tractors, all farm implements, tools, wagons, harnesses, dairy equipment, threshing machines, combines, apparatus for making cider, grape juice, maple sugar and syrup and for drying fruits, and all other farm implements and machinery so far as they are used in carrying on the farm business. The enumerator should obtain an itemized statement so as to arrive at a proper total. (See note under inquiry on schedule.)

FARM MORTGAGE—JUNE 1, 1931

252. Inquiry 31. Total Mortgage on this Farm June 1, 1931..... Interest paid in 1930..... This question must be asked of all farm operators who own all or part of the land they operate but not of tenants or managers.

If the amount of mortgage reported under Inquiry 31 exceeds the total value of lands and buildings reported under Inquiry 28 the enumerator should state the reason in the margin of the schedule.

The mortgage debt to be reported under Inquiry 31 includes not only the debt secured by an instrument called a "mortgage" but also debts protected by deeds of trust, judgments, or by any other legal instrument that partakes of the nature of a mortgage and which has the same legal effect.

253. The answer to this question should not include any debts covered by crop liens, nor any debts secured by liens on implements and machinery or on live stock. It has reference only to a debt secured by a mortgage, or by an equivalent legal instrument on lands and buildings.

254. *This inquiry concerning farm mortgage has been given a place on the General Farm Schedule at the request of many Agricultural Associations and Farmers' Organizations. Positive*

assurance should be given to the farmer that the records of no individual farm will be made public. The information is **absolutely confidential** and will be used only in the compilation of Statistical Tables.

FARM EXPENSES ON THIS FARM IN 1930

255. Under this section all expenditures of the classes named, which were incurred in 1930 whether paid or to be paid must be reported.

256. Inquiries 32, 33, 34 and 35. It is important that the expenditures for feed (32); fertilizers (33); spraying chemicals (34); field and garden seeds (35) should be consistent with the size of the farm, as well as with the number of animals reported on the farm, taking into account those sold in 1930 and the farming operations reported elsewhere on the schedule.

257. Inquiry 36. Amount paid for electric current for light and power in 1930. Before recording the answer to this question the enumerator should find out if the amount given is made up from monthly statements of the enterprise supplying electric current.

258. Inquiry 37. Taxes paid or payable on land and buildings of this farm in 1930. This inquiry, which relates to the taxes on the farm property owned by the operator, should be asked only of each farm operator who owns all or part of the farm. The taxes to be reported here should include only the taxes paid or to be paid on the **land and buildings** of this particular farm which is **owned** by the operator. The acreage covered by this tax should be identical with the acreage reported under part (a) of Inquiry 13.

259. Inquiry 38. Amount expended in money in 1930 for farm labour (exclusive of housework). This inquiry is designed to elicit information regarding the actual amount of money paid by the farmer for work done. The answer to this question will **not include** an estimate of the value of house or of room and board, which will be reported under Inquiry 39, but should include the value of **commodities** supplied to the farm labourer.

260. The amount reported as expended in money for farm labour, exclusive of housework, must include the amount paid those **farm hands** who were employed for short periods, it may

be to pick fruit, harvest crops, etc., as well as the regular farm hands employed by the month or year. Care should be taken to report the number of weeks of hired labour, exclusive of housework, called for under Inquiry 39. This number must conform to the amount of money reported as expended under Inquiry 38. In picking berries the employee is usually paid according to the number of boxes picked and not by the day. In such cases it will be necessary to make an estimate of the number of days of hired labour such payments represent.

261. Inquiry 39. Number of weeks of farm work done by hired labour, all ages, in 1930 (exclusive of housework). Under this inquiry the enumerator will make careful inquiry as to the number of weeks employed on the farm whether at general farm work or in picking fruit or at any other kind of farm labour, except housework. The total number of weeks thus employed should be entered as the answer to this question.

262. Inquiry 40. Estimated value of house or of room and board furnished farm labourers in 1930 (exclusive of housework). The estimated value of house, or of room and board furnished the farm labourer (either sex) should be based on current rates prevailing in the locality. If house only is supplied to the farm labourer write "house" before the \$ sign; if room and board, write "room and board" before the \$ sign; if all three are furnished to farm labourers, enter total figure without a qualifying remark. The figures supplied under this inquiry should not include an estimate of the value of room and board furnished female domestics. (See Specimen Schedule).

FARM FACILITIES

263. Inquiries 41 to 48 must be answered on every schedule for farms having any of the machines, conveniences or equipment mentioned. The enumerator must make specific inquiry regarding each question under this heading. He should not take it for granted that any of the equipment listed under Inquiry 43 or the family conveniences referred to in Inquiries 44 to 48 are or are not on this farm. He should obtain definite replies to each inquiry.

264. Inquiry 41. What kind of road adjoins this farm? It is important that the kind of road adjoining each farm should be entered according to the note under the inquiry on the schedule.

265. Inquiry 42. Distance in miles to nearest market town..... To R.R. Station. It is of great economic value to know the distance farms are from market town or from railroad station, as this factor has considerable bearing upon the spread between receipts and expenditure of agricultural operations.

266. Inquiry 43. It is exceedingly important that answers should be given to every inquiry under this number and the answers should bear relation to the value entered opposite Inquiry 30.

267. Inquiry 44. Has this farm house running water (a) in kitchen, (b) in bathroom. By "running water" is meant water obtained through the opening of a faucet in the kitchen or bathroom.

268. Inquiries 45 to 48 require no explanation. The answer to each question will be "yes" or "no".

CROPS

269. Under this heading will be reported (1) **Crops harvested on this farm in 1930** (whether by present occupier or not), and (2) **area sown or planted for the harvest of 1931** (the current year). The inquiries are listed under five subdivisions (a) Grains, (b) Hay and Forage, (c) Potatoes and Roots, (d) Miscellaneous Field Crops, (e) Grass Seeds.

270. The information regarding crops harvested on this farm in 1930 will be given under three headings in Columns 1, 2 and 3 and will be the crops which were harvested in 1930 from the land which has already been reported under Inquiry 25 whether these crops were raised by the present operator or by his predecessor. The record should have reference only to the crops raised on this farm and should not include crops raised by the farmer on other land which he may have farmed in 1930 but which he does not now own or operate. The enumerator should study carefully the list of crops printed on the schedule in order that he may be sufficiently familiar with them to avoid omitting or duplicating any. If however, the enumerator finds crops other than those listed were raised on the farm he should write the name of such crops, crossing out the name of the crop not raised on this farm and making the report as usual.

271. Column 1. Acres under crop. The enumerator will enter the number of acres sown or planted to each crop on this farm for the harvest year 1930; and in **Column 2. Quantity harvested** he will enter the total production from the acreage

sown or planted according to the instructions in the heading of the column, which should be studied carefully and followed implicitly.

272. Column 3. Crop failure. In Column 3 the enumerator is directed to make inquiries for each kind of crop as to the number of acres planted in 1930 which did not produce a crop. In making the entries in Column 3 the enumerator is particularly directed to follow the instructions at the top of the column. In addition to reporting all acreage sown in 1930 which did not produce a crop, the enumerator is also required to state the cause of the failure such as hail, fire, flood, frost, etc.

273. As an example, Column 1 may show that 40 acres were sown to barley in 1930; but if for some cause, say hail had destroyed 20 acres, the entry in Column 3 will be made thus "**20, hailed**" indicating that 20 acres of the 40 sown produced no crop on account of hail. (Similarly for other causes.) The yield in Column 2 will be the actual number of bushels of barley harvested.

274. *Every reasonable effort should be made to obtain figures based on records; or if no records were kept, reliable estimates made, if possible, by persons directly concerned with the growing of crops, should be obtained. The enumerator himself should be well informed with regard to the usual production per acre of various crops in his enumeration area, which with other factors will enable him to assist the farmer in making estimates, where this is necessary.*

275. *The enumerator is again reminded that a copy of the "General Farm Schedule" was some months ago mailed to every farmer in Canada in order that the latter might be acquainted with the scope of the census of agriculture and have filled in, previous to the visit of the enumerator, the answers to all the inquiries on the schedule. If this has been done the enumerator should make use of the information thus prepared in advance, but should not take the schedule away from the farmer, and he should further instruct the farmer to preserve the schedule for future use. (See Instruction 211).*

276. Acres sown or planted for harvest, 1931. As the planting for the 1931 harvest will be completed or nearly so, on June 1st and the records fresh in the memory of the farm operator, the enumerator should inquire diligently the number of

acres sown to each kind of crop by the farmer, and if seeding be not yet completed at the time of calling, the number of acres or fraction of an acre which will be devoted to any particular crop for the harvest year 1931, should be entered in its proper place.

277. Inquiries 49 to 61. Grains. The enumerator will enter under these inquiries only grains which are ripened on the stock. This distinction is important and the enumerator must not report under these inquiries grains which were cut green for feed in 1930 or the acreage planted for a similar purpose in 1931. Grains grown for forage must be reported under Inquiries 70 and 71.

278. Inquiries 62 to 74. Hay and Forage. The enumerator should be careful to report each kind of hay or forage crop under its proper classification. Small grains, cut green and used for forage are to be reported under items 70 and 71. The enumerator should report the acreage and production of sweet clover even though it may not have been used for forage.

279. Inquiries 75 to 80. Potatoes and Roots. The enumerator will obtain the acreage and production of all field roots, but should not include any that should be reported under "farm garden" or "market garden". If the farm "unit of measure" is pounds or barrels these quantities should be reduced to bushels or tons as indicated on the schedule.

280. Inquiries 81 to 85. Miscellaneous Field Crops. Under these inquiries the number of acres planted and the production of the various items listed under these headings together with "other crops" of similar nature not included under other sections are to be reported. As stated on the schedule the production is to be entered in tons, cwt. or lbs., as it may be given by the farmer.

281. Inquiries 86 to 93. Grass seeds harvested on this farm in 1930. Only grass seeds which are ripened on the stock should be reported under these inquiries. This distinction is important and the enumerator must not report grasses which were cut green for feed in 1930. It sometimes may happen that clover seeds are harvested from an acreage which earlier in the season had been cut for hay, but as the quantity of seed produced only is required this fact need not be considered.

CROPS OF 1930 SOLD OR TO BE SOLD

282. Inquiries 94 to 105. The purpose of these inquiries is to ascertain the quantities of certain crops harvested in 1930 which have been sold or which are available for marketing. **The enumerators, particularly in the Prairie Provinces, are strictly cautioned not to include grains held over from 1929 in these inquiries, for the year 1930.**

IRRIGATED CROPS ON THIS FARM IN 1930

283. Inquiries 106, 107. These inquiries have reference to improved land which has water supplied to it for agricultural purposes by artificial means, whether by canals, reservoirs or from the overflow from other irrigated lands. As a general rule irrigation is practised in sections of the country where the rain fall is deficient. In Canada irrigation is carried on rather extensively in parts of Saskatchewan, Alberta and British Columbia. If, however, an enumerator finds that lands are irrigated or supplied with water from canals, ditches or pipe lines, etc., in any other province he will report such. Market gardens supplied with spraying systems are not to be regarded as irrigation enterprises. The enumerator will pay particular attention to the instruction printed at the foot of the schedule which reads—**“Draw a circle around the question number of each crop grown on irrigated land in 1930.”** In this connection the enumerator’s attention is particularly directed to the Specimen Schedule where the method to be adopted is clearly shown. If the water used is supplied by a company, a corporation, the Government or any other organization, the enumerator should enter the name of such organization with their post office address in the space provided under this inquiry.

284. Inquiry 108. Farm Garden. Under this inquiry give the total value of all vegetables grown in the **home garden** in 1930 for **home use only**. This amount should include the value of all vegetables canned, pickled or dried for home use.

285. Inquiries 109 to 125. Market Garden. Under these inquiries report any of the vegetables listed which were grown **“for sale”** on this farm. If any varieties other than those named were grown (potatoes excluded) write in the names of these vegetables, using the dotted line following the word **“other”** in this section, and if required, crossing out one or more of the names not used to provide additional lines. If less

than one acre of any kind of vegetables were grown, primarily for sale, the fraction of an acre should be given. Under "quantity" should be given the number of pounds, crates, boxes, barrels, etc., harvested, and in the next column the name of the unit of measure which is adapted to the crop reported, whether pounds, crates or boxes. In Column 4 the value of the total quantity of each vegetable grown for sale in 1930, whether sold or not, must be entered. As a rule the produce of truck farms should be reported under this heading.

286. Acres or fractions of an acre planted in 1931. In the last column will be entered the acreage planted to each vegetable listed, for the year 1931.

ORCHARD FRUITS

287. Inquiries 126-131. The inquiries under these headings are intended to obtain the quantity and value of each kind of fruit produced in 1930 together with the number of trees "not of bearing age" and "of bearing age," at date of June 1, 1931. It is also necessary that the total acreage under orchard, June 1, 1931 should be reported.

SMALL FRUITS

288. Inquiries 132-138. Small fruits and berries which are reported under these inquiries have reference only to **cultivated varieties**. Wild berries picked in the woods or elsewhere must not be included. If any small fruits other than those called for under Inquiries 132-137 were grown, write under Inquiry 138 the name, acreage and quantity harvested of such fruit omitted.

289. Inquiry 139. Grapes grown on this farm. Give first the number of vines not of "bearing age," that is to say, the number of vines of recent planting which were not of "bearing age" at the date of the census (June 1, 1931). In the second part of the inquiry give the number of vines of "bearing age" that is to say the number which are expected to produce grapes this season.

290. Inquiry 140. Give the total production of grapes during the year 1930. Under this heading, also, the enumerator is required to ascertain from the farm operator the number of acres or fractions of an acre under vines.

GREENHOUSE AND HOTHOUSE ESTABLISHMENTS

291. Inquiries 141 to 144. The information required under this heading is so simple that no further explanation is necessary. It may, however, be pointed out that Inquiry 142 "Number of Acres not under Glass, June 1, 1931" refers to land used in connection with greenhouse or hothouse establishments and is a subsidiary inquiry to the preceding one. A private establishment which does not sell any part of its products should not be reported under Inquiries 141 or 142. The value of the products of "Greenhouses and Hothouses" will be reported under Inquiries 143 and 144.

NURSERY ACREAGE AND VALUE OF PRODUCTS

292. Inquiry 145. Number of acres used for growing trees, plants, etc., in 1931. Under this inquiry give the acreage used for growing trees, plants, etc. The land devoted to growing trees for purposes of reforestation as well as that for fruit and ornamental trees should be included.

293. Inquiry 146. Amount received from the sale of Nursery Products in 1930. Under Inquiry 146 will be given the amount received during 1930 from sales of nursery products.

The acreage reported under orchard fruits, small fruits, grapes, nursery, should be included in the answer to Inquiry 18. The acreage under field crops, fruits, greenhouses, nurseries, etc., should not exceed the acreage reported under Inquiry 18.

FOREST PRODUCTS CUT ON THIS FARM IN 1930

294. The inquiries under this heading are, as stated on the schedule limited to the products of the farm reported under Inquiry 12 and the information will be given under two heads: (1) part used on farm and (2) part sold.

Inquiry 147. Firewood. The following definitions are to apply:—

1. A cord as used in measuring firewood, pulpwood, etc., is to be a full cord, containing 128 cubic feet of piled material, such as a pile 4 feet wide, 4 feet high and 8 feet long or its equivalent.

2. Softwoods include all needle-leaved trees such as pine, spruce, cedar and tamarack, etc., whether their wood is hard or soft.
3. Hardwoods include all broad leaved trees such as maple, birch, basswood, ash and poplar, etc., whether their wood is hard or soft.

295. Inquiries 148-154. The inquiries under these headings require no explanations.

MAPLE SUGAR AND SYRUP

296. Inquiries 156, 157. The inquiries are very simple and should furnish no difficulties in obtaining correct replies. The enumerator will particularly note that only **pure maple sugar and syrup** are to be entered under these inquiries.

DOMESTIC ANIMALS, POULTRY, AND BEES KEPT ON THIS FARM JUNE 1, 1931; AND ANIMAL PRODUCTS IN 1930

297. Domestic Animals and Poultry on this farm. Report all domestic animals on this farm on June 1st, 1931 whether they belong to the farm operator or not. The phrase "**on the farm**" means **kept on the farm**. If a farmer hires his neighbour's team for a short time that team is not to be regarded as "**on the farm**", for census purposes, and should not be included in this farm schedule even though it may happen to be at work on this farm on June 1st, 1931. But horses, cattle or other animals belonging to the hired man or others which are boarded or cared for on the farm should be included. Breeding animals owned jointly by two or more farmers and kept in turn on the various farms should be reported on the farm where they happen to be on June 1st, 1931. In the case of ranch men the number of cattle should be understood to mean all animals belonging to or under the care of the ranchman by whom the schedule is prepared. Care should be taken to report each age group on the proper line.

298. Inquiries 158-163. Horses and Mules June 1, 1931. Inquiries 158 and 159 refer to animals of both sexes. The other inquiries concerning horses under the various classes require little or no explanation.

299. Inquiries 164-170. Cattle on this farm June 1, 1931. In classifying cattle follow closely the designations on the schedule. Under Inquiry 166 only cows and heifers, 2 years old and over, **in milk or in calf** on June 1st, 1931 should be reported by number and value; while under Inquiry 167 cows and heifers 2 years old and over, **not in milk or in calf** should be reported by number and value. This means that the number of cows and heifers two years and over reported under numbers 166 and 167 give the total number of such animals on this farm. The total value of each class will be given and not the value of individual animals unless there be only one animal of class, in which case give its value. It may be pointed out that under Inquiry 167 cows and heifers, which are being prepared for sale should be included.

MILK PRODUCED IN 1930

300. Inquiry 171. Cows milked in 1930. This question should always be answered where "**cows and heifers in milk or in calf**" are reported under Inquiry 166.

301. Inquiry 172. Total milk produced in 1930. Report under this inquiry the total quantity of milk produced on this farm in 1930 including **whole milk** used on the farm in year as well as milk sold. When the amount of milk produced is reported, by the farmer, in gallons it must be reduced to pounds before it is entered on the schedule according to the note under the inquiry. The enumerator must not use an average production in making estimates of milk produced but must obtain from the farm operator either figures based on records or the closest possible estimate of the actual production based on the number of cows milked (Inquiry 171).

302. The quantity of milk produced should be enough to cover the products shown under Inquiries 173 to 178 inclusive, plus enough for home consumption on the farm. Where the figures for dairy products, (173 to 178) as given by the farm operator, appear questionable the approximate milk equivalent of butter, butter fat and cream may be obtained as shown in Instruction 308, page 75.

DISPOSITION OF MILK IN 1930

303. Inquiry 173. Milk sold or sent to factory in 1930. Under this inquiry only such milk as is sold **whole or unskimmed** should be reported. The milk may be sold to distributing milk centres in cities or it may be sold by the pro-

ducer to private families or it may be sold to butter or cheese factories. The phrase "sent to factory" has reference to milk supplied on a co-operative basis to butter or cheese factories, where the farmer receives the net results obtained from factory operations and not a stated amount for his milk. The amount he gets may be more or less than the retail price.

304. Inquiry 174. Cream sold or sent to creamery on a fat basis in 1930. Cream sold or sent to a creamery on a basis of the butter fat is to be reported under Inquiry 174. That is to say, if the farmer received payment on the basis of a given number of pounds of butter fat it will be correct to report the product under this section.

305. Inquiry 175. Cream sold or sent to creamery by measure in 1930. Under this inquiry only cream sold by the quart or gallon or some other basis than butter fat content should be reported. The enumerator will pay particular attention to the note under Inquiry 175, on the schedule and act accordingly.

306. Inquiry 176. Butter made on this farm in 1930. Under this Inquiry will be reported only the butter which is actually produced on the farm. It does not refer to the case where a butter plant is operated on the farm and where labour is employed exclusively for the operation of the plant.

307. Inquiry 177. Butter made on this farm and sold in 1930. The answer to this inquiry will disclose the amount of butter reported under Inquiry 176 that was sold in 1930. The quantity given under Inquiry 177 must not exceed that given under Inquiry 176.

308. Inquiry 178. Cheese made on this farm in 1930. The instructions to Inquiry 176 apply to this question.

The following table will help the enumerator compare the disposition of milk with the total milk produced.

10 lbs. of milk	= 1 gallon of milk
10 " " "	= 1 lb. of cream
25 " " "	= 1 pound of butter
11 " " "	= 1 " " cheese
30 " " "	= 1 " " butter fat.

309. Inquiries 179-184. Sheep 1931 and Wool 1930.

When sheep and lambs are reported under Inquiries 179 to 182 there should be, in all probability, an entry under Inquiry 183 for sheep shorn in 1930 and under Inquiry 184 for total weight and value of fleeces.

310. The production of wool and the number of sheep shorn are closely related to the number of sheep on hand June 1, 1931, except where the farmer may have sold or otherwise disposed of some of his sheep, or purchased additional sheep since shearing time. Where either was the case for a large number of sheep write an explanation on the margin of the schedule. Where sheep have been purchased as "feeders" make the proper entries and write the number of feeders on the margin, for example, "500 feeders."

311. The enumerator will observe that he is to obtain the weight and value of fleeces "**unwashed**" for if answers to this inquiry be given in some instances as wool washed and in others as **unwashed** no comparative statistics can be prepared.*

312. Inquiries 185-198. These inquiries relating to goats, swine, poultry, eggs and chickens require no explanation other than that given on the schedule which the enumerator should read carefully.

313. Inquiries 199-201. Bees and Bee Products. When the owner of a number of hives of bees distributes them among the farmers of the surrounding country or elsewhere, all the hives so distributed and honey and wax produced must be reported by the owner of the bees. Bees kept on farms, but

** Note.—In the proceedings of a Conference on wool statistics held under the auspices of the National Resources Council on October 28, 1927 at Toronto, the following resolution was adopted for guidance in estimating the probable weight per fleece of sheep of the different breeds.*

Class 1, Fine Wool

Produced by the range wool breeds of the West, chiefly Rambouillets and other Merinos, together with grades and crosses of a similar type. Factor to be used, 7½ lb. per sheep.

Class 2, Medium Wool

Produced by Shropshires, Southdowns, Dorsets, Oxfords, Hampshires, Suffolks, Cheviots, and grades and crosses of a similar type. Factor, 7½ lb. per sheep.

Class 3, Coarse Wool

Produced by Lincolns, Cotswolds, Leicesters and grades and crosses of similar type. Factor, 9 lb. per sheep.

It was agreed that the factor of 4 lb. per lamb would be approximately correct for all breeds.

not owned by the person owning or renting the farm should not be reported on this farm as the owner will have already reported them on Schedule No. 3. In such case the farmer on whose land the colonies are placed will give the name and address of the owner of the bees so that the latter may be communicated with regarding the number of colonies and quantities and value of production.

If however, the owner of the bees operated a farm of one acre or over and if the agricultural and live stock products including honey aggregated \$50 or more in value, the bees should be reported on the general farm schedule, otherwise they should be reported on Schedule No. 3.

314. Inquiries 202-205. Young animals raised on this farm in 1930. The instructions under this heading on the schedule are sufficiently precise to enable the enumerator to give the information required.

315. Inquiries 206-213. Domestic animals and poultry slaughtered on this farm in 1930 for home use or for sale. The enumerator will observe that only animals raised on this farm will be reported under this heading. This inquiry is designed, primarily to obtain the facts with regard to animals slaughtered for home use but it should also include the number of all such animals killed on the farm for food whether the product (dressed meats and poultry) were kept at home or sold. Animals which were killed on account of disease or young animals destroyed at birth or animals slaughtered in commercial slaughterhouses should not be included.

316. Inquiries 214-227. Under "Domestic Animals and Poultry sold alive in 1930" will be recorded the number of domestic animals and poultry which were raised on this farm and sold alive in 1930. The enumerator will make specific inquiry regarding each item, carefully entering the number and the total value. For example, if three horses were sold the figure three (3) will be entered under "No." and if the horses were sold at \$80 apiece the entry under value will be \$240 not the value of one animal.

317. Inquiries 228-233. Animals bought in 1930 by this farm operator. The purpose of the inquiries under this heading is to ascertain the number of each kind of animal bought by this farmer in 1930, whether for farm purposes or for feeding and preparing for market. The enumerator will note that the information is required under two main heads (1) as to

the disposition of the animals which were bought. He is first asked to state how many of the animals reported in Column No. 1 were sold alive in 1930, in Column 2; secondly how many were slaughtered on the farm in 1930 in Column 3 and in the third place in Column 4 the number which were still on the farm at the date of the Census. These questions are of considerable importance and great care should be exercised by the enumerator in obtaining correct answers to the inquiries.

318. Inquiries 234-240. Pure-bred animals June 1, 1931. The enumerator should report only the animals registered or eligible for registration as pure-breeds. The enumerator should carefully write the correct name of the breed in each case. He will also note, as called for under these questions, that the registered stock reported under Inquiries 234 to 240 must also be included in the proper classes reported under Inquiries 158 to 190.

319. Inquiries 241 to 252. Co-operation in marketing in 1930. These inquiries will be answered frequently in localities where there are co-operative organizations and probably not at all in localities where there are no such organizations. Sales of products by the farmer through an individual or local dealer should not be reported here. In the case of wheat and other grains in the Prairie Provinces it is sometimes the custom for some of the co-operative organizations to hold the crop for a considerable period before selling it or making returns to the farmer. In cases of this kind where the farmer has not received the complete returns for his crop he should report the value of the wheat or other product harvested in 1930 and delivered to the Association, estimating the value, if necessary, on the basis of current prices.

In many parts of Canada also eggs, poultry, sheep and lambs are disposed of co-operatively. In the Maritime Provinces a considerable advance has been made in the co-operative marketing of potatoes, roots and poultry products.

CO-OPERATIVE PURCHASING OF FARM SUPPLIES IN 1930

320. Inquiries 253 and 254. These questions like those referred to in Instruction 319 will be answered in localities where there are co-operative organizations. Purchases through individuals or local dealers should not be reported under Inquiry 253.

When an amount for the purchase of farm supplies under this heading is reported, the enumerator should obtain a list of the articles purchased and enter them by name under Inquiry 254.

VACANT FARMS AND ABANDONED FARMS—FORM 2a

321. The purpose of this schedule is to obtain a record of every "vacant farm" and every "abandoned farm" in the Dominion of Canada in the census year. The instructions and explanations on the schedule are so explicit that further remarks are not necessary.

If the enumerator will carefully report all such farms according to the questions on the schedule it will not only account for all vacant and abandoned farms but will also disclose the probable reason why these parcels of land, which at one time were cultivated, are now lying idle.

The Commissioner should obtain from municipal records the **number of vacant and abandoned farms in every enumeration area in his district** so that he may have some check on the completeness of the enumerator's work.

VALUES OF FIELD CROPS—FORM 2b

322. In previous censuses the enumerator was required to obtain from each farm operator the total value of each kind of grain or other field crop produced on his farm in the census year. This inquiry is omitted from the present General Farm Schedule and instead the enumerator is required to give on **Form 2b** an estimate of the average value per ton, bushel or pound, of each kind of field crop produced in his enumeration area. The prices quoted should be those obtained on the average by the farmers in the subdistrict at the local markets.

The average prices quoted should be such that if they were used as a multiplier for the total of each crop produced in your subdistrict, the result so obtained would fairly represent the total value of each crop to all of the farmers in your area. Give prices for such crops only as were grown in your subdistrict in 1930.

This schedule of prices is to be enclosed in the portfolio with the other forms and forwarded to the commissioner. **The filling of this form constitutes an important part of an enumerator's duties and will be required before any payment is made to the enumerator.**

ANIMALS AND ANIMAL PRODUCTS, FRUITS, ETC., NOT ON FARMS—SCHEDULE No. 3

323. The records of incidental agricultural operations, on plots of less than one acre will be reported on Schedule No. 3. The schedule will give information relative to domestic animals on hand June 1st, 1931; animal products for the year 1930; and extent of gardens and hothouses at the date of the Census, together with their production in the year 1930. It will also contain the record of the number of fruit trees in 1931 and the quantities of fruits produced in the year 1930.

324. The enumerator will inquire of every family or household, **not living on a farm** (particularly in cities, towns and villages) whose census he records on the Population Schedule, whether they are in possession of any of the items listed on the schedule, and if so, he will obtain and enter the information under the proper headings on the schedule.

325. Reference. In Columns 1 and 2 will be entered the numbers of the page and line respectively on which the person furnishing the information is recorded on the Population Schedule. In Column 3 will be entered the name of the occupier or owner or other person in charge.

326. Columns 4 to 18. Domestic animals and poultry in 1931. The entries in Columns 4 to 18 will be the number of animals, including pure-bred animals, as indicated by the headings, which are on hand June 1st, 1931.

327. Bees, June 1, 1931. In Column 19 the number of hives of bees kept on the plot where the person lives will be entered; while in Column 20 will be entered the number of hives owned and kept elsewhere than at the home place. The total amount of honey and wax produced in 1930 will be entered in Columns 25 and 26. (Read carefully Instruction 313).

328. Animal products, 1930. Columns 22 to 26 shall contain a record of all animal products for the calendar year 1930 as indicated by the headings of the columns. The enumerator

should see that the number of pounds of butter entered in Column 23 are in proper relation to the quantity of milk reported in Column 22 which in turn should correspond to the number of cows milked in Column 21. The total quantity of milk produced (not bought or used) will be entered in Column 22. **An imperial gallon of milk weighs 10 pounds. The quantities of butter, eggs, and honey must not include purchases.**

329. Pure-bred animals. The entries in Columns 27 to 32 inclusive will give the number and the name of the breed of each kind of pure-bred animals which are registered or eligible for registration on June 1st, 1931. The numbers of pure-bred animals must be included in the totals entered in Columns 4 to 18.

330. Gardens and hothouses. In Column 33 will be entered the number of square feet under glass at the date of the Census and in Columns 34 and 35 the value of the items listed in these columns.

331. Fruit trees in 1931 and fruit in 1930. In order to conform to the General Farm Schedule, and to make possible the combination of the information obtained for farms and small plots, the inquiries under this heading cover the crop year 1930 as well as the census year 1931. The inquiries in Columns 36, 38, 40, 42, 44 and 46 relate to the number of trees of each kind at the date of the census June 1, 1931, while the inquiries in Columns 37, 39, 41, 43, 45 and 47 have reference to the quantity of fruit produced in 1930.

332. Grapes and small fruits produced in 1930. In Columns 48 to 52, the enumerator will enter the quantities of cultivated fruits only. He will make no entries of wild fruits gathered.

CENSUS OF MERCHANDISING AND SERVICE ESTABLISHMENTS

333. Purpose. The purpose of this census is to obtain comprehensive information regarding the distribution of commodities to the consumer. Statistics of production have helped to solve many of the problems of production thus rendering it more efficient. We have very little information of an exact nature about wholesale and retail distribution yet some of the most important business problems of the day are concerned with this field of activity by which goods reach the ultimate

consumer from the manufacturer and producer. It is believed that this census of merchandising and service establishments by furnishing a complete picture of how distribution is carried on and how services are rendered will yield information which, when analyzed, should help materially in the solution of current problems of wholesale and retail trade. It should lead to improvements which will be of benefit to merchants, manufacturers, farmers and consumers.

334. Duty of enumerator. Your duty in connection with the Census of Merchandising and Service Establishments is to record the name, address, and certain particulars describing the kind of business of **every merchandising and service establishment** in your territory, including hotels. You must obtain this information from all retailers, all wholesalers and all other classes of distribution agencies, including all repair and service establishments.

The information you obtain will be used as the basis for a postal census. It is absolutely necessary that you make complete and accurate returns. Incomplete and incorrect returns will not be paid for. Commissioners have been instructed not to accept schedules which have been filled in incompletely or inaccurately.

335. Definition of Merchandising and Service Establishments. For the purpose of the census a **merchandising establishment** is one which sells merchandise (as for example, groceries, hardware, dry goods, etc.) at wholesale or retail prices. A **service establishment** is one which performs services for the public such as those performed by barbers, tailors, beauty parlors, shoe shine parlors, dyers and cleaners, theatres, slaughter houses, all kinds of automobile repair, etc., etc.

RETAIL ESTABLISHMENTS

336. Under this description you must include in addition to establishments generally known as stores, shops or counters in hotels, gasoline filling stations, automobile repair and service shops, slaughtering establishments, restaurants, retail lumber yards, retail florist shops, refreshment stands, co-operative associations, and other establishments which are not usually designated as stores but which sell commodities at retail. Market stalls and roadside markets or stalls are to be included when of a permanent nature. Owners of stalls selling produce raised on their own farms are not to be included.

337. (1) Shops or counters in hotels defined. Shops or counters in hotels operated as concessions, that is, not operated by the hotel itself, must be included as retail stores and the name and address of each proprietor entered in the schedule.

338. (2) Gasoline filling stations defined. An establishment should be reported as a gasoline filling station only when its main business is the sale of oil and gasoline.

339. (3) Automobile repair and service establishments defined. These include all kinds of establishments which repair motor cars, sell spare parts and accessories, and supply services of any kind connected with motors such as battery service, brake testing, electrical service, tire repairs, radiator repairs, storage garage, etc. The name and address of automobile repair and service establishments of all kinds must be obtained.

340. (4) Slaughtering establishments defined. Large slaughtering establishments such as abattoirs and packing houses are considered as manufacturing establishments and should not be included in your lists. There are many small slaughter houses, however, which carry on business in a retail way. The names and addresses of all such should be recorded.

341. (5) Restaurants defined. All restaurants, cafés, lunch counters, cafeterias, etc., are to be listed. Dining-rooms and other meal rooms located in hotels and operated by the hotel should not be listed apart from the hotel, but restaurants, etc., in hotels operated by other than the hotel management are to be listed. Do not list boarding-houses, clubs, lunch rooms in schools or factories for pupils or employees, dining cars on trains or dining-rooms on boats.

342. Manufacturing establishments. All establishments whose function is only producing or manufacturing such as mines, factories, farms, fisheries, etc., are **not** to be reported; but establishments such as bakers and confectioners, milliners, custom and merchant tailors, which are merchandising stores, but which make on their own premises the goods they sell, are to be included.

WHOLESALE ESTABLISHMENTS

343. In addition to those establishments regularly known as wholesale houses there are others which also conduct business at wholesale but which are known by special names, such as merchandise brokers, jobbers, sales agents, manufacturers' agents, commission agents, auction companies, manufacturers'

sales branches, co-operative associations, chain store warehouses, export merchants, export commission houses, importers, supply houses and equipment dealers. These and all other types of firms which distribute merchandise at wholesale **are to be included** in your canvass, even though their place of business is only an office in which no goods are actually handled. Descriptions of some types of wholesale distributing establishments to be included follow:

344. (1) Co-operative buying and selling organizations.

Some of these associations exist to sell for their own members; some are purely for the purpose of buying for their members and some perform both functions. Obtain the names and addresses of all kinds.

345. (2) Wholesalers and jobbers. These are types of business in which goods are bought outright by the firm and title taken to them. As a result, they also sell the goods on their own account as principals and not in the capacity of agents as legally determined. You should therefore include in your lists as wholesalers or jobbers only those who buy goods outright, warehouse them, sell them on their own account at wholesale, make deliveries at least to local customers, extend credit, etc.

346. (3) Cash-and-carry wholesalers. These firms also buy and sell on their own account, but do not give their customers as much service as the regular wholesaler. They require immediate payment in cash and do not deliver. Their customers have to take the goods away in their own vehicle and pay cash.

347. (4) Drop shippers or desk jobbers. These buy and sell on their own account but they have no warehouses of their own and do not actually handle goods. They usually obtain orders from retailers and send them to manufacturers to be filled directly. In this class list only those who specialize in this type of business.

348. (5) Wagon distributors. These buy and sell on their own account, have warehouses, and may extend credit. They differ from regular wholesalers in that they have no separate sales force. They are sometimes known as wholesale peddlers, combining as they do, sales and deliveries. The salesman driver calls on regular customers and delivers the goods immediately they are sold. He should be included in your report.

349. (6) Chain store warehouses. These are similar to regular wholesale establishments except that they are the wholesale distributing stations of chain stores.

350. (7) Commission merchants. These may be individuals, partnerships, corporations, or co-operative associations. Goods sold on commission are not bought by the commission merchant. They are handled but are sold on a commission basis. Many commission merchants do regular wholesale business as well as a commission business, that is, they buy some of the goods on their own account as wholesalers and jobbers do. **In such cases list the firm as commission merchant and wholesaler.**

351. (8) Grain elevators. All grain elevators, whether independent or co-operative, which engage in buying and selling, that is, which are merchant elevators, must be listed. Grain elevators whose purpose is only to store grain and not to buy and sell it should not be included.

352. (9) Auction companies. These are firms which sell by the auction method at wholesale. They do not buy and sell on their own account but handle goods for others. They sell merchandise in large quantities at a public sale to the highest bidder in accordance with certain rules and regulations. Auction companies receive the goods to be sold from producers, country buyers or shippers, co-operatives, etc.

353. (10) Brokers. Such establishments do not take title to nor actually handle the goods they buy or sell. They buy or sell for others and differ from commission merchants in that they do not actually handle goods in their place of business. Commission merchants represent sellers who send their goods to them to be sold, whereas brokers may represent either buyers or sellers. The broker's place of business may often consist of only an office.

354. (11) Selling agents. These operate on a commission basis and consequently do not take title to the goods they sell for others. They operate independently, that is, are in business for themselves and get their income from commissions on sales. They usually represent one or more manufacturers and handle the entire output of the firms who employ them. They differ from brokers in that their relations with manufacturers are continuous and usually involve sales of the manufacturer's total output. They often help their clients financially.

355. (12) Manufacturers' agents. These also, like selling agents, operate independently. They are in business for themselves on a commission basis but differ from selling agents chiefly as follows:

- (a) They do not handle the entire output of the manufacturer or mill which they represent.
- (b) They are limited as to the territory in which they may operate while selling agents may sell everywhere.
- (c) Contracts place limits upon their authority in regard to prices, terms, etc.
- (d) They do not help to finance their clients.

Relations of both manufacturers' agents and selling agents with manufacturers are continuous but those between manufacturers and brokers are more casual. The broker is more of a free lance.

356. (13) Manufacturer's sales branches. These are branches operated by manufacturing corporations for the purpose of selling the goods which they manufacture. The chief difference between manufacturer's sales branches and manufacturers' agents and selling agents are: Sales branches are operated by the manufacturers themselves and are therefore not independent enterprises, whereas manufacturers' agents and selling agents are in business for themselves and represent the manufacturers under contract. A manufacturing agent represents two or more manufacturers.

357. (14) Supply houses and equipment dealers. These are establishments which sell goods to large consumers in wholesale quantities and at wholesale prices. They include oil-well supply companies, mine and mill supply companies, machinery dealers, and a large variety of supply houses for bakers' supplies, barbers' supplies, etc.

358. (15) Importers. Importers are wholesalers or jobbers who deal in goods bought in other countries. They buy and sell on their own account.

359. (16) Export merchants. These buy goods on their own account for export to other countries. They are wholesalers similar to importers but deal in domestic goods bought for resale in other lands.

360. (17) Export commission houses. These are wholesale agencies which specialize in the handling of goods for export on a commission basis. They are in business for them-

selves carrying on export business for clients who may be manufacturers or wholesale middlemen, and receive a commission on their sales. When acting purely as export commission houses they do not buy the goods outright but handle them, instead, as representatives. Sometimes export commission houses purchase some goods outright, and they are to that extent both export commission houses and export merchants. **In such cases list the firm as export commission house and export merchant.**

SERVICE ESTABLISHMENTS

361. Service establishments, which must be reported, include the following:

(1) Personal service establishments such as barber shops, beauty parlors, shoe shine parlors.

(2) Commodity repair service establishments such as automobile repair, blacksmithing, bicycle and motorcycle repair, boot and shoe repair, furniture repair, jewelry and watch repairs, radio repair, upholstery repair, electrical repair.

(3) Entertainment and educational service establishments such as bowling alleys, pool and billiard rooms, theatres, circulating libraries (commercial).

(4) Other service establishments such as cartage and storage, dyeing, cleaning and valet service, fur storage, hemstitching and embroidery, laundry, locksmith shop, restaurant, messenger, photography, storage garage, taxi, etc.

362. Do not report on the following:—

(1) **Professional Services**, such as doctors, dentists, chiropractors, surgeons, artists, lawyers, etc.

(2) **Trade Services**, such as building trades, carpentry, masonry, tinsmithing, plumbing, etc.

(3) **Public Services**, such as electric light, telephone, gas, steam, electric railroad, etc. Stores run by such public utilities, selling commodities (such as electrical equipment) at retail must be reported.

(4) Real estate brokers and dealers, stock brokers, and bond houses.

ADDITIONAL INSTRUCTIONS FOR FILLING IN SCHEDULE

363. (1) Both firm name and owner's name should be obtained for all stores. In cases where firm name and owner's name are the same enter it in your schedule twice.

(2) Business—

364. A. Nature of Trading. This question is for the purpose of finding out the manner in which the firm does business, i.e., whether as a retailer, wholesaler, jobbing firm, etc., The varieties of trading mentioned above are samples of those which you will encounter. Obtain from each firm the exact description of the kind of trading activity in which it is engaged and write it in the schedule.

365. B. Nature of Commodities Handled or Services Rendered. There are a very large number of different kinds of firms when looked at from the point of view of commodities handled. The lists on the back page of the schedule contain suggestions of the kinds of establishments you are to record. They are not complete. Remember that you must enter in your schedule **all merchandising and service establishments selling at retail or wholesale prices** except those which these instructions definitely state you need not report.

366. (3) Chains. Find out if the establishment is a chain store. Firms with three or more stores under the same ownership or in the same organization will be considered a chain.

367. (4) Size of Business. Find out if the total yearly sales of the establishment amount to (A) under \$25,000, (B) \$25,000 to \$50,000, (C) \$50,000 to \$100,000, (D) over \$100,000.

368. The following lists contain suggestions as to the kind of establishments you are to record. They are not complete. Remember that you must enter in your schedules all merchandising and service establishments selling at retail or wholesale prices except those which these instructions definitely say you need not report.

LIST OF ESTABLISHMENTS ACCORDING TO COMMODITIES HANDLED

RETAIL ESTABLISHMENTS

Agricultural implements and machinery.
Antiques.
Art goods.
Auctioneers.
Automobiles and accessories.

Automobile accessories.
 Automobile tire, tube and tire sundries.
 Awning, flag, window-shade and tent.
 Bakery and confectionery.
 Bath tubs and fittings.
 Batteries.
 Bicycles and sporting goods.
 Blank book and accounting forms.
 Boats and canoes.
 Books.
 Boots and shoes.
 Building materials.
 Butchers and meat markets.
 Butter, cheese and eggs.
 Cafés.
 Cameras and photographic supplies.
 Carriage and wagon dealers.
 Caterers.
 Children's specialty shop.
 Cigars and tobacco.
 Clothing.
 Coal, wood and other fuels.
 Coffins, caskets and undertaker's supplies.
 Confectioners.
 Corset dealers and lingerie.
 Dairies and dairy produce.
 Department stores.
 Delicatessen and ready-to-serve food.
 Disinfectant and insecticide.
 Drapery, upholstery and house-furnishings.
 Drugs.
 Dry goods.
 Electrical appliances and equipment.
 Fancy goods.
 Farm and garden machinery.
 Fertilizers.
 Fish and other sea food.
 Five-and-ten-cent to one dollar, and variety stores.
 Florists.
 Flour and feed.
 Flowers, wreaths, etc.
 Fruit and vegetables.
 Fuel oil.
 Furniture.
 Furriers.
 Gas appliances and supplies.
 Gasoline, lubricating oil and greases.
 General stores.
 Gents' furnishings.
 Gift shop.
 Glass.
 Groceries.
 Grocery and meat market.
 Hair goods.
 Hardware and stoves.
 Harness and saddlery.

Hats and caps.
Hay, grain and feed.
Heating appliances.
Hides and skins.
Hosiery.
Hospital supplies.
House furnishings.
Ice.
Ice cream and soft drinks.
Jewelry, silverware, etc.
Knitted goods.
Ladies' tailors.
Ladies' wear.
Leather goods.
Luggage.
Lumber and millwork.
Machinery dealers.
Mail order house.
Meats.
Men's and boys' furnishings.
Milk and cream.
Millinery.
Mineral waters.
Monuments and tombstones.
Motorcycles, bicycles, and accessories.
Musical instruments and accessories.
Newspapers and magazines.
Notions.
Office and store equipment, typewriters, etc.
Oils and greases.
Optical supplies.
Opticians and optometrists.
Paints, varnishes and window glass.
Pet and bird shops.
Pianos and musical instruments.
Pictures, framing and artists' supplies.
Plumbing and sanitary supplies.
Poultry and meat.
Produce and provision dealers.
Professional and scientific instruments and supplies.
Radios and radio equipment.
Refreshment stands.
Refrigerators (electric and gas).
Restaurants.
Roadside markets or stands.
Roofing.
Rubber cement.
Rugs, carpets and other floor covering.
Sand and gravel.
Scales and balance.
Scientific and professional office equipment.
Second-hand merchandise.
Seeds, bulbs, and nursery stock.
Sewing machine dealers.

Shoes and other footwear.
 Silk shops.
 Souvenirs and novelties.
 Sporting goods.
 Stationery, books and magazines.
 Stationery and gifts, etc.
 Stoves, ranges, heaters, etc.
 Surgical supplies.
 Tailors.
 Taxidermists.
 Tobacconists.
 Toilet articles and preparations.
 Toys and games.
 Trucks, buses and accessories.
 Typewriters and supplies.
 Undertakers.
 Wall paper dealers.
 Waterproof materials.
 Women's specialty shop.

WHOLESALE ESTABLISHMENTS

Agricultural implements and machinery.
 Automobiles (passenger).
 Auto trucks, tractors, and commercial motor vehicles.
 Automobile accessories.
 Automobile tires and tubes.
 Automobile equipment and supplies.
 Auto ignition.
 Bakery products.
 Bakers' equipment and supplies.
 Barbers' equipment and supplies.
 Building material (other than lumber and millwork).
 Cameras and photographic supplies.
 Carriages and wagons.
 Cattle dealers.
 China, glassware, and crockery.
 Cigars and tobacco.
 Clothing and furnishings, men's and boys'.
 Clothing, women's and children's.
 Coal, wood, and ice.
 Confectionery, ice cream, and soft drinks.
 Cooperage.
 Cotton.
 Dairy products and eggs.
 Drugs.
 Dry goods and notions.
 Electrical.
 Feed.
 Fertilizers.
 Fish and other sea foods.
 Flour and feed.
 Florist.
 Fruit.
 Fruit and vegetables.

Fur goods.
 Furniture (house).
 Gas appliances and supplies.
 Gasoline and oil.
 General merchandise.
 Grain.
 Grocery.
 Hardware.
 Harness and saddlery.
 Hats and caps, men's and boys'.
 Hay, grain, and feed.
 Hides and skins.
 Household supplies.
 Iron and steel.
 Jewelry and silverware.
 Junk.
 Leather.
 Livestock.
 Luggage and leather goods (other than boots and shoes).
 Lumber and millwork.
 Machinery and industrial equipment.
 Meats.
 Millinery.
 Mine and mill supplies.
 Motor cycles, bicycles, and supplies.
 Musical instruments and supplies (other than radio).
 Office and store equipment and supplies.
 Oil-well supply.
 Optical goods.
 Paint, varnish, glass, and supplies.
 Paper and paper goods.
 Plumbing and heating.
 Poultry and eggs.
 Radio and radio accessories.
 Refrigerator (gas and electric).
 Roofing.
 Rubber goods (other than tires and tubes).
 Scientific apparatus.
 Shoes.
 Sporting goods.
 Stationery, books and magazines.
 Stoves and ranges.
 Tobacco (leaf).
 Typewriters and supplies.
 Vegetables.
 Wool (raw).
 Second-hand merchandise.
 Miscellaneous.

SERVICE ESTABLISHMENTS

Amusements (dancing places, games, etc.).
 Automobile repair service.
 Barber shop.
 Beauty parlor.
 Bicycle and motorcycle repair shops.

Blacksmith shop.
Boats and canoes (for hire).
Boot and shoe repair.
Bowling alleys.
Cartage and storage.
Circulating libraries (commercial).
Dyeing, cleaning and valet service.
Electrical repair service.
Fur storage.
Furniture repair shops.
Hairdressers.
Hemstitching and embroidery.
Laundry.
Locksmith shops.
Meals served in restaurant, dining-room, lunch counter, etc.
Messenger service.
Moving pictures.
Pawn shop.
Photography.
Pool and billiard rooms.
Radio repair service.
Shoe repair shop.
Shoe shine parlor.
Slaughter houses.
Storage garage.
Taxi service.
Theatres.
Upholstery—repair shops.

APPENDIX

EXTRACTS FROM THE STATISTICS ACT, 8-9
GEORGE V, CHAPTER 43, STATISTICS
ACT, 1918

**Dominion
Statistician,
appointment
and duties.**

4. The Governor in Council may appoint an officer to be called the Dominion Statistician, who shall hold office during pleasure, whose duties shall be, under the direction of the Minister, to prepare all schedules, forms, and instructions, and generally to supervise and control the Bureau, and to report annually to the Minister with regard to the work of the Bureau during the preceding year.

Officials.

(2) Such other officers, clerks and employees as are necessary for the proper conduct of the business of the Bureau, may be appointed in the manner authorized by law and, shall hold office during pleasure.

**Commis-
sioners,
enumerators,
and agents.**

5. The Minister may employ from time to time, in the manner authorized by law, such commissioners, enumerators, agents or persons as are necessary to collect statistics and information for the Bureau relating to such industries and affairs of the country as he deems useful and in the public interest, and the duties of such agents or persons shall be such as the Minister determines.

**Oath of
office.**

6. (1) Every officer, census commissioner, enumerator, agent and other person employed in the execution of any duty under this Act or under any regulation made hereunder, before entering on his duties, shall take and subscribe the following oath:—

I..... solemnly swear
that I will faithfully and honestly fulfil my duties as
....., in
conformity with the requirements of the Statistics Act and
of all proclamations, orders in council and instructions issued
in pursuance thereof, and that I will not, without due auth-
ority in that behalf, disclose or make known any matter or
thing which comes to my knowledge by reason of my
employment as such.....

Attestation.

(2) The oath shall be taken before such person, and returned and recorded in such manner, as the Minister prescribes.

**Rules,
regulations
and forms.**

7. The Minister shall
(a) make and prescribe such rules, regulations, instructions,
schedules and forms as he deems requisite for conducting

the work and business of the Bureau, the collecting of statistics and other information and taking of any census authorized by this Act;

- (b) prescribe what schedules, returns and information are to be verified by oath, the form of oath to be taken, and shall specify the officers and persons by and before whom the said oaths are to be taken. **Verification by oath.**

10. 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 objects of this Act can be obtained, or which would aid in the completion or correction thereof, shall grant to any census officer, commissioner, enumerator, agent or other person deputed for that purpose by the Dominion Statistician, access thereto for the obtaining of such information therefrom. **Access to public records.**

11. The Minister may, by special letter of instruction, direct any officer, census commissioner or other person employed in the execution of this Act, to make inquiry under oath as to any matter connected with the taking of the census or the collection of statistics or other information, 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. **Inquiries under oath.**

12. (a) Any letter purporting to be signed by the Minister or the Dominion Statistician, 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, **Evidence of appointment, removal or instructions.**

- (b) 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 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.

13. Any document or paper, written or printed, purporting to be a form authorized for use in the taking of census, or the collection of statistics or other information, or to set forth any instructions relative thereto, which is produced by any person employed in the execution of this Act, as **Presumption.**

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 it, and shall be *prima facie* evidence of all instructions therein set forth.

Remun-
eration.

14. The Minister shall, subject to the approval of the Governor in Council, cause to be prepared one or more tables setting forth the rates of remuneration or allowances for the several census commissioners, enumerators, agents and other persons employed in the execution of this Act, which may be a fixed sum, a rate per diem, or a scale of fees, together with allowances for expenses.

Voted by
Parliament.

(2) Such remuneration or allowances 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.

Condition of
payment.

(3) No remuneration or allowance shall be paid to any person for any service performed in connection with this Act until the services required of such persons have been faithfully and entirely performed.

SECRECY

No individual
return to be
published or
divulged.

15. No individual return, and no part of an individual return, made, and no answer to any question put, for the purposes of this Act, except as hereinafter set forth shall, without the previous consent in writing of the person or of the owner for the time being of the undertaking in relation to which the return or answer was made or given, be published, nor, except for the purposes of a prosecution under this Act, shall any person not engaged in connection with the Census be permitted to see any such individual return or any such part of any individual return.

No report
to reveal
individual
particulars.

(2) No report, summary or statistics or other publication under this Act, except as aforesaid, shall contain any of the particulars comprised in any individual return so arranged as to enable any person to identify any particulars so published as being particulars relating to any individual person or business.

CENSUS OF POPULATION AND AGRICULTURE

Census of
population
and
agriculture
every
tenth year.

16. The Census of population and agriculture of Canada shall be taken by the Bureau, under the direction of the Minister, on a date in the month of June in the year one thousand nine hundred and thirty-one, to be fixed by the Governor in Council, and every tenth year thereafter.

Manitoba,
Saskat-
chewan
and Alberta.

17. A census of population and agriculture of, the Provinces of Manitoba, Saskatchewan and Alberta shall be taken by the Bureau, under the direction of the Minister, on a date in the month of June in the year one thousand nine hundred and thirty-six, to be fixed by the Governor in Council, and every tenth year thereafter.

18. The Governor in Council shall divide the country in **Census** respect of which the census is to be taken into census dis- **districts.** tricts, 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 boundaries already established, into special divisions and subdivisions, for the purpose of the census.

19. Each census of population and agriculture shall be so **Details.** taken as to ascertain with the utmost possible accuracy for the various territorial divisions of Canada, or of the provinces of Manitoba, Saskatchewan and Alberta as the case may be,—

- (a) their population and the classification thereof, as regards name, age, sex, conjugal condition, relation to head of household, nationality, race, education, wage-earnings, religion, profession or occupation and otherwise;
- (b) the number of houses for habitation, whether occupied or vacant, under construction or otherwise, the materials thereof and the number of rooms inhabited;
- (c) the area of occupied land and its value, and its condition thereof as improved for cultivation, in fallow, in forest, unbroken prairie, marsh or waste land, and otherwise; the tenure and acreage of farms and the value of farm buildings and implements;
- (d) the products of farms, with the values of such products, and the number and value of domestic animals within the preceding census or calendar year;
- (e) the municipal, educational, charitable, penal and other institutions thereof; and,
- (f) such other matters as may be prescribed by the Governor in Council

OFFENCES AND PENALTIES

35. Every person employed in the execution of any duty **Desertion** under this Act or any regulation who,— **or false**
declaration.

- (a) after having taken the prescribed oath, shall desert from his duty, or wilfully makes any false declaration, statement or return touching any such matter; or
- (b) in the pretended performance of his duties thereunder, **Unlawful** obtains or seeks to obtain information which he is not **information.** duly authorized to obtain; or
- (c) shall not keep inviolate the secrecy of the information **Improperly** gathered or entered on the schedules and forms, and **divulging** who shall, except as allowed by this Act and the regula- **information.** tions, divulge the contents of any schedule or form filled up in pursuance of this Act or any regulation, or any information furnished in pursuance of this Act or any regulation;

Penalty.

shall be guilty of an offence and shall be liable, on summary conviction, to a penalty not exceeding three hundred dollars and not less than fifty dollars, or to imprisonment for a period not exceeding six months and not less than one month, or to both fine and imprisonment.

Refusal to answer or false answer.

36. Every person who, without lawful excuse,—

(a) refuse or neglects to answer, or wilfully answers falsely, any question requisite for obtaining any information sought in respect of the objects of this Act or any regulation, or pertinent thereto, which has been asked of him by any person employed in the execution of any duty under this Act or any regulation; or

Refusal or neglect, false information or deception.

(b) refuses or neglects to furnish any information or to fill up to the best of his knowledge and belief any schedule or form which he has been required to fill up, and to return the same when and as required of him under this Act or any regulation, or wilfully gives false information or practises any other deception thereunder;

Penalty.

shall, for every such refusal or neglect, or false answer or deception, be guilty of an offence and liable, upon summary conviction, to a penalty not exceeding one hundred dollars and not less than twenty dollars, or to imprisonment for a period not exceeding three months and not less than thirty days, or to both fine and imprisonment.

Wilful refusal or neglect to grant access to records.

Penalty.

37. 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 objects of this Act or any regulation can be obtained, or which would aid in the completion or correction thereof, who wilfully or without lawful excuse refuses or neglects to grant access thereto to any census officer, commissioner, enumerator, agent or other person deputed for that purpose by the Dominion Statistician, 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 any duty under this Act or any regulation, is guilty of an offence and shall be liable, upon summary conviction, to a penalty not exceeding three hundred dollars and not less than fifty dollars, or to imprisonment for a period not exceeding six months and not less than one month, or to both fine and imprisonment.

Leaving notice at house.

38. The leaving by an enumerator, agent or other person employed in the execution of this Act or any regulation, at any house or part of a house, of any schedule or form purporting to be issued under this Act or any regulation, and having thereon a notice requiring that it be filled up and signed within a stated time 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 the occupant, be a sufficient requirement so to fill up and sign the schedule or form, though the occupant is not named in the notice, or personally served therewith.

39. The leaving by an enumerator or agent or other person employed in the execution of this Act or any regulation at the office or other place of business of any person or firm or of any body corporate or politic, or the delivery by registered letter to any person, firm or body corporate or politic or his or its agent, of any such schedule or form having thereon a notice requiring that it be filled up and signed within a stated delay, shall, as against the person or the firm and the members thereof and each of them or the body corporate or politic, be a sufficient requirement to fill up and sign the schedule or form, and if so required in the notice, to mail the schedule or form within a stated time to the Bureau. **Leaving notice at office.**

40. Any fine imposed and recovered for any offence under this Act shall belong to His Majesty for the public uses of Canada, but the Minister may authorize the payment of one-half of any such fine to the prosecutor. **Application of fines.**

