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DOMINION BUREAU OF STATISTICS

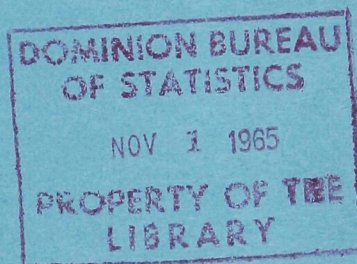
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FIELD MANUAL

for

Census Commissioners and Field Supervisors



CENSUS OF CANADA, 1956

TIME-TABLE OF PRINCIPAL DUTIES
OF CENSUS COMMISSIONERS

Principal duties	Dates in which duties must be performed	Section of Manual
<u>Census Commissioners</u>		
1. Check plan of enumeration areas	10-day period from date of receipt	3
2. Allot area to Field Supervisors	Completed by April 14	8
3. Select Enumerator candidates	Completed by April 28	5
4. Arrange for rental of halls and offices	Completed by April 28	11
5. Carry out Census publicity activities	From receipt of publicity material to end of duties	7
6. Attend training course	2 or 3-day period, April 16 - May 2	10
7. Distribute supplies to Field Supervisors	April 23 - May 5	9
8. Direct work of, and act as, Field Supervisors	May 1 to end of duties	20-32
9. Check completed areas re-received from Field Supervisors	June 4 to completion of district	17
10. Forward returns to Regional Statistics Officer	June 4 to completion of district	17
11. Arrange for enumeration of missed persons; re-enumeration of unsatisfactory work	June 15 to end of duties	18

NOTE:- See inside back cover for time-table of duties of Field Supervisors.

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FOREWORD

The enumeration in each Electoral District for the 1956 Census of Canada will be conducted under the direction of the Census Commissioner who is responsible to the Dominion Statistician for the organization and successful completion of the Census in his district. To assist each Commissioner in this important national undertaking, two Field Supervisors will be appointed who are responsible to the Commissioner for the training, supervision and checking of the work of the Enumerators in the areas assigned to them.

In addition to the general duties of organizing and directing the enumeration in his district, the Census Commissioner will train, supervise, and check the work of one group of Enumerators, taking on the role of a third Field Supervisor. Thus, all instructions in the Field Manual pertaining to Field Supervisors apply equally to the Census Commissioner.

Duties of the Census Commissioner commence upon appointment, and those of Field Supervisors when they are called for training. Duties of both the Commissioner and Supervisors do not end until such time as the Dominion Statistician is satisfied that their work has been completed. The task of directing and supervising the field operations of the 1956 Census will require the concerted efforts of the Commissioner and Field Supervisors alike. Success can only be achieved when these officials operate as a team and the job is well organized and co-ordinated in all its phases.

As a first requirement, all instructions in this Field Manual must be studied carefully, so that the Commissioner and Supervisors are fully aware of their duties and responsibilities. Part I of the Manual outlines the duties of the Census Commissioner; Part II describes the duties of the Field Supervisors; and Part III deals with all matters regarding rates of pay and allowances for different classes of field employees. Finally, Part IV of the Manual contains instructions for administering the Personnel Selection Test for Enumerators.

The reliability and usefulness of any Census is dependent on the completeness and accuracy of the information obtained in the field. Census Commissioners and Field Supervisors are the officials in charge of the all-important task of collecting the basic facts by the individual Enumerators. The degree of success achieved in the 1956 Census of Canada will depend, in no small measure, on their energy, resourcefulness and devotion to duty.

Hesbert Marshall

Dominion Statistician.

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PART I - INSTRUCTIONS FOR CENSUS COMMISSIONERS

1. Oath of office

1.1
All field
employees
take oath
of office

Each Census Commissioner, Field Supervisor, Enumerator, and Interpreter, before entering on his duties, must take and subscribe to an oath of office. Field workers in the 1956 Census are thereby under oath to fulfil their duties faithfully and honestly, and are sworn to secrecy on all matters which come to their knowledge by reason of such employment. In the case of the Census Commissioner, a copy of the Oath of Office is being mailed to you with this Manual.

1.2
Return oath
promptly

It will be necessary to subscribe to this Oath as required by Section 6 of the Statistics Act and return it in the addressed envelope in which the form is enclosed. The oath may be executed by the Regional Statistics Officer or any person duly authorized by law to take oaths, such as a Notary Public. Please return the completed oath form promptly, as this is evidence to the Bureau that further communications may then be sent to you, such as the map and descriptions of the enumeration areas in your district.

2. Communications with Regional and Head Offices

2.1
Communications
with Regional
Office

In general, you will communicate with the Regional Statistics Officer in your locality regarding any questions which arise while organizing your district and carrying out the field operations of the 1956 Census. For example, should you require additional supplies of any item of Enumerators' equipment, or encounter difficulties in completing certain areas, or have other related problems, you will get in touch with the Regional Statistics Officer rather than communicate with the Head Office in Ottawa. All correspondence addressed to the Regional Statistics Officer must be marked "Census of Canada, 1956" on the outside of the envelope.

2.2
Communications
with Head Office

There are occasions, however, when you will receive communications from the Dominion Statistician or the Director of the Census Division. In such cases your reply will be directed to Ottawa. An example of this will be the checking of the map and descriptions of the enumeration areas in your district, which will be sent from, and returned to, the Director of the Census Division. (See following Section 3.) Apart from these instances, should you consider it necessary to communicate with the Head Office for any reason, please address your communications to the Director, Census Division, Dominion Bureau of Statistics, Ottawa.

3. Checking the plan of enumeration areas

3.1
First duty to
check plan of
areas

Your first duty, and a most important one, is the checking of the map and descriptive statement of the boundaries of the enumeration areas into which your district has been tentatively

divided for the Census of 1956. The purpose of these divisions is to indicate the exact area within which each Enumerator will operate. Check the map with the descriptions to make sure that they are in agreement. You must satisfy yourself, beyond the possibility of a doubt, that every portion of your district is included within some enumeration area, and that no portion is duplicated. At the same time, it might be pointed out that the enumeration areas have been carefully planned, and changes should be made only where necessary in the interests of accuracy and efficiency.

3.2
Size of areas
and time
schedule

Enumeration in urban or urbanized areas should be completed in three weeks, and in rural areas in four weeks. If, through circumstances unknown to the Head Office, such as recent large increases in population, or difficulties of terrain, you have reason to believe that the enumeration of some of these areas cannot be completed in this time, report the matter to the Director of the Census Division, stating the reasons and suggesting the creation of new areas, for which you must give exact descriptions of the boundaries.

3.3
Areas respect
municipality
boundaries

Note particularly that for the purposes of providing municipality statistics, the enumeration areas of every incorporated city, town, village or rural municipality, regardless of size, as well as every unincorporated town or village of 1,000 population or over, are kept separate and distinct from any surrounding locality. Thus, enumeration areas must not combine parts of two or more of these municipalities. You should, therefore, check to ensure that no part of a municipality, as defined above, is included in any enumeration areas of another locality outside its boundaries. Similarly, in cities which are divided into wards, no enumeration area should contain parts of two wards.

3.4
More than one
area to an
Enumerator

Since enumeration areas must not comprise parts of two or more municipalities or wards, it is necessary to have a certain number of small enumeration areas in order to respect municipality and ward boundary lines. Two or more of these smaller areas may be given to one Enumerator, but the forms and supplies for each area are provided separately, and must be kept separate. In such cases, the Enumerator must complete one area before starting the next. Before giving two small areas to one Enumerator, satisfy yourself that he will be able to complete both in the time allotted. Otherwise, you must appoint one Enumerator for each area.

3.5
Unincorporated
places less
than 1,000

If there are rural localities in your district, you will find listed in the description of each enumeration area, the names of unincorporated places of less than 1,000 population which are located within its boundaries. Should there be unincorporated villages or settlements of less than 1,000 population besides the ones listed, add them under the descriptions of the areas in which they are located. On the other hand, delete any which are no longer in existence.

3.6
Unincorporated
places 1,000
and over

Unincorporated towns and villages having a population of 1,000 and over are made into separate enumeration areas in the same manner as all incorporated places regardless of size. Should some of the places shown in the descriptions as having less than 1,000 population (see preceding paragraph) contain, in your estimation, 1,000 or more population, be sure to report this matter so that each such place can be made into a separate enumeration area. If there are any unincorporated towns or villages of 1,000 or over in your district not listed separately anywhere in the descriptions of the enumeration areas, you must report this fact as well.

3.7
Return of map
and descrip-
tions

Any suggestions which you have on the tentative plan should be submitted at the earliest possible moment to the Director of the Census Division, and not later than 10 days following the date of your receipt of the map and descriptions. Approval of the plan represents the first step in actual census operations. When you have returned the typewritten descriptions of the enumeration areas and the map of your Electoral District with your comments and suggestions, you will be supplied with sample questionnaires, manuals of instruction, stationery, etc. (See following Section 4.)

4. Receipt of sample set of supplies

4.1
Study forms
and manuals
in advance of
training

Upon completion of the checking of your areas and the return of the map and descriptions, a sample set of the supplies prepared for the field operations of the 1956 Census will be sent to you. An Officer of the Bureau will instruct you on their uses. (See Section 10.) However, any time that you can devote to studying the various manuals, forms, etc., in advance of this training period will be to your advantage.

4.2
List of
sample
supplies

Following is a list of the census field supplies which are forwarded in this advance shipment:

Form 1 - Visitation Record	Form 15- Enumerator's List of Supplies
Form 2 - Population Document	Form 16- Envelope for Forms 3
Form 3 - Population Document - Temporary Residents	Form 17- Envelope for Forms 6
Form 5 - Individual Population Form	Form 18- Jacket for Forms 2
Form 6 - Agriculture Document (Part I and Part II)	Form 19- Enumerator's Portfolio
Form 6A- Agriculture Questionnaire (Advance Copy to Farmers)	Form 30- Oath of Office
Form 7 - Live Stock Elsewhere than on Farms	Form 33- Personnel Selection Test for Enumerators
Form 10 -Enumerator's Progress Report	Form 34- Initial Notice to Candidates
Form 11 -Field Progress Report	Form 35- Notice to Report for Training
Form 13 -Enumerator's Identity Card	Form 36- Notice to Candidates
Form 14 -Field Supervisor's Identity Card	Form 37- List of Candidates and Enumerators
	Form 38- Instruction Attendance Record

Form 39 - Commissioner's List of Supplies	Form 61 - Training Work Book - Agriculture (1)
Form 40 - Return Invoice Slip	Form 70 - Enumeration Manual
Form 51 - Enumerator's Account	Form 72 - Training Manual
Form 52 - Enumerator's Account - Type "D" Area	- Letterhead paper for correspondence
Form 53 - Statement of Expenses	- Gummed labels
Form 54 - Commissioner's or Field Supervisor's Account	- Copy of letter from Canadian Hotel Association
Form 55 - Interpreter's or Guide's Account	
Form 60 - Training Work Book - Population	

(1) Included in rural districts only.

5. Selection of candidates for position of Enumerator

5.1
Success of
census depends
on Enumerators

Your next important step as a Census Commissioner is the selection of suitable candidates for the position of Enumerator in the various enumeration areas of your Electoral District. You will realize that your own success as a Commissioner and the accuracy and completeness of the Census are dependent upon the thoroughness and promptness with which the Enumerators perform their duties. All candidates must pass a prescribed test before they can be accepted as Enumerators. (See Section 12.)

5.2
Qualifications
of Enumerators

Census Enumerators must be active, tactful, and energetic persons of good judgment. They must have sufficient education to pass the prescribed test and to understand thoroughly the questionnaires and the various instructions which are given to them for their guidance in this work. While no upper age limit is set for Enumerators, to carry out their onerous duties they must have the physical fitness necessary, including good eyesight and hearing. If Enumerators are appointed who do not possess the required qualifications, your own task will be exceedingly difficult. Too much emphasis cannot be given to the need for careful selection of well-qualified Enumerators.

5.3
Persons who
levy or
collect taxes

In selecting candidates, you must not select any persons who are connected in any way with the levying or collection of municipal or other taxes. Some householders might not furnish information as readily or accurately to them, even though Enumerators are instructed to assure householders that census information is not used directly or indirectly as a basis for taxation.

5.4
Residence of
Enumerators

To ensure best results, each Enumerator should, as far as practicable, be a resident of the locality in which his duties are to be performed. This is particularly true of rural areas, as it ensures familiarity with the territory to be covered. Also, it reduces the amount of travel required for the Enumerator to complete his enumeration area.

5.5
Enumerators
must work
full time

It is absolutely essential that candidates for the position of Enumerator understand that their full working time will be required during the period of enumeration. They must not couple other work with census enumeration. The 1956 Census must adhere to a strict time schedule, and therefore persons desiring to be Enumerators must be prepared to devote their full time to completing the work in the prescribed period.

5.6
Resignation
of Enumerators

Candidates should be told that if they are appointed as Enumerators and take the oath of office, they cannot desert or neglect to perform the duties of the position. They can resign only with good cause and with your approval. Section 34 of the Statistics Act provides that "after having taken the prescribed oath", an Enumerator who "deserts from his duty" is guilty of an offence and is liable to fine or imprisonment. You should assure yourself that the candidates you select are persons who can be relied upon to carry through the job to a successful completion. Later replacement of Enumerators during the training or enumeration period will result in numerous difficulties, which is in your interests to avoid if at all possible.

5.7
Delegation
of authority

Enumerators, as well as Field Supervisors and Commissioners, are not permitted to delegate their authority to any other persons but must themselves perform the duties for which they are appointed. Enumerators must not allow persons, other than census officials, to accompany them on their rounds, or give part of the work to someone else. Furthermore, they must not obtain help from other family members.

5.8
Types of
suitable
candidates

The following classes of persons are suggested as likely to be good Enumerators:

- (1) Veterans' preference. - Whenever they possess the necessary qualifications, and pass the required test, persons with Veterans' preference must be given priority as Enumerators.
- (2) Agricultural correspondents. - In connection with its work of reporting and collecting annual agricultural statistics, the Dominion Bureau of Statistics has a large corps of correspondents who render voluntary services by reporting on agriculture. Many of these correspondents have reported faithfully to the Bureau for many years, and some have acted as Census Enumerators. Because of their familiarity with agriculture generally, they may be good candidates for rural localities. A list of the names and addresses of any correspondents in your Electoral District will be mailed to you.
- (3) Members of farm organizations. - Officers and leading workers in Farmers' Organizations, Live Stock Associations, etc., progressive farmers, and especially young men and women who have attended agricultural colleges or universities, are possible candidates in rural areas.
- (4) School teachers. - School teachers and former school teachers, when available and able to give their whole time to this work,

would also make good candidates for the position of Enumerators.

- (5) Women candidates. - Experience has shown that women are suitable Enumerators, particularly in urban areas where the farm schedule is seldom required.

6. Appointment of Enumerators for special areas

6.1 Enumerators for Indian Reserves

Indian Reserves form separate enumeration areas. With the consent of the Department of Citizenship and Immigration, the Enumerators will be the Indian Superintendents of the Agencies, or persons on the Reserves selected by the Superintendents to do the work. (See also Section 24.) Should there be an Indian Reserve in your district, you will be sent the name and address of the person responsible for the enumeration. This person must then be notified of the time and place of the training sessions for Enumerators by the Field Supervisor responsible for the area in which the Reserve is located.

6.2 Enumerators for hotels and institutions

All hotels, as well as institutions such as penitentiaries, , , reform schools, hospitals, convents, etc., with accommodation for 200 or more persons are separate enumeration areas. Enumerators for these hotels and institutions should be selected wherever possible from the office staff or inmates of the institution after consulting with the official in charge. It is not necessary for these Enumerators to follow the regular course of instruction nor to take the test. However, the Field Supervisor responsible for the area will have to outline to the special Enumerator the various procedures and duties he must perform to complete the enumeration. Note particularly that the smaller hotels and institutions which are not separate enumeration areas, as well as such special types of dwelling places as motels, tourist camps, etc., will be enumerated by the regular Census Enumerators, and must be completed on June 1st. (See Section 23.)

6.3 Enumerators for military camps and stations

Any enumeration area in your district designated as a military camp, station or establishment will be enumerated by the Department of National Defence, and you do not have to provide an Enumerator for this area. However, you have a definite responsibility to see that Field Supervisors and Enumerators are aware of the exact boundaries of the camp or station so that there will be no duplications or omissions in the field enumeration. Instructions on this point, as well as matters of liaison with the Camp Commandant and the instruction of military Enumerators, are contained in Section 24 of this Manual.

6.4 Enumerators for Type "D" areas

In Part III of this Manual, it will be noted that a number of enumeration areas have been designated as Type "D" areas. (See Section 33.) These occur mainly in regions of sparse population which are deficient in means of communication, and present special difficulties of travel, etc. If any areas in your district have been designated as Type "D" in the descriptions, you must advise the Regional Statistics Officer by letter of the expected total costs and time required to complete each area of this type. The estimates

must be submitted in advance of the census date immediately after the Enumerators for these areas have been appointed. You must give as close an approximation as possible of the number of days that will be required to complete the enumeration, and the expected charges for transportation or lodgings, etc., for each Type "D" area in your district.

6.5
Interpreters
and Guides

It is very important that you try to procure Enumerators who will take the Census without the aid of an Interpreter. In the outlying districts where the enumeration areas are very large in extent, sparse in population and difficult of access, it may be necessary in extreme cases to employ Guides. Before employing either Interpreters or Guides you must obtain the written authorization of the Dominion Statistician. This is done by first writing to the Regional Statistics Officer stating the reason why such an appointment is necessary, and the probable term of employment for the Interpreter or Guide.

7. Census publicity

7.1
Duties in
publicizing
the Census

One of your responsibilities in connection with the 1956 Census is to act as a focal point and general liaison officer for publicity in your district. Preparations have been made by the information offices of the Bureau to facilitate this part of your duties, by providing you with suitable material. It is suggested that you open a Census Publicity file for easy reference to the material which will be sent to you. Any inquiries regarding publicity or advertising should be addressed to the Regional Statistics Officer.

7.2
Object of
publicity

You must keep in mind that the object of census publicity is simply to ensure good-will and co-operation from the general public in preparation for the Enumerator's visit. In addition to informing the public that there will be a Census in 1956, publicity should serve to create wide acceptance of the practical value of the Census to the communities in your district.

7.3
Newspapers
and other
publications

A series of prepared releases on various aspects of the Census is being mailed at regular intervals to all daily and weekly newspapers. You will be furnished with copies of these releases as they are sent out. If your local newspapers are not using them to full advantage, it will be quite in order for you to encourage them to do so. Should you find that any newspapers have missed copies of these releases, please inform the Regional Statistics Officer so that they may be supplied with them. It should be clearly understood, however, that you may not make any commitment on behalf of the Bureau of Statistics to pay for the insertion of these releases or any other advertising, press material, etc.

7.4
Radio and
television

A series of spot announcements will be supplied to radio and television stations in Canada. Because of the general interest in the Census, you may be able to stimulate considerable free publicity over your local stations by supplying them with items of interest and arranging talks on census subjects in any free time they might be willing to provide. The material being sent to you

contains a suggested interview that you may find useful.

7.5

Letters to
churches and
municipal
officials

Letters will be sent in May, 1956 by the Bureau to ecclesiastical authorities, asking for the co-operation of the clergy in directing the attention of their congregations to the 1956 Census. Letters will also be sent to the mayors, reeves, commissioners or wardens of cities, towns, villages, townships or rural municipalities directing attention to the purposes and methods of taking the Census and inviting their assistance in assuring ready public response to the Census enumeration.

7.6

Support from
organizations

Census Commissioners may expect to receive sympathetic support from such organizations as local Chambers of Commerce, Canadian advertising clubs, farm organizations, service clubs and other groups. It is suggested that Commissioners get in touch with the local executives of such organizations and clubs, and endeavour to enlist their co-operation in publicizing the Census. Census Commissioners may be requested to address meetings of the local bodies of some of these groups as well as church organizations, women's institutes, farm clubs, and so on. Such opportunities should be encouraged. The publicity material being sent to you contains an outline for speeches that may be helpful in this respect.

7.7

Co-operation
between
Commissioners

There will be many cases in which some of the main channels of Census publicity, (e.g., newspapers and radio stations), will be the same for two or more adjoining Electoral Districts, as for example, in large cities. It is suggested that in some instances Census Commissioners may achieve mutual benefit by getting together and arriving at some general agreement for co-ordination of their publicity efforts. This would avoid confusing and wasteful duplication in the release of public statements. Any such arrangement, however, should not result in curtailment of individual publicity efforts but rather in directing them to achieve the best results for all concerned.

7.8

Publicity
kit and
posters

The material you will receive from the Bureau to assist you in your public relations activities is prepared in the form of a "Publicity Kit". It will include such items as bulletins containing background information on various aspects of the Census, a suggested outline of an address to service clubs and organizations, and a suggested radio or television interview. The kit will also contain copies of a Census poster which the Bureau is placing in every Post Office in Canada. A supply of posters will be forwarded to your office for local distribution in any way you consider suitable. They should be displayed as prominently as possible.

8. Allocation of areas to Field Supervisors

8.1

Divide dis-
trict into
three parts

When the two Field Supervisors who are to assist you are appointed, and the locations of their residences are known, it will be necessary for you to divide your district into three parts and allocate the exact enumeration areas for which each Field

Supervisor will be responsible. One of the three divisions will be that in which you, yourself, will act as Field Supervisor, as outlined in your general duties in the Foreword of this Manual.

8.2
Method of
division

In the allocation of areas for the respective Field Supervisors, it will be advisable to have as equitable a distribution as possible with respect to the number of Enumerators which each Field Supervisor will have to train and supervise, and whose returns he will have to check. To ensure harmonious relations among the Field Supervisors, the division of your district should be discussed with them and their views taken into consideration before final decisions are made. To keep travel costs to a minimum, wherever practical you should assign areas to the Field Supervisors as close as possible to their homes.

8.3
Send list of
areas to
Head Office

A revised map of your district showing the boundaries of the enumeration areas, and amended according to your check of these areas as outlined in Section 3, will be sent to you. Indicate on this map the exact division of your district into Field Supervisors' areas by outlining the boundaries of each such division. These should be numbered as Divisions 1, 2, and 3. You may retain the map for your own use, but you must list the enumeration areas in each of the three divisions on a form sent to you with the map, and return it to the Director of the Census Division. A map for each Field Supervisor outlining his enumeration areas will then be prepared from this list.

9. Receipt and distribution of supplies

9.1
Commissioner's
List of Sup-
plies
(Form 39)

A master list of all the supplies being shipped to you for the Census of your electoral district is contained on Form 39, the Commissioner's List of Supplies. This Form will be mailed to you prior to the shipment of your supplies. As you receive these supplies, check them against Form 39, to make sure that you have all the items listed.

9.2
Enumerators'
boxes

The majority of the enumeration supplies for each enumeration area are contained in an individual box, with the enumeration area number entered on one end of the box. You must check the number of boxes received with the number indicated in the heading of Form 39, and assure yourself that you have boxes for all enumeration areas. It will be your responsibility to see that the Field Supervisors responsible for the various areas receive the appropriate boxes. They, in turn, will distribute the boxes to the Enumerators at the close of the training session. (See Section 22.)

9.3
Enumerators'
portfolios

Most of the remaining items required by the Enumerator to conduct his enumeration are packed in a cardboard portfolio which he will use as a briefcase during his rounds. Also packed in this portfolio are certain training materials which the Enumerator will require during the training session, so that he will not have to open and use the main supplies in the box for this purpose. All portfolios for your Electoral District are being shipped in large cartons, and you will have to distribute these portfolios to the

Field Supervisors. While the Enumerators will require these supplies during the training session, they must not mark on any of the forms until instructed to do so, as some will be used for the actual enumeration. You will note that for emergency purposes, 10 per cent additional portfolios have been sent to you over and above the number of enumeration areas in your district. These are to be used in the event that it becomes an urgent necessity to subdivide any enumeration areas, or for other emergencies. (See Section 16.)

9.4
Distribution
of portfolios

Portfolios are interchangeable and can be distributed to Field Supervisors without regard to enumeration area numbers, except in the case of a district where (1) some areas are to be enumerated in English and others in French, or (2) some areas require agriculture documents to be filled out and others do not. To facilitate the correct distribution of portfolios to Field Supervisors according to language and farm enumeration requirements, the portfolios in any such mixed district will have the enumeration area numbers entered on the outside of each. Further, if you are the Commissioner of such a district, you will note that the letter "F" stamped on the outside of a portfolio identifies it as one in which French-language forms have been inserted. Similarly, the letter "A" identifies a portfolio in which agriculture training forms have been included.

9.5
Additional
supplies

Listed in the main body of Form 39 (Commissioner's List of Supplies) are the extra supplies of Enumerators' equipment, as well as a number of administrative and training forms, etc., which are being shipped to you in bulk. Under the packing arrangements, several different types of supplies may be packed in the one carton. It is important, therefore, that you check the contents of the carton with the copy of Form 46 (Shipping Invoice). This Form is packed at the top of each carton. For the most part, you will retain these extra supplies and distribute them to the Field Supervisors as they require them. However, to avoid extra travel, it will be necessary to give out some of these spare materials and training supplies at the outset. Such action will depend on the distances Field Supervisors are located from your headquarters. If the extra supplies for any items become exhausted and you require additional amounts, you will contact the Regional Statistics Officer in your territory. Care must be taken not to waste materials as it may be difficult to obtain additional supplies.

9.6
Maps of
enumeration
areas

Individual maps and descriptions of enumeration areas for the Enumerators' use in the field are being shipped to you separately from the Bureau. In the Prairie Provinces, township plans are included also. (See Section 100 of the Enumeration Manual.) There may be a few areas in some localities for which maps are not available, in which case the written descriptions must suffice. In such cases, it is especially important that Enumerators be made aware of the exact boundaries of their areas. Maps and descriptions must be distributed to the Field Supervisors well in advance of the Enumerators' training sessions.

9.7
Shipment
by express
or mail

When it is necessary to ship any of the supplies by express or mail, as when you make returns for completed areas to the Regional Statistics Officer, be sure that all boxes and cartons are securely bound and properly labelled. All shipments must be prepaid, and the expenses entered on your Statement of Expenses (Form 53) with receipts attached. (See Section 38.)

10. Training of Commissioners and Field Supervisors

10.1
Training
period

Census Commissioners and Field Supervisors will receive oral instruction in their duties from an officer of the Dominion Bureau of Statistics. In urban districts where there is no agriculture enumeration, Commissioners and Field Supervisors will receive two days of instruction. The training of Commissioners and Field Supervisors in districts requiring agriculture enumeration will be of three days' duration. Both the Commissioners and Field Supervisors must attend these classes of instruction.

10.2
Locations of
training
centres

You will be notified by letter of the date and place of instruction. It will be necessary for you to inform your Field Supervisors of these arrangements, and to ensure their attendance. Lodging and travel expenses, when required and in accordance with those allowable under the regulations, (see Sections 37-38), must be itemized on Form 53 (Statement of Expenses).

11. Rental of halls and offices

11.1
Rental of
halls for
instruction

The rental of halls, rooms or other accommodation for the examination and training of Enumerators requires the prior authorization of the Dominion Statistician. Requests should be addressed to the Regional Statistics Officer, outlining your needs and those of your Field Supervisors. It is important to select training centres which will result in a minimum of travel for the Field Supervisors and Enumerators. You must state the location, rental, and dates of use of the desired accommodation, together with any rental of chairs and tables, if necessary, and any cartage or other charges required. The Regional Statistics Officer will advise you by letter if your request is approved. No agreement may be entered into without this prior authorization.

11.2
Rental of
offices

Census Commissioners are allowed the use of an office for a maximum period of four months (viz., April, May, June and July) and Field Supervisors for three months (viz., May, June and July). Wherever space is available in a building owned or rented by the Government of Canada this should be used. Otherwise, prior authorization, as in the case of halls, must be obtained. You will be notified by letter from the Director of the Census Division in Ottawa whether space in public buildings is available in your district. If Government space is not available, your request to the

Regional Statistics Officer for authorization should identify the specific accommodation you recommend, including the charges for rental, telephone service, etc. All offices should be self-contained and capable of being locked, so that no unauthorized persons may have access to them.

11.3
Rentals
must be
reasonable

It is your duty to ensure that all expenditures for rentals of halls and offices are kept as low as possible. The possibility of using church or community halls, etc., for examination and instruction purposes should be thoroughly canvassed. In order to save rental costs of offices, the Commissioner and Field Supervisors should use the same office, wherever this is convenient and practical (e.g., as in cities). You should ascertain what services are included in the rental charges of halls or offices, such as the provision of furniture, telephone, cleaning, or other services.

11.4
Method of
payment

Payment for the rental of halls and offices should be made through the Regional Statistics Officer after submission of the lessor's invoice in duplicate. These invoices may be submitted by you periodically (monthly) during the period of occupancy. All invoices for rentals must be approved by you by writing "Certified for payment" on each copy, over your signature. An occasion may arise where immediate payment will be requested, especially for the rental of halls. In such a case you may make this payment, obtain a receipt and include it as an item of expense on your Statement of Expenses (Form 53).

12. Examination and appointment of Enumerators

12.1
List of
candidates
on Form 37

The Field Supervisors in your district must be supplied not later than May 1 with a list of candidates for the position of Enumerator in the areas for which they are responsible. There should be at least one candidate for each numbered area, except where otherwise specified in the descriptions of the enumeration areas, (i.e., where one Enumerator does the enumeration of two small areas, as mentioned in para. 3.4). The list of candidates for each Field Supervisor will be prepared using the designated columns of Form 37 (List of Candidates and Enumerators), blank copies of which are included in your supplies.

12.2
Test of
candidates

Details of the method of administering the examination test for candidates are contained in Section 39 of Part IV of this Manual. Should the Field Supervisor find that a number of these candidates fail to pass the test, and more candidates are required, you must supply him with a list of replacements immediately.

12.3
Appointment
of Enumerators

Candidates who have passed the test are likely to have the necessary qualifications to be Enumerators. A candidate who fails to pass this test, however, will generally not have these qualifications, and, if employed, such a person would be a source of concern to you and the Field Supervisor throughout the field work. In the event of misconduct or gross inefficiency, you will be responsible for the dismissal and replacement of Enumerators after

discussion with the Field Supervisor. When the Enumerators are appointed they must be notified to report for training, (see Section 21). Two copies of Form 37 must be forwarded to the Regional Statistics Officer. Both sections of this Form must be completely filled in.

13. Instruction of Enumerators

13.1 Size of training classes

Training classes for Enumerators will be conducted by the Field Supervisors, (including yourself in your capacity of Field Supervisor), as outlined in Section 22. It has been found through experience that best results are obtained when the classes contain from 8 to 12 trainees. Since Field Supervisors will sometimes have 30 or 40 Enumerators to train, it may be necessary for them to conduct 3 or 4 separate classes to complete this training. Only in cases of extreme necessity should a training class consist of more than 15 Enumerators. You will find that the results obtained from having additional classes with fewer Enumerators will well repay the extra effort by reducing later field problems.

13.2 Dates of training

Training classes for Enumerators should, wherever possible, be conducted during the week of May 21 to May 26 inclusive, in order to provide a few days for the training of last-minute replacements and individual instructions or interviews with Enumerators before the start of enumeration on June 1. Training sessions should be spaced throughout the week, allowing sufficient time for the number of classes which the Field Supervisors must conduct.

13.3 Period of training

Each class of instruction for Enumerators in urban enumeration areas will consist of a one-half-day training session. (See Training Manual.) Enumerators in other types of areas, who will be instructed in the completion of agriculture documents as well as population documents, will require a full day of instruction. Field Supervisors must be prepared to have additional interviews with Enumerators following these training sessions, and before the start of enumeration, concerning any questions on which they may still be in doubt, such as the boundaries of their areas or plans of visitation.

14. Replacement of Field Supervisors and Enumerators

14.1 Replacement of Field Supervisors

Replacement of Field Supervisors who discontinue their duties for any reason prior to May 15 will require a letter of resignation addressed to the Regional Statistics Officer. He will consult with you in locating a mutually acceptable replacement and will require your written agreement to the appointment. The Regional Statistics Officer will then issue the usual appointment letter and forward the documents to Ottawa. Should a Field Supervisor resign after May 15, you may have to reorganize the district so that the work is distributed between the remaining Field Supervisor and yourself. In case of such a resignation, however, contact the Regional Statistics Officer immediately.

14.2
Replacement
of Enumera-
tors

The problems involved in replacing Enumerators have been outlined in Section 5 (see para. 5.6). If an Enumerator has to be replaced before the instruction classes begin, it will be necessary to secure another candidate so that the Field Supervisor can give him the test and necessary training. Enumerators must understand clearly that they will not be paid for receiving instructions if they do not carry on enumeration work, unless they are prevented from doing so for reasons over which they have no control, such as personal sickness or serious accident. Replacements for Enumerators following the instruction period will receive individual testing of their qualifications, and instructions on their duties. This will involve considerable inconvenience to the Field Supervisors and yourself. It is important, therefore, to select Enumerator candidates who can be relied upon to carry through the task of enumeration to a successful completion.

15. Advance distribution of agriculture questionnaires to farmers

15.1
Purpose of
advance
distribution

The Bureau will distribute to farmers, through the rural mail delivery service of the Post Office Department, a list of the questions to be asked in the Census of Agriculture. Accompanying this questionnaire is a letter addressed to the farm operator explaining the need for the information and asking the co-operation of the operator in completing as many of the questions as possible in advance of the Enumerator's visit. The purpose of this distribution is to save the time of both the farm operator and the Enumerator when the latter calls in June, and to provide more accurate information by allowing the farm operator an opportunity beforehand to work out the answers required for crop acreages, live stock, etc.

15.2
Questionnaires
must not
be mailed

The farm operator is asked not to mail the completed questionnaire to the Bureau of Statistics, but to keep it until the Enumerator calls. However, in the last Census a number of the forms were received at the Head Office because the farmers did not read the accompanying instructions. You must explain to any person who inquires, that these forms are to be held by the farm operator pending the Enumerator's visit. If you can arrange any press or radio announcements regarding this advance questionnaire, without cost, you should do so. It is understood that each Enumerator will be paid for filling out the Agriculture Document (Form 6), even though the farm operator may have partially or wholly completed the advance questionnaire. The Enumerator must make the required checks according to his instructions, and transfer the information to the Form 6 document.

16. Problems in completing areas

16.1
Call-backs in
large cities

The problems arising from Enumerators having to re-visit dwellings several times to find anyone at home, or before contacting a lodger, etc., are most acute in boarding and apartment house areas of large cities. Field Supervisors should be told that they must see that the Enumerators do not allow these call-backs to

accumulate. Wherever call-backs do accumulate, the Enumerator must be instructed to take time off from his regular enumeration to complete them. In any instance where there is danger of the enumeration being seriously delayed by the number of call-backs which have accumulated, you must inform the Regional Statistics Officer immediately.

16.2
Division of
an area

If, during the enumeration period, it becomes evident that an enumeration area is too large for the Enumerator to cover without considerable delay in its completion, you must contact the Regional Statistics Officer immediately to request a subdivision of the area, and outline suggested boundaries for the revised areas. If this is approved, you will be informed of the enumeration area numbers to assign to each part, and any other instructions that may be necessary. Wherever possible, you should select an Enumerator who has completed his own territory to undertake the enumeration of the new area which has been formed by this subdivision.

16.3
Refusals to
answer
questions

Section 6 of the Enumeration Manual instructs the Enumerators in the procedure to follow when individuals refuse to answer census questions. Similarly, Section 25 of this Manual instructs Field Supervisors in their duties in these cases. If, after following the instructions they fail to obtain the information, Field Supervisors are instructed to report the matter to you. In such cases, you will contact the respondent yourself, personally if possible, or by letter emphasizing the importance of obtaining a complete Census. It should be pointed out to the person that all census returns are confidential, and that Section 35 of the Statistics Act makes it compulsory for every person to answer the questions of the Census Enumerator. However, should you fail to obtain the information by this means, you must then write to the Regional Statistics Officer asking for instructions on how to proceed.

17. Return of materials

17.1
Returns from
Field Super-
visors

Field Supervisors will forward the completed and checked returns of each enumeration area to you, with the numbers of the enumeration areas being returned listed in the designated spaces of Form 40 (Return Invoice Slip). You will note that two sets of squares are provided for entries of enumeration area numbers on this Form. Those on the top line are reserved for entries of Field Supervisors' shipments to you. Three copies of Form 40 must be given to you by the Field Supervisor with each separate shipment, on the first copy of which you will sign the statement of receipt (in the left-hand section) and return it to the Field Supervisor. In the areas in which you are the Field Supervisor, it will not be necessary to complete the top line of Form 40.

17.2
Checking of
returns

It is the Field Supervisor's duty to check the accuracy and completeness of the returns of each enumeration area, (see Sections 26 and 29). Your responsibility on receipt of the returns from him is to check that he has carried out this important phase of the work, and to assure yourself that the documents and schedules for each enumeration area are complete and accurate. You are

reminded that further checks of all enumeration areas will be made by the Regional Statistics Officer, and that unsatisfactory work will be returned to you for correction of deficiencies. (See Section 18.)

17.3
Returns to
Regional Sta-
tistics
Officer

You will commence shipments of enumeration areas to the Regional Statistics Officer as soon as the first returns from the Field Supervisors are received and checked. Enter the numbers of the enumeration areas of each shipment in the squares on the second line of the two remaining copies of Form 40 (see para. 17.1). Thus, entries in the top and bottom sets of squares of Form 40 will not contain the same enumeration area numbers, unless you send the identical areas in your shipment to the Regional Statistics Officer, as the ones which the Field Supervisor returned to you in his shipment. On one copy of Form 40, fill out the right-hand section to indicate the date and the number of areas in the shipment, and mail to the Regional Statistics Officer when the shipment is forwarded. You must retain the other copy for your files as a record of the areas you have sent.

17.4
Method of
shipment

You must ensure that all boxes for completed enumeration areas being forwarded to the Regional Statistics Officer are securely closed and properly labelled. These should be delivered personally, expressed or mailed, depending on which is the most convenient and least costly method of return. As your checking of the enumeration areas proceeds, there must be no delay in sending these materials to the Regional Statistics Officer, since this would retard the time schedule of the Census processing operations. When shipments have to be made by express or mail, these must be prepaid, and the expenses entered on your Statement of Expenses (Form 53) with receipts attached. (See Section 38.)

18. Persons or farms missed in the Census

18.1
Checks by
Regional Sta-
tistics
Officer

When the enumeration areas are received by the Regional Statistics Officer, various checks will be made of the completeness and accuracy of the returns from each enumeration area. Should these checks reveal that individuals, households or farms have been missed by the Enumerator, it will be your responsibility to contact the Field Supervisor who must see that the Enumerator obtains the missing information. Similarly, if the Enumerator has left out information on the documents, he will be required to revisit any households or farms as designated by the Regional Statistics Officer to obtain the required information to complete the documents. Payments to Enumerators will be withheld until their returns are completed satisfactorily.

18.2
Persons
reporting
they were not
enumerated

The Dominion Bureau of Statistics occasionally receives correspondence from persons who report that they have not been enumerated in the Census. If this occurs after the receipt of the returns by the Regional Statistics Officer, a check will be made to determine whether there are documents for these persons. If no documents are found, the Regional Statistics Officer will, in some instances, send copies of Individual Population Forms (Form 5) to

these persons to be completed and returned directly to the Regional Statistics Officer. However, it may be necessary for the Regional Statistics Officer to refer certain cases to you for investigation. This is part of your duties. Further, any reports of persons being missed which are brought to your attention by the persons themselves, must be investigated by you, and steps taken to ensure that they are included in the census enumeration. Therefore, it would be advisable for you to retain a number of blank copies of Individual Population Forms for such persons to complete. Any such forms should, of course, be forwarded to the Regional Statistics Officer in regular mailing envelopes, rather than in the special Form 5 envelopes, which must not be mailed.

19. Release of population figures

19.1
No release
before publication

Preliminary counts of the population based on the 1956 Census will be released by the Dominion Statistician as the figures become available. A copy of these preliminary figures will be forwarded to you as published. Until the figures are released officially you are under oath not to divulge information concerning the counts of population in your district.

19.2
Publicity
given to
figures

When you receive the official releases, the more publicity that can be given to the preliminary figures the better. Your co-operation is enlisted in seeing that they get as wide circulation as possible, requesting persons who think they have not been enumerated in the Census to notify you immediately. All such reports should then be investigated. If a person has been overlooked, you will take the necessary action to see that he or she is included in the Census (see also previous Section 18), and the information forwarded to the Regional Statistics Officer.

PART II - INSTRUCTIONS FOR FIELD SUPERVISORS

20. Study of enumeration area boundaries

20.1
Familiarize
yourself with
all boundaries

Upon completion of your training as a Field Supervisor for the 1956 Census of Canada, your first duty will be to study the map and descriptions of the enumeration areas so as to familiarize yourself with their boundaries. The Commissioner for your district has checked these descriptions for duplications or omissions of territory, accuracy of boundaries, etc. (See Section 3.) However, it is absolutely essential that you become thoroughly familiar with the boundaries of all enumeration areas in your territory, since you will have to advise Enumerators when questions of boundaries arise. Furthermore, your study of these areas may reveal discrepancies that have escaped the notice of the Head Office and the Commissioner.

20.2
Clear descrip-
tions of bound-
aries

In familiarizing yourself with the boundaries of the enumeration areas, you must satisfy yourself that all maps and descriptions are sufficiently clear to be readily understood by the Enumerator and that the boundaries are identifiable on the ground. It is imperative that an Enumerator keep within the bounds of his own area, and also that he does not overlook any portion of it. Field inspections will be necessary in all cases where descriptions or maps are such that you are not certain of the exact location of a boundary.

20.3
Changes in
maps or des-
criptions

If you consider that any change in boundaries should be made either in the descriptions or on the maps, write down the reasons and give them to the Census Commissioner. If the Commissioner approves of your suggestion for change, he will request authorization for it from the Regional Statistics Officer. You must make no changes whatsoever in boundaries on the maps or descriptions without first discussing the matter with the Census Commissioner.

20.4
Areas without
maps

Some enumeration areas will not have maps to accompany the printed descriptions of their boundaries. These will usually be small incorporated or unincorporated villages, or they may be unorganized areas. Although efforts have been made to obtain maps for these areas, it has not been possible to secure them in all cases. You will have to satisfy yourself of the boundaries of such areas so as to advise your Enumerators and thereby avoid the possibility of duplication or omission of territory.

20.5
Dwellings
difficult to
find

While familiarizing yourself with the areas under your supervision, you must watch for dwellings which an Enumerator might have difficulty in finding, or is apt to overlook. These may be shacktowns, homes in newly built-up areas, occupied summer cottages or dwellings in out-of-the-way places, etc. When you find such dwellings, make a record of them and be sure to notify the proper Enumerator. You should retain this list for checking the completed returns of the enumeration areas concerned. (See Section 29.)

21. Examination of candidates

21.1 Notice to report for test

It is the duty of the Census Commissioner to provide suitable candidates for the enumeration areas under your supervision. He will supply you with a list of candidates on Form 37 (List of Candidates and Enumerators). Using Form 34 (Initial Notice to Candidates) or by other means, you will notify each one to report to you on the day selected for examining the candidates on their qualifications. You will note that candidates are to report for the test at their own expense. You must make certain that you have at least one candidate for each enumeration area assigned to you. If, for example, any of the candidates inform you that they have decided not to report for the test, you must request the Commissioner to secure additional candidates as required. The test should be given not later than May 12, to allow sufficient time for marking papers, appointing Enumerators, and testing any additional candidates required.

21.2 Test of can- didates

The test shall be given according to the instructions contained in Part IV of this Manual. After each candidate has been given the test, the papers must be collected and marked, using the "Answer Key" and the marking instructions included in Part IV. You will then enter the marks obtained by each candidate on Form 37. It is essential that you retain the test papers for the duration of the field work, after which they must be returned to the Regional Statistics Officer. (See Section 31.)

21.3 Notification of appointment

After the test papers have been marked, you will consult with the Census Commissioner who will make the decision on the appointment of Enumerators for your areas. Those appointed must be notified on Form 35 (Notice to Report for Training) in all cases where this is the most convenient method of informing the Enumerators of the date and place of instruction. Those not appointed must be notified accordingly. Form 36 (Notice to Candidates) is designed for this purpose. As soon as possible after the Enumerators have been appointed, two copies of Form 37 (List of Candidates and Enumerators) must be completely filled in and given to your Census Commissioner for despatch to the Regional Statistics Officer.

22. Training of Census Enumerators

22.1 Importance of training

The importance of proper training of the Enumerators cannot be over-emphasized; on them depends the success or failure of the Census. Their training is your responsibility. Furthermore, if the Enumerators under your supervision are adequately trained in every particular, you will save yourself a great deal of trouble during the course of the enumeration and when you have to check their work. Remember that you are responsible for the completeness and accuracy of the Census in your areas, and its execution within the time allotted. The instructions on the training procedure which are contained in the Training Manual are the result of much experience and study on the part of Census officials and you must follow them closely. Consult your Commissioner on such matters as the spacing of your training classes during the week of May 21 to May 26, as well as the number and sizes of your classes. (See Section 13.)

22.2
Distribution
of supplies
to Enumer-
ators

You will assist the Commissioner in getting the necessary supplies for your Enumerators to the hall or room being used for the instruction classes in ample time for the training sessions. This room must be properly secured to prevent unauthorized persons having access to it. When the Enumerators arrive to receive instructions, you will give them their portfolios which contain all the forms they will need for their training. Some of the forms in the portfolio will be used in the actual enumeration, so you must inform the trainees to handle them with care and not to mark any until told to do so. After you have completed the training and satisfied yourself of the Enumerators' ability to carry on the work you will then distribute the boxes containing the additional forms required for enumeration. (See Sections II and XII of the Training Manual)

22.3
Oath of
Office

You are authorized by the Minister of Trade and Commerce to administer the oath of office to your Enumerators. This Oath is contained on Form 30 (Oath of Office). The administering of the oath will take place at the commencement of the training session according to the instructions in the Training Manual. Each Enumerator must sign the Oath of Office, but before he does so, it is most important that you explain the various points covered by this Form and the penalties attached.

22.4
Identity Card
(Form 13)

Each Enumerator is provided with an Identity Card (Form 13) in his portfolio. Each of these must be signed by you as explained in Section XII of the Training Manual. Enumerators must carry these Identity Cards with them at all times and show them whenever necessary to establish their authority as Census Enumerators. You must make it clearly understood that these Identity Cards are to be returned to you when the enumeration is completed.

22.5
Replacement
of
Enumerators
during
training

After taking the oath of office, Enumerators may not resign without good reason. However, it may happen that a trainee, after having started to receive instructions has to drop out because of sickness or other cause. Also, you may find during the training session that an Enumerator cannot absorb the instructions and would not be able to carry out a satisfactory enumeration of his area. In any such case, you must get in touch with the Commissioner immediately, asking him to nominate another candidate for this area. It will then be necessary for you to test the new candidate and instruct him in his duties.

22.6
Problems of
individual
Enumerators

In the days following the training sessions, (viz., May 28 to May 31), you must be available to the Enumerators to answer questions concerning individual areas before they start their enumeration. Aside from issues arising from the filling in of the various forms, such questions may relate to boundary problems, out-of-the-way places in an area, the best route to follow to cover the territory, problems in enumerating transient accommodations on June 1 in certain areas, and so forth. In cities and towns, where the Enumerators are within fairly close reach, you should arrange to meet and interview as many of them as possible, and particularly those who have difficult areas or ones in which you know problems exist. In rural areas, it may be more convenient to interview Enumerators individually at some time during the day or evening on which they are gathered together for training. In any event, your time-table must be so arranged as to meet each Enumerator outside the periods reserved for training.

23. Preparations for enumeration of transients

23.1 General instructions

The enumeration of all hotels, missions, tourist camps, motels as well as institutions of the types where occupancy may change from day to day, (e.g., general hospitals, city jails, etc.), must be completed on June 1. In most cases this will mean starting the enumeration on the evening of May 31, to ensure that all persons who sleep in the hotel, mission, tourist camp, etc., on that night are included. Special enumeration procedures, as described in the following paragraphs, will be required for these places.

23.2 Large hotels and general hospitals

Each hotel or general hospital, etc., having accommodation for 200 or more guests or patients is a separate enumeration area, and it is the duty of the Census Commissioner to provide a suitable Enumerator for each such area, recruited wherever possible from the hotel or institutional staff or residents. Although these special Enumerators do not attend the classes of instruction, it will be your responsibility to see that they are fully aware of their duties, including the necessity for completing the enumeration on June 1, and the method of completing the population questionnaires, (Forms 1, 2, 3 and 5).

23.3 List of small hotels, missions, tourist camps, etc.

The enumeration of all hotels, missions, tourist camps, motels, and other types of transient quarters with accommodation for less than 200 persons (i.e., any which are not shown in the descriptions as separate enumeration areas), must be carried out by the Census Enumerators in the areas where these dwellings are located. This enumeration must be completed on June 1, before the regular house-to-house visits are started. To prepare for this enumeration, you must make a list before May 20, of all hotels, tourist camps, etc., located in each enumeration area under your supervision, so that you may advise the Enumerator concerned and provide him with sufficient copies of Form 5 where required, (see paragraph 23.5). The list should show the location of each establishment of this type, the expected number of persons who will be staying there on the night of May 31, and any notes regarding the best time to conduct the enumeration. (See following paragraph.)

23.4 Co-operation of management

In preparing the list of these establishments, you will have to interview the managers or officials in charge to ensure their co-operation when the Enumerator calls. This interview will include questions as to the expected number of guests, patients or inmates on the night of May 31, as well as advice regarding the best time to conduct the enumeration in order to obtain a complete count of all persons who will be staying there on that night. In some cases, a copy of a letter provided for your use from the Canadian Hotel Association to its member hotels, requesting their co-operation with Census authorities, may be of assistance in this interview.

23.5 Enumeration procedure

In all establishments where it is not possible for the Census Enumerator to conduct a personal interview with each guest

or inmate, it will be necessary to use Form 5 (Individual Population Form) for this enumeration. Arrangements should be made to have these Forms placed in the room boxes, (as in the case of hotels), or distributed to the patients or inmates by an official of the establishment (as in hospitals). After the information has been obtained on a Form 5, the Enumerator must transfer the data to a Form 2 or Form 3, whichever is applicable. In most cases, this method will involve the distribution of copies of Form 5 during the evening of May 31, and the collection and transcription of the information during the following morning. Enumerators, particularly of the larger hotels, should station themselves in the hotel and be available during these times to assist guests in completing the forms.

23.6
Areas with
large numbers
of hotels,
etc.

In preparing your list of the smaller hotels, missions, tourist camps, hostels, etc., you may find that a few enumeration areas, particularly in congested districts of large cities, contain too many of these establishments for one Enumerator to complete on June 1. When you find this to be the case, you must contact your Census Commissioner and explain the situation to him. The Census Commissioner will immediately get in touch with the Regional Statistics Officer who will advise on the type of assistance that should be given to the Enumerator of that area in order that he can complete the enumeration on June 1.

23.7
Permanent
residents
in hotels,
etc.

Some establishments which provide transient accommodation will also contain staff members and their families, permanent guests, etc., for whom the establishment is their usual place of residence. It is not necessary for the Enumerator to contact such persons during the evening of May 31 or the morning of June 1, and their enumeration can be carried out after all transient guests, inmates, etc., have been accounted for. However, it is important that the complete enumeration of the hotel, tourist camp, institution, etc., including both permanent and temporary occupants, be carried out before starting the regular house-to-house visits. All documents pertaining to one such establishment must be kept together.

24. Preparations for enumeration of other special areas

24.1
Sanatoria,
mental
hospitals,
etc.

Sanatoria, mental hospitals, homes for the aged, convents, penitentiaries, reformatories, and orphanages, represent types of institutions where persons usually remain for relatively long periods of time. For enumeration purposes, the institution is considered to be the usual place of residence of all patients or inmates therein. Thus, it is not necessary that the enumeration be completed on June 1, as in the case of hotels, general hospitals, tourist camps, Y.M.C.A.'s, etc. The larger institutions with accommodation for 200 or more patients or inmates are separate enumeration areas. The special Enumerators appointed from the staff or inmates are not required to attend the training classes, but you must instruct them in their duties as well as supervise and check their work. The smaller institutions of this type will be enumerated during the course of their regular rounds by the Enumerators of the areas in which the establishments are located.

24.2
Military
camps and
stations

Each military camp, station, or barracks, etc., is a separate enumeration area, and all military and civilian personnel who sleep within its boundaries will be enumerated by a special Enumerator appointed by the Department of National Defence. It is your responsibility to contact the Camp Commandant to ensure that there is no confusion over boundaries, and also to invite the special Enumerator to attend the training class. You must leave your name, address, and telephone number with the Camp Commandant, and maintain close liaison with the military authorities. Note carefully that civilian day-time workers at the camp as well as military personnel, who maintain homes outside the camp boundaries, will be enumerated by the regular Enumerators at their places of residence. On the other hand, all living quarters, whether civilian or military, on camp property will be enumerated by the special Enumerator.

24.3
Indian
Reserves

Each Indian Reserve is a separate enumeration area, and the Enumerator will be the Superintendent of the Indian Agency or a person selected by him to carry out the enumeration. Your Commissioner will inform you of the names and addresses of any Enumerators of Indian Reserves in your areas. You must inform them of the time and place of the training class, and be responsible for their instruction as well as for the supervision and checking of their work.

24.4
Merchant
ships

Persons on merchant ships of 1,000 tons or more will be enumerated by a special procedure, and you need not be concerned with them. Persons on ships and boats of less than 1,000 tons, however, will be enumerated in the usual way, that is to say, each boat will be considered a dwelling and entered as such in the Visitation Record. Therefore, if at any time during the period of your enumeration there are boats of less than 1,000 tons in dock or at anchor in your areas, you must remind the Enumerators concerned that they are required to enumerate on a Form 2 all persons on these boats who have no usual place of residence elsewhere. They will enumerate on a Form 3 those persons with a usual residence elsewhere in Canada but who were temporarily staying on the boat (i.e., slept there on the night of May 31). If the Enumerator is not certain whether the ship is less than 1,000 tons, he must make inquiries before enumerating any persons on board.

25. Supervision of Enumerators in the field

25.1
Field
Supervisor's
Identity Card
(Form 14)

You will be supplied with an Identity Card which will serve as your identification in the same way as the cards of the Enumerators. When accompanying Enumerators on their rounds, or visiting homes on matters of refusals, call-backs, or other problems, you should use this Card to establish your identity. The card serves as your authority to carry out all duties required of you.

25.2
Communica-
ting with
your Enumer-
ators

If you are a Supervisor in an urban district, you must try to see each Enumerator twice a week to check the quality and quantity of his work, (as outlined in following Section 26), and to satisfy yourself that the time schedule for completing the enumeration will be met. Keep in mind that the initial visit is

especially important, and you should arrange to see all of your Enumerators as soon as possible after the enumeration starts. In some areas, it may not always be possible for a Field Supervisor to see each Enumerator twice a week because of the long distances he may have to travel in order to do so. In such cases, you must determine which of the Enumerators require the most attention, and follow their work more closely. However, in all areas, Enumerators should be visited at least once a week, if at all possible, and their work checked whenever opportunity permits.

25.3
Prepare
time-
table in
advance

Experience has demonstrated that it is very difficult for Field Supervisors to contact Enumerators in the field without making arrangements beforehand as to where they will be at a given time. Consequently, you will find it advantageous to prepare in advance a time-table with each of your Enumerators, specifying the time and the place where you will meet him. In urban areas, such a time-table could be prepared each evening, by contacting the Enumerators you intend to visit on the following day. In areas where the Enumerators are not so readily accessible, arrangements may have to be made to cover a longer period.

25.4
Use of
telephone

Enumerators should be told that they may communicate with you by telephone as often as necessary on any problems which arise in their areas provided long distance calls are not required. Since you will have to do considerable travelling, and will be expected to work at irregular hours, it will be advisable to specify the times and places where Enumerators can reach you by telephone. In rural areas, where long distance calls may be costly, you must impress on the Enumerators that they may call you only when there is real need for it. In such emergency cases, the Enumerator should reverse the charges. These charges must be entered on your expense account with receipts attached. (See Section 37.)

25.5
Problems
of call-
backs

In the course of their work, Enumerators will encounter instances where they will have to make several calls before they find someone at home to answer the Census questions. You must see that they do not allow these call-backs to accumulate. When you meet each Enumerator, find out the number of call-backs he has pending. If you find them in any quantity, suggest that he take time off from his regular enumeration to complete them. In certain sections of large cities (e.g., boarding and apartment house areas), the problem of call-backs may be a serious one. If such is the case in any of your areas, consult your Census Commissioner who will obtain the advice of the Regional Statistics Officer.

25.6
Refusals
to answer
questions

Section 35 of the Statistics Act makes it obligatory for every person to answer the Census questions. It is possible that some of your Enumerators may experience difficulty in securing answers. They have specific instructions on how to conduct themselves in these cases. When they report such instances to you, it will be necessary to contact the individuals concerned and attempt to obtain the required information in a tactful manner. You should emphasize the importance of a complete Census, and the confidential nature of the returns. If persons still persist in their refusal, you will report the matter immediately to the Census Commissioner

who will then deal with the problem. Normally, if you are able to obtain the information, you will give it to the Enumerator for transcription to the document(s) left blank for this purpose.

25.7
Adherence
to time
schedule

Always keep in mind that you are responsible to the Commissioner for ensuring to the best of your ability that the time schedule set for completing the enumeration will be met. Otherwise, the work of compiling the results of the Census will be delayed. If, in the course of your supervisory duties, you have reason to believe that one or more of your Enumerators will not complete the work in the required time, discuss the matter with your Commissioner to determine the advisability of providing assistance, either by employing other Enumerators who have completed their areas or by training new ones. Any action taken to divide an area for this purpose must, of course, receive prior authorization from the Regional Statistics Officer.

25.8
Replacement
of Enumerators in
the field

If the work, or conduct, of an Enumerator is unsatisfactory, it is your duty to report him to the Commissioner. If an Enumerator has to resign because of illness or other reasons, you will ask the Commissioner for a replacement immediately. You will train the replacement as soon as possible so as not to delay the work. At times you may be tempted to wait for another Enumerator to complete his area and assign him to finish the work of an Enumerator who has to be replaced. This should only be done if you are absolutely certain that both areas will be completed within the required time limit.

26. Checking the Enumerators' work in the field

26.1
Importance
of field
checking

When you meet your Enumerators during their period of enumeration, it is important that you check their work as thoroughly as possible and give them all the assistance you can. In the early stages of the enumeration you will have to visit your Enumerators as soon as possible to ensure that each is well started and doing the work correctly. This will save you a great deal of trouble when you have to make the final check of their work before returning the enumeration documents to the Commissioner. As you continue your rounds after your initial visits with the Enumerators, you will spend the most time with those who appear to need the greatest assistance.

26.2
Checking
procedure

When you meet the Enumerators in the field, you must answer any questions they may ask concerning their work, and discuss problem cases which have arisen in their areas. Further, you should accompany the Enumerators on as many interviews as possible to observe their enumeration technique and methods. You must satisfy yourself that each Enumerator is familiar with the boundaries of his area, and is obtaining complete coverage. Finally, you must examine the enumeration documents completed by the Enumerator and check carefully all of the items listed in the following paragraphs.

26.3
Examination
of documents,
schedules,
etc.

During your visits with the Enumerator you must examine the forms completed by him to determine whether he understands thoroughly the uses, and methods of handling, of all documents, schedules and supplies. You must satisfy yourself that all entries on the enumeration documents and schedules are complete and appear to be accurate. The methods for checking the accuracy and consistency of entries on the various documents are described at Section 29. Specifically you should ascertain whether:

- (1) entries on Form 1 (Visitation Record) are being made correctly, using pen and ink;
- (2) entries on Forms 2, 3 and 6 are being made in the prescribed manner with the special mark-sense pencil; (Note.- Documents on which the Enumerator has used a pen in error must be re-copied using new documents. If an ordinary pencil has been used, the entries must be marked over with the mark-sense pencil.)
- (3) both sides of Form 2 (Population Document) are being used by the Enumerator, and one side only of each Form 3 (Temporary-Resident Document);
- (4) the Agriculture Document (Form 6) and Live Stock Elsewhere Than on Farms Schedule (Form 7) are being used wherever applicable and are correctly filled out;
- (5) in rural areas, Enumerators are making proper identification entries on their maps or township plans.

26.4
Checking
proper use of
Form 5

Apart from its use in hotels, missions, and other accommodations for transients on June 1, the Individual Population Form (Form 5) is to be used only as a last resort when the Enumerator is unable to arrange a call-back time to interview personally anyone for whom the Census information cannot be supplied by other members of the household. When an Enumerator leaves one of these Forms in a home, he must be sure to call back for it at the stated time. Once he has picked up the Form 5 he must transfer the information to the Form 2 or Form 3, whichever is applicable, and then retain the Form 5 for return to you with the completed enumeration documents. You must check that the Enumerator is not using this Form where it is not required, that he is collecting all Forms left at homes, and that he is retaining all copies for return to you after transferring the information.

27. Reports on the progress of field work

27.1
Types of
reports

In order that the progress of the enumeration throughout all parts of Canada can be observed during the period of the field work, and remedial action taken wherever necessary, a system of progress reporting on the part of Enumerators and Field Supervisors is an essential part of the field operations. As a Field Supervisor you will be concerned with two types of progress reports, those which the Enumerator makes to you, and those which you make to the Regional Statistics Officer, with a copy for the information of the Commissioner.

27.2
Enumerator's
Progress
Report
(Form 10)

The Enumeration Manual instructs each Enumerator to mail, or preferably deliver, to you a progress report of his work on Form 10 twice each week until the enumeration is completed. These reports must be filled out at the end of the working day on each Monday and Thursday, (viz., June 4, 7, 11, 14, 18, etc.), and in your hands by the following day. Thus, you should receive a report from each Enumerator on Tuesday and Friday of each week until the enumeration of your areas is completed. If, on the day after the above dates, one or more of your Enumerators has failed to send you this progress report, you must communicate with him to ascertain the reason of this failure and obtain his report immediately.

27.3
Extra copies
of Form 10

Each Enumerator is supplied with six copies of Form 10 (one in the portfolio and five in the box of materials). Stamps are imprinted on the Form for mailing purposes. You will be supplied with extra copies which are not stamped, and are printed in a different colour. If any of these are required, you will have to supply the necessary stamps to the Enumerators, charging the cost on your Statement of Expenses (Form 53) with receipts attached. (See Section 37.)

27.4
Field
Progress
Report
(Form 11)

On receipt of the Enumerator's progress reports on Tuesday and Friday of each week, you must immediately fill out two copies of Form 11 (Field Progress Report) one copy of which is to be placed in the hands of your Commissioner without delay. You will mail the other copy of the report at once to the Regional Statistics Officer. The prompt dispatch of these reports is important, since it is the only way that the progress of the Census can be followed in the many districts across Canada.

28. Return of completed areas to Field Supervisors

28.1
Areas re-
turned one
at a time

When Enumerators have completed their enumeration, you should arrange a time-table for them to return their supplies to you. You will readily realize the advantage of having the Enumerators come to you one at a time rather than in groups. This method will give you the opportunity of making a check of the work of each Enumerator while he is present. Very often, he may be able to provide explanations thus avoiding any waste of time that would be required to contact him a second time.

28.2
Method of
returning
supplies

In certain instances as outlined in Section 35, Enumerators in rural areas will be allowed return fare by train or bus, or automobile mileage, to return their completed work to you. In cases where returns are made by express or mail, the Enumerator will pay the postage and registration fee, or the express charges, and obtain a receipt. He will charge the cost on his Account Form (see Form 51, Item 7), attaching the necessary receipts. When Census returns are forwarded by this method, you must caution Enumerators to see that the box is properly closed and securely bound, and that they make use of the gummed tape supplied so as to prevent any damage to the documents.

29. Final check of Enumerators' work

29.1
Responsibility for
work of
Enumerators

The importance of checking thoroughly the work of your Enumerators cannot be over-emphasized. Final responsibility for the accuracy and completeness of the Census in the areas under your supervision is placed on you. The checking of their work should be done in two parts, viz., (1) an appraisal of the Enumerator's work in his presence when the returns are made, and (2) a detailed check of the documents and schedules following this interview. If you adhere to the instructions outlined in this Section, you will find that the checking of the work of the Enumerators can be accomplished fairly rapidly.

29.2
Check during
presence of
Enumerator

When the Enumerator has completed his enumeration area, he will return his box to you with all completed forms and supplies as listed on Form 15. Following are the duties you must carry out while the Enumerator is still in your presence.

- (1) Check the contents of the box with Form 15, to make sure that the number of forms and supplies returned corresponds with the entries in Column 3, and quantities issued.
- (2) Check the map of the enumeration area and the descriptions, especially around the boundaries. Satisfy yourself by questioning the Enumerator carefully, that the area has been completely canvassed. Completeness of coverage can be judged by:
 - (a) checking the names of persons whom you know are residents of the area;
 - (b) checking against the Census returns, the list of out-of-the-way dwellings and other difficult cases you prepared when you were studying the area;
 - (c) in cities where Street Indexes are provided, checking Census returns against street and house numbers listed in the index;
 - (d) in rural farm areas, checking the maps (or township plans in the Prairie Provinces) for completeness of farm coverage, (see Enumeration Manual, Sections/00 and/01);
 - (e) in those rural areas where Field Supervisors have been given a "List of Specified Farms", checking to ensure that all such farms have been enumerated.
- (3) Verify that all call-backs have been made, all Individual Population Forms (Form 5) collected and accounted for, and the information on each Form 5 transferred to the appropriate Population Document.

- (4) Examine the account forms and vouchers to make sure that they are properly completed. You will make a more detailed check of each item later. (See following Section 30)
- (5) Examine the Enumerator's work to see if the entries on the various documents and schedules appear complete and accurate. Inform him that you will be making a more detailed check of his work later, and that it will be necessary for you to contact him if you encounter errors or omissions. Inform him also that re-enumeration will be required if these discrepancies are of a serious nature.

29.3
Detailed
check of
returns

The thoroughness of your detailed check of each Enumerator's returns following this interview will be governed in large part by the quality of the work demonstrated by the Enumerator during your visits with him in the field. You must also keep in mind that a time limit has been set for the completion of the Census, and the checking must keep abreast of the receipt of the returns from the Census Enumerators. For this reason, some of your checks may have to be carried out on a sample basis. However, you must keep in mind that, if the work is not satisfactory, it will be sent back by the Regional Statistics Officer for proper completion. For example, if you are pressed for time, you might start out by checking completely every tenth Population and every fifth Agriculture Document. If you find that documents so examined contain errors or omissions, then a complete check of all documents will be necessary.

29.4
Check of
Visitation
Record
(Form 1)

The Visitation Record (Form 1) must be checked for accuracy and consistency of entries, and especially to ensure that the Enumerator has understood the method of entering the number of persons in each household (Columns 5 to 9 inclusive). Note carefully the following items.

- (1) Check the identification entries on the front cover to see that they have been properly completed.
- (2) From your knowledge of the geography of the area, and the descriptions, determine whether all unincorporated villages and settlements have been indicated in Column 1.
- (3) Compare the household number in Column 2 with the numbers marked in Question 1 of the Population Documents (Form 2) for the household head and other members of the household.
- (4) Examine the entries in Column 3 and 4 (Name of household head and exact location of dwelling) for completeness and accuracy. Check also for such entries as "Vacant" and "Under Construction", as well as the names of any hotels, institutions, etc.

- (5) Check the total number of persons listed in Columns 5, 6 and 7 to see that it agrees with the number of Population Documents (Form 2) that have been completed for the enumeration area.
- (6) Check the total number of persons listed in Column 8 to see that it agrees with the number of Temporary-Resident Documents (Form 3) filled out for the area.
- (7) Examine the entries in Column 10 (Remarks) to ensure that "closed" dwellings and summer cottages have been indicated, call-backs have been made, and Individual Population Forms collected and ticked off.

29.5
Check of
Population
Documents
(Form 2)

You must make sure that all Population Documents (Form 2) are arranged in the jackets so that the households are in numerical order as entered on the Visitation Record. As mentioned in item (5) of foregoing paragraph 29.4, you must check to see that every person listed in Columns 5, 6 and 7 of the Visitation Record is enumerated. Check on Form 2 carefully the following list of items.

- (1) Mark-sense entries (i.e., "X" marks in the rectangular boxes) must be from corner to corner and firmly marked. Any faint marks must be gone over with the mark-sense pencil.
- (2) "Write-in" answers to Questions 2, 3 and 4 must be legible, and must not run over into the boxes for mark-sense entries.
- (3) There must be an entry in each of Questions 1-9 inclusive, for every person enumerated.
- (4) Each of the three columns of Question 1 (Household number), and of the two columns of Question 6 (Age at last birthday), must contain only one mark, for every person enumerated.
- (5) Check answers to Question 5 (Sex) for consistency with Question 3 (Name) and Question 4 (Relationship to head of household).
- (6) Check answers to Question 6 (Age) and Question 7 (Marital status) for consistency (e.g., that persons under 15 years of age are not shown as married, widowed or divorced).
- (7) Check entries in Question 8 (Does this person live on a farm?) to ensure that "Yes" has been marked for all persons in dwellings on holdings where Agriculture Documents (Form 6) have been completed. Watch for omissions in answers to

this question, as well as inconsistencies with the presence or absence of a completed Form 6.

- (8) Check answers to Question 9 (Where was this person on June 1?) to make sure that the number of documents in a household marked as "Here" agrees with the entry in Column 5 of the Visitation Record for that household, and any marked "Elsewhere" agrees with the sum of Columns 6 and 7.

29.6
Check of
Temporary-
Resident
Documents
(Form 3)

Your check of the Temporary-Resident Document (Form 3) must first ensure that there is a completed Form 3 for every person listed in Column 8 of the Visitation Record. (See also item (6) of para. 29.4) Further, you must carry out the same checks for Form 3 as outlined for Form 2 in items (1), (2), (5) and (6) of foregoing paragraph 29.5. Other items to check on Form 3 are as follows.

- (1) There must be an entry in each of Questions 2 to 9A inclusive, for every person enumerated.
- (2) The answers to Questions 4, 8 and 9A should refer to the person's usual place of residence, and not to the temporary location where he was enumerated.

29.7
Check of
Individual
Population
Forms
(Form 5)

You must satisfy yourself that the Enumerator has transferred the information from each Form 5 used in the enumeration to a Form 2 or Form 3, and that all copies of Form 5 left at homes have been picked up and returned to you with other enumeration materials. Compare the entries on a sufficient number of Forms 5 with the corresponding Forms 2 and 3 to ensure that the Enumerator has been transcribing the information correctly, and to the appropriate form. Examine the entries in Column 10 (Remarks) of the Visitation Record regarding the leaving of Individual Forms and make sure that all are accounted for.

29.8
Check of
Agriculture
Documents
(Form 6)

Your check of the Agriculture Documents (Form 6) must ensure that there is a completed document (Part I and Part II) for every occupied farm (resident and non-resident) in each enumeration area. The Agriculture Documents must be in sequence by Farm Number, with Part II following Part I for each farm. The Enumerators have been instructed to complete a document for a farm in cases where they are in doubt. You must adjust these cases in such a way that there is never duplication in the enumeration of farm land in the area under your supervision. Further, you must check all the Agriculture Documents completed by each Enumerator to ensure that they are correctly marked, so that it will not be necessary for the Regional Statistics Officer to return the documents for further information. The following items must be checked in this final review.

- (1) All marks must be made with the mark-sense pencil.

29.8
Check of
Agriculture
Documents
(Form 6)
- Con.

- (2) Faint marks must be gone over with the mark-sense pencil.
- (3) Areas must be reported to the nearest whole acre, except where provision has been made on the document to report certain crops to the nearest tenth of an acre.
- (4) Dollars only must be entered in all questions on value.
- (5) The following questions must always have an entry:
 - (a) Name of farm operator, Farm Number, District and Enumeration Area Number on both parts of the document;
 - (b) Address of farm operator (Question 1);
 - (c) Location of farm (Question 2);
 - (d) Residence of farm operator (Question 3);
 - (e) Tenure (Question 4(a), (b), or (c)).
 - (f) Total area (Question 5);
 - (g) Electric power (Question 68);
 - (h) All questions with "None" squares (Questions 6, 12, 13, 35, 38, 41, 47, 48, 57, 65, 66, 67 (g)).
- (6) Acreage questions must be in agreement:
 - (a) Question 5 must equal the area entered in the space at the bottom of Column (f), Question 2.
 - (b) Question 4(a), (b), and (c) must equal Question 5.
 - (c) Questions 6 to 11 must equal Question 5.
 - (d) Questions 32(a) to 32(o) must equal Question 32(p) to the nearest acre, and Question 32 must equal Question 32(p).
 - (e) Questions 15 to 32 must equal Question 33.
 - (f) Question 33 must equal Question 6 unless intercropping occurs, in which case Question 6 will be less than Question 33 by the extent of the intercropping.

(7) Live stock numbers must always be checked:

- (a) Questions 36 and 37 must equal Question 35.
- (b) Questions 39 and 40 must equal Question 38.
- (c) Questions 42 to 46 must equal Question 41.
- (d) The number of heifers reported in Question 47 must not be greater than the number reported in Question 45.
- (e) The number of cows and heifers reported in Question 48 must not be greater than the number reported in Question 46.
- (f) Questions 58 to 61 must equal Question 57.
- (g) Questions 62 to 64 must equal Question 65.

(8) Questions on farm machinery 67(a) to (f) must equal Question 67(g).

(9) In the questions on production of whole milk, May 1956, the pounds of milk as given in Column 2 (Milk equivalent) of Questions 49 to 53 must equal the total pounds of milk reported in Question 54.

29.9
Check of
Live Stock
Schedule
(Form 7)

Check to ensure that there are no entries on this schedule for holdings of three acres or more (Column 2). There must be an Agriculture Document (Form 6) for such holdings if agriculture operations are conducted on them. From your knowledge of the area, check the forms to make sure that the entries are reasonable and appear to be complete and accurate.

30. Checking of Enumerators' account forms

30.1
Preparation
of accounts
and initial
check

Enumerators are provided with account forms for enumeration (Form 51 or 52) in triplicate. The white and pink copies are to be filled out and submitted to you. The Enumerator will retain the green copy. When the account forms are submitted to you by the Enumerator personally, you must make a preliminary examination in his presence to ensure that they are properly completed, and receipts attached for allowable expenses, as outlined in Sections 33, 34 and 35. You will discuss with him any charges which do not appear to be according to the regulations, or which in your opinion are excessive, and make the necessary adjustments.

30.2
Detailed
check of
accounts

In the final and detailed check which you are required to make of all account forms, you must examine each carefully as to the following:

- (1) Check the amount claimed for receiving instruction with Form 38 (Instruction Attendance Record), to ensure that this claim is valid;
- (2) check its accuracy with the number of units of each completed document, schedule, etc., submitted, according to the rates of pay allowed for that type of area;
- (3) check the reasonableness of any expense charges and verify that they are allowable under the regulations;
- (4) check the accuracy of the multiplications and additions made in arriving at the total payment;
- (5) check to ensure that proper receipts are attached where required.

30.3
Sign both
copies to
certify
payment

After you have examined each account, and are satisfied that it is in order for payment, you will sign the white and pink copies in the space provided and forward them to the Commissioner with the enumeration materials for that area. If you find errors in the account or charges which will not permit you to certify it, you will make the necessary changes in the "Units submitted" column, change the total accordingly, and initial the form beside the word "total". You must advise the Enumerator of these changes.

31. Return of materials to Census Commissioner

31.1
Returns to
be made
promptly

After you have completed the checking of the enumeration documents and the account forms, they are to be forwarded to the Census Commissioner, personally if possible, otherwise by express or mail depending on which is the most convenient and least costly method. You should not wait until all the returns for your areas are completely checked before forwarding them to the Census Commissioner. As soon as two or three areas are completed, they should be forwarded at once and not allowed to accumulate.

31.2
Use of Return
Invoice Slip
(Form 40)

For each shipment of returns to the Census Commissioner, you must fill out three copies of Form 40 (Return Invoice Slip) to accompany the shipment. Complete the identification entries in the heading and enter the identification numbers of the enumeration areas you are returning to the Commissioner in the upper set of squares along the bottom of the Form. One copy is to be filled out and signed in the left-hand section by the Commissioner and returned to you. He will retain one copy for his own file and forward the third copy, filled out and signed in the right-hand section, when making his returns to the Regional Statistics Officer. (See also Section 17.)

31.3
Return of
spare supplies

When you are returning the last boxes of completed enumeration areas to the Commissioner, you must gather together all spare Census supplies and materials in a separate carton and forward them to the Commissioner for return to the Regional Statistics Officer. These will include all extra supplies which were not used in the enumeration, as well as the completed Instruction Attendance Records (Form 38) and the Personnel Selection Tests (Form 33).

32. Re-enumeration and missed persons

32.1
Re-enumeration
of faulty
returns

Your check of the enumeration returns may reveal instances of incomplete or inaccurate information obtained by your Enumerators. It is your duty to see that these Enumerators carry out a re-enumeration in all cases where the discrepancies are of a serious nature. Examples of this would be any instance where you know that one or more persons or farms have been missed by the Enumerator, or where errors or omissions recur in his work. Should such errors not be corrected before forwarding the returns to the Regional Statistics Officer, the forms will be returned to you following an office check to have this re-enumeration done. To avoid this inconvenience and delay, it is in your interests to ensure that the returns you forward to the Commissioner are thoroughly checked for completeness and accuracy.

32.2
Persons or
farms reported
as missed

In addition to your own checks for omissions of persons in the Census, if any persons report that they were missed in the enumeration, you must arrange with the Enumerator to obtain the necessary information from them. Further, you may be advised by your Commissioner of persons or farms reported as missed. If this occurs after the Enumerators have received payment for their areas, it will be necessary for you to discuss with the Commissioner the best means of obtaining the required information. In some cases, the Individual Population Form (Form 5) may be used for this purpose. More detailed instructions on these points are outlined in Section 18 of this Manual.

32.3
Satisfact-
ory comp-
letion of
work

You are reminded that your duties as a Field Supervisor do not terminate until the enumeration in the areas under your supervision has been completed to the satisfaction of the Dominion Statistician. Receipt by you of the final cheque for your services will constitute evidence of this fact. (See Section 36.)

PART III - RATES OF PAY AND ALLOWANCES

33. Types of enumeration areas

33.1
Four types
of areas

You will note in the descriptions of the enumeration areas that each area is designated in the margin as being Type "A", "B", or "C", and in a few special cases, as Type "D". This grouping divides the enumeration areas into four distinct types based on factors such as density of population, difficulties of terrain and amount of travel required.

33.2
Type "A"
areas

Enumeration areas designated as Type "A" are chiefly in urban localities which require a minimum of travel as compared with other types of areas, and generally contain a larger population. Enumerators are paid the basic unit rates (see Section 35) for each document, schedule, etc., completed in the enumeration, but no allowances are paid for travelling or other expenses in carrying out this enumeration. The only expenses allowable to Enumerators of Type "A" areas are in instances where an Enumerator has to travel outside his headquarters area to (a) attend the training session (see Section 34), and (b) to return the completed Census materials to you at the finish of the enumeration (see Section 35).

33.3
Type "B"
and "C"
areas

Areas which have been designated as either Type "B" or "C" are located mainly in rural districts. The same basic unit rates and expenses apply as for Type "A" areas, and in addition, an allowance in lieu of travelling expenses is granted to the Enumerators of these areas in carrying out the enumeration. This extra allowance (see Section 35), is higher for Type "C" areas than for Type "B".

33.4
Type "D"
areas

In certain regions of sparse population, remote from settlement and deficient in means of communication, and in regions which present special difficulties of terrain, etc., a number of enumeration areas have been designed as Type "D" for payment purposes. Unit rates do not apply for this group of areas, and the Enumerators are paid a daily allowance, plus travelling expenses in accordance with the General Travel Regulations. (See Sections 35 and 38.) Census Commissioners who have Type "D" areas in their districts must submit to the Regional Statistics Officer in advance of the Census date an estimate of the expected total costs and time required to complete each Type "D" area. (See Section 6.)

34. Payments to Enumerators for instruction

34.1
Rates of pay
for instruction

Enumerators who are instructed in the completion of both the Population and Agriculture Documents will receive one full day of training, while Enumerators of areas where Agriculture enumeration is not required will be instructed for a period of one-half day. (See Section 13.) An allowance of \$7.50 will be entered on the Enumerator's Account (Form 51 or 52) by Enumerators who receive the full day of instruction, and the amount of \$4.00 by those who attend the one-half-day session.

34.2
Travelling
expenses to
attend
instruction

In some cases Enumerators will be allowed transportation expenses from their place of residence to the place where they will receive their instruction. This allowance will apply only to Enumerators who have to travel outside their headquarters area (i.e., outside the area served by local street car or bus transportation facilities) to attend the training class. Train or bus fare will be allowed under these conditions. In cases where public transportation is not convenient, a mileage rate of 9 cents per mile is allowed if a private automobile is used. When two or more Enumerators travel in the same automobile, only one person will be allowed to claim mileage. You must see that each Enumerator who claims mileage enters in the space provided on the account forms, the number of miles, and the names of the places from and to which he has travelled. The names of any other Enumerators who travelled with him are to be indicated in the space on the form.

34.3
Living
expenses
to attend
instruction

Claims for room or board are not allowable for Enumerators who receive the one-half day of instruction, except in extreme circumstances involving difficulties of travel. Enumerators receiving the full day of training will be allowed their living expenses as authorized while attending the class of instruction. However, when an Enumerator does not have to go outside his headquarters area to receive his instruction, no allowance will be made for either transportation or living expenses. If, because of distance or difficulties of travel, an Enumerator must remain overnight in the place where he receives his instruction he will be allowed room and board. In most cases, however, training centres can be so chosen that Enumerators receiving a full day of instruction will require at most the expenditure for the mid-day meal.

34.4
Your duty
to check
expenses

It is your duty to see that all charges made by Enumerators are reasonable and warranted, and receipts are attached for all lodgings and any other expenditure except meals, and rail or bus transportation. You must satisfy yourself that the entries made on the Enumerator's Account (Form 51 or 52) in regard to any expenses for transportation, room or board, for instruction purposes, are complete and accurate in all respects. (See Section 30.)

34.5
Enumeration
required to
receive
payment

Only in exceptional cases will an Enumerator be paid for the instruction period if he does not also proceed with enumeration. In every case where an Enumerator resigns, either during or after the training session, and does not start any enumeration, you must decide whether these reasons constitute exceptional circumstances (such as sickness or accident) and whether his account for instruction should be paid. Any accounts submitted to the Commissioner with a claim for instruction only, and no enumeration completed, must be supported by a statement from you indicating the reasons for recommending payment of the claim.

34.6
Instruction
Attendance
Record
(Form 38)

You will use Form 38 (Instruction Attendance Record) to record each Enumerator's attendance during the period of instruction. Every Enumerator is required to attend the training session, with the exception of the Enumerators appointed for large hotels and institutions, as outlined in Sections 23 and 24. You must retain the completed copies of Form 38 to check attendance with the Enumerators' account forms when the enumeration materials are returned to you, as explained in Section 30.

35. Rates of pay for enumeration

35.1
Unit rates
for Type
"A", "B"
and "C"
areas

Enumerators of Types "A", "B" and "C" enumeration areas will submit their Accounts on Form 51 (Enumerator's Account). They will be paid an amount for their completed enumeration in accordance with the following unit rates:

<u>Item</u>	<u>Form Number</u>	<u>Unit</u>	<u>Rate</u>
(1) Population	2, 3	Person	.05
(2) Dwellings under construction, vacant, or with no Canadian residents	1	Dwelling	.03
(3) Agriculture (Part I and Part II)	6	Farm	.50
(4) Live Stock Elsewhere than on Farms	7	Holding	.05

The rate shown for item (1) Population (i.e., for completing each Form 2 and 3), includes making the required entries in the Visitation Record for each household. Since Population Documents are not completed for dwellings under construction, vacant dwellings, or dwellings which do not contain any persons with a usual residence in Canada, a special rate of 3 cents per dwelling is allowed for the Visitation Record entries required in these cases, as shown under item (2).

35.2
Additional
allowances
for Type "B"
and "C" areas

An allowance in lieu of travelling expenses will be paid to Enumerators of Types "B" and "C" enumeration areas, in addition to the unit rates, as follows:

- (1) Type "B" areas - 7 cents per person enumerated on the Population Documents (Forms 2 and 3);
- (2) Type "C" areas - 12 cents per person enumerated on the Population Documents (Forms 2 and 3).

35.3
Payment
for Type "D"
areas

Enumerators in areas designated as Type "D" receive an allowance of \$8.50 per day plus travelling expenses, in accordance with the General Travel Regulations (to include the cost of food, etc., required in special circumstances). Enumerators of Type "D" areas will submit their accounts on Form 52 (Enumerator's Account - Type "D" Area). They must itemize their expenses on Form 53 (Statement of Expenses). Receipts are not required for meals, and bus or train transportation, but receipts must be attached for lodgings and all other expenditures. (See Section 38.)

35.4
Payment for
Interpreters
and Guides

An allowance not in excess of \$6.00 per day, plus travelling and living expenses is authorized as payment to an Interpreter or Guide for services to an Enumerator. No Interpreter or Guide shall be employed without the written authority of the Dominion Statistician. (See Section 6.) Such authority must be obtained by writing to the Regional Statistics Officer, outlining the reason for appointment, the probable term of employment of the Interpreter or Guide and an estimate of the total cost.

35.5
Allowance
to return
completed
work

Enumerators in rural areas, will be paid return fare by train or bus, or mileage at 9 cents per mile for the use of an automobile to return their Census materials to you. (See Section 28.) These expenses apply only up to distances not greater than 25 miles each way. The mileage allowance will be paid only when there are no convenient public transportation services available. In cases where it would mean a claim for more than 25 miles each way, the Enumerator should forward the Census returns by express or registered mail. In such cases, he will pay the charges or registration fee and obtain a receipt. He will enter the cost on the Enumerator's Account (See Form 51, Item 7), attaching the necessary receipt.

36. Rates of Pay for Commissioners and Field Supervisors

36.1
Payments to
Field Super-
visors

Field Supervisors will be paid the sum of \$500, in three instalments, as follows:

- (1) \$150 on the thirty-first day of May, 1956;
- (2) \$150 on the thirtieth day of June, 1956; and
- (3) \$200 on completion, to the satisfaction of the Dominion Statistician, of the enumeration in the areas assigned to him.

The Field Supervisor at the end of his assignment will submit two copies of Form 54 (Commissioner's or Field Supervisor's Account) to the Commissioner.

36.2
Payments to
Commissioners

Commissioners will be paid the sum of \$1,000, in four instalments, as follows:

- (1) \$250 on the thirty-first day of March, 1956;
- (2) \$250 on the thirty-first day of May, 1956;

- (3) \$250 on the thirtieth day of June, 1956; and
- (4) \$250 on completion, to the satisfaction of the Dominion Statistician, of the enumeration in the area assigned to him.

The Commissioner at the end of his assignment will submit two copies of Form 54 (Commissioner's or Field Supervisor's Account) in behalf of himself as Commissioner. Commissioners, as part of their duties, are required to instruct, supervise and check the work of a number of Enumerators. (See Foreword.) They will not receive additional remuneration for this work as Field Supervisors.

36.3
Allowable
expenses

In addition to the foregoing payments, Commissioners and Field Supervisors will be allowed such living and travelling expenses as outlined in Section 37. All expenses must be listed on Form 53 (Statement of Expenses) which is to be submitted in duplicate each month, together with such receipts as may be required, to the Regional Statistics Officer.

36.4
Income Tax
deductions

The Field Supervisors must forward a Tax Deduction Declaration (Form T.D.1, and in the Province of Quebec, Form T.P.D. -1) in duplicate to the Commissioner as soon as possible after appointment. The Census Commissioner must forward these forms, including two for himself, to the Regional Statistics Officer. If the income is taxable, deductions at the source will be made from the remuneration in accordance with the tax deduction table. If a Commissioner or Field Supervisor fails to submit the necessary declaration, he will be taxed as a single person without dependents. Travelling expenses are not part of taxable income.

36.5
Unemployment
Insurance

No deductions for unemployment insurance will be made from the remuneration of Field Supervisors or Commissioners.

37. Allowable expenses for Commissioners and Field Supervisors

37.1
Accountable
advance of
funds

An accountable advance of funds will be issued at the commencement of duties to Commissioners and Field Supervisors, if requested, to help defray expected travelling or living expenses during the initial month. This first advance cannot be issued before April 1. The amount required should be specified to the Commissioner who will request the advances from the Regional Statistics Officer. At the end of each month, Field Supervisors will submit two copies of Form 53 (Statement of Expenses) to the Commissioner for transmittal to the Regional Statistics Officer. Upon request, you will be reimbursed in the amount of your advance which has been spent in order to keep you provided with sufficient funds for further expenses during the following month. Should a Commissioner or Field Supervisor not request this reimbursement, the amount on your Statement of Expenses (Form 53) will be credited to your account. Any balance of your advance unaccounted for, when you submit your final Statement of Expenses, should be refunded by certified cheque or postal or money order payable to the Receiver General of Canada. This refund must accompany your final claim.

37.2
Mileage
to receive
instruction

When Commissioners and Field Supervisors are required to travel to receive instructions from an Officer of the Dominion Bureau of Statistics, they will be allowed return train, bus or boat fare from their home to the place where they will receive instructions. If public transportation is not convenient, they may use their own cars. The allowance for this purpose is 9 cents per mile, payable to one person only.

37.3
Mileage
to supervise
enumeration

No allowance will be granted to a Commissioner or Field Supervisor for travel within his headquarters area to supervise the enumeration. For any travel which is required of you outside this area, a rate of 9 cents per mile will be allowed.

37.4
Living
expenses

When receiving instructions outside your headquarters area, you will be allowed hotel room and meals if the expense is less than the transportation costs to travel from home each day. During the course of your work, you will be allowed hotel room and meals under these same conditions, when the necessity arises.

37.5
Long distance
telephone
charges

In cases of emergency, Commissioners and Field Supervisors may contact each other, or an Enumerator, by long distance telephone. Moreover, you may authorize your Enumerators in such cases to reverse the charges. Commissioners and Field Supervisors will charge long distance calls to their expense accounts, and support them with receipts. You are reminded, however, that long distance calls must be used only when absolutely necessary.

37.6
Office
expenses

Most of the supplies required for your duties will be provided to you, but occasions may arise where small expenditures will be required for items of office supplies with which you have not been provided. Such expenditures must be for essentials only. They must be supported by receipts, regardless of the amount, and itemized on your Statement of Expenses (Form 53). It may happen that an invoice for telephone service and long distance telephone calls, may include personal as well as Census calls. Only the latter may be charged on your Statement of Expenses.

38. General Travel Regulations

38.1
Travelling
expenses

Allowances for travelling expenses are provided under an order of the Governor in Council and are payable only when in accordance with the General Travel Regulations. All accounts are subject to strict audit by the Comptroller of the Treasury and you must make sure that the following main points are observed:

- (1) All accounts must show in detail and in chronological order, the actual expenditures made. The charges must be reasonable and in compliance with the prevailing rates for the area.
- (2) The authority of the Dominion Statistician must be obtained by the Census Commissioner through the Regional Statistics Officer for unusual expenditures such as boat hire, air travel or other special means of transportation.

- (3) Travel must be by the shortest direct route. Return tickets are to be purchased and advantage taken of reduced fares or special rates.

38.2
Receipts
necessary

Receipts must be submitted for all lodgings and for any other expenditure, with the exception of meals and bus or train transportation. They must show the place of payment, the date and details of the expenditure, and must be signed by the persons to whom the payment was made. Receipts for lodgings must also show the number of days and the rate per day. The regular form of receipt of the person, hotel, etc., supplying the service, must be used. In the case of Enumerators, receipts for allowable expenses must be attached to the account forms. Receipts submitted with Form 53 (Statement of Expenses) must be numbered consecutively in the order entered on the Statement, and the corresponding numbers entered in the "Receipt" column.

38.3
Special
means of
trans-
portation

Expenditures for special means of transportation, such as the hiring of boats or air craft, may be required, mainly in Type "D" areas, to carry out the enumeration. Such expenditures require prior authorization of the Dominion Statistician. Details as to the necessity for special transportation and the cost must be submitted to the Commissioner. If the Commissioner approves the expenditure, he must request authorization by letter to the Regional Statistics Officer, giving all details. Where authorization is granted, the payment may involve an expenditure in an amount which the Enumerator cannot be expected to pay, pending reimbursement. In such instances, the Enumerator will obtain an invoice in duplicate from the provider of the services, certify on the invoices that the services have been rendered, and forward them to the Field Supervisor for transmittal to the Commissioner. The Commissioner will forward both copies of the invoice to the Regional Statistics Officer for direct payment.

PART IV - PERSONNEL SELECTION TEST FOR ENUMERATORS

39. Instructions for administering the test

39.1
General
instructions

Every candidate for Enumerator is required to take a Personnel Selection Test (Form 33) before he is accepted. It is one of your duties to administer this test, mark the papers, enter the results on Form 37, and forward this form to your Commissioner. The test must be administered during the week of May 7-12, and the results placed in the hands of the Commissioner not later than May 15. For instructions on the return of test papers see Section 31.

39.2
Confidential
nature of
test

This test is confidential. All copies distributed to candidates must be collected as soon as the test is completed. Used or unused copies must not be allowed into the hands of unauthorized persons, including members of the Press. Care must be taken that no candidate makes a copy of this test, or any portion of it. For that reason, extra sheets of paper must not be given to candidates. All calculations must be made on the blank page of the test paper.

39.3
Accommodation
and seating
arrangements

The Commissioner is responsible that suitable accommodation be provided for candidates taking this test (See Section 11.) It is preferable to give the test to all candidates in your area at the same time. However, when circumstances make this impracticable, as in some rural areas, it is permissible to give the test to two or more groups of candidates at different times. Chairs, and tables or desks must be provided, and the room in which the test is held must be well lighted and ventilated. Candidates must be seated at approximately five-foot intervals, and you must exercise close supervision during the test.

39.4
Have sufficient
test papers
available

You should have a few spare copies of this test available when presiding over a group of candidates. In areas where there are both French and English-speaking candidates, you must take precautions to have a supply of the papers in both languages. Candidates should be asked in which language they prefer to take the test. Should a candidate spoil his test paper and request another copy, this is permissible, provided that no extension in time is granted. You must, of course, collect the spoiled test paper and destroy it.

39.5
Rules for
presiding
over test

The Personnel Selection Test is of 45 minutes duration. No additional time may be granted to a candidate. However, candidates who complete the test in less than the stipulated time may be permitted to hand in their papers and leave. You will place the test papers face up and caution the candidates against turning a page until you signal that the test is to commence. A reasonable length of time should be allowed for candidates to read the instructions on the first page and ask any questions concerning the test. Take pains to put candidates at their ease, and be sure that they are familiar with all instructions before the test commences. Caution them that once the test has commenced you are not permitted to answer questions concerning it. As test papers are handed in, make certain that the candidate's name appears on the first page.

40. Marking instructions

40.1
General
instructions

For ease and speed in marking, transcribe the answers in Section 41 to a blank test paper and place it, page by page, beside the test paper which you are marking. Enter all your marks above the dotted lines provided in the right-hand margins. Enter the total mark at the bottom of the last page. Re-check the addition of the marks and enter the checked total in the space provided on the front cover of the test. Sign the candidate's paper in the space provided on the front cover after you have entered his mark.

40.2
Instructions
for Part "A"

Questions 1, 2, and 3.

One mark is allowed for each part. In Question 3 the answer in each case must be expressed as a whole number

Question 4.

Allow 1 mark if the answer is given as \$2,316.63.

Question 5.

Allow full marks if the answers are given as 7 and 2.

Question 6.

Allow 2 marks if the answer is given as "450 lb and 50 lb."

Question 7.

Allow no marks if the answer is expressed in months, weeks, and days, that is, not to the nearest month.

40.3
Instructions
for Part "B"

Question 8.

Part marks should seldom be allowed. However, if a candidate has correctly outlined the area except for failure to draw the line along one street, and thus has not completely enclosed the area, allow 2 marks. If the area is correctly and completely enclosed, but one of the lines is drawn one-quarter inch or more beyond the boundary, allow 3 marks. If a candidate appears to know the correct boundary, but if his lines are carelessly drawn so that both sides of a boundary street appear to lie within or without the area, allow 2 or 3 marks depending on the degree of inaccuracy.

Question 10.

The instructions relating to Question 8 apply in the main to Question 10. It is emphasized, however, that in both of these questions the marks will usually be either 5 or 0.

Questions 9 and 11.

Part marks should never be allowed.

40.4
Instructions
for Part "C"

Question 12.

Part marks should never be granted in marking the questions of Part "C". In completing the chart, the candidate should have left blank the columns which do not apply. However, if he has entered "0" or a dash, he should not be penalized.

40.5
Instructions
for Part "D"

Questions 13 to 17.

In each question, 2 marks are allowed for the correct age and 2 marks for the correct marital status. In Questions 15 and 17 the answer "separated" for marital status is incorrect. However, the answer "married but separated" or "married (separated)" should be accepted.

40.6
Instructions
for Part "E"

Questions 18 to 22.

The instructions call for an "X" in the appropriate box. However, if the candidate has entered a check mark or any other type of mark he should not be penalized, provided that he has clearly indicated the correct box. If an entry is made in more than one box for any question, no mark should be allowed for that question.

41. Answer key

41.1
Answers for
Part "A"

<u>Question 1.</u>	(a) - 449	<u>Question 4.</u>	- \$2,317
	(b) - 3,374	<u>Question 5.</u>	(a) - 7/10
	(c) - 9,645		(b) - 2/10
<u>Question 2.</u>	(a) - 65	<u>Question 6.</u>	- 500
	(b) - 16	<u>Question 7.</u>	- 5
	(c) - 159		
<u>Question 3.</u>	(a) - 72		
	(b) - 95		

41.2
Answers for
Part "B"

Question 8. - See opposite page.

<u>Question 9.</u>	(a) - 10
	(b) - 0 or NIL
	(c) - 4

Questions 10 and 11.- See opposite page.

41.3
Answers for
Part "C"

Question 12.

Dwelling	Number of persons in this household				
	Usual residence here on June 1 (or no other residence elsewhere)			Temporarily here on June 1	
	Here on June 1	Temporarily elsewhere		Usual residence elsewhere	
		In Canada	Outside Canada	In Canada	Outside Canada
No. 1	6				
No. 2	2		1		
No. 3	4				1

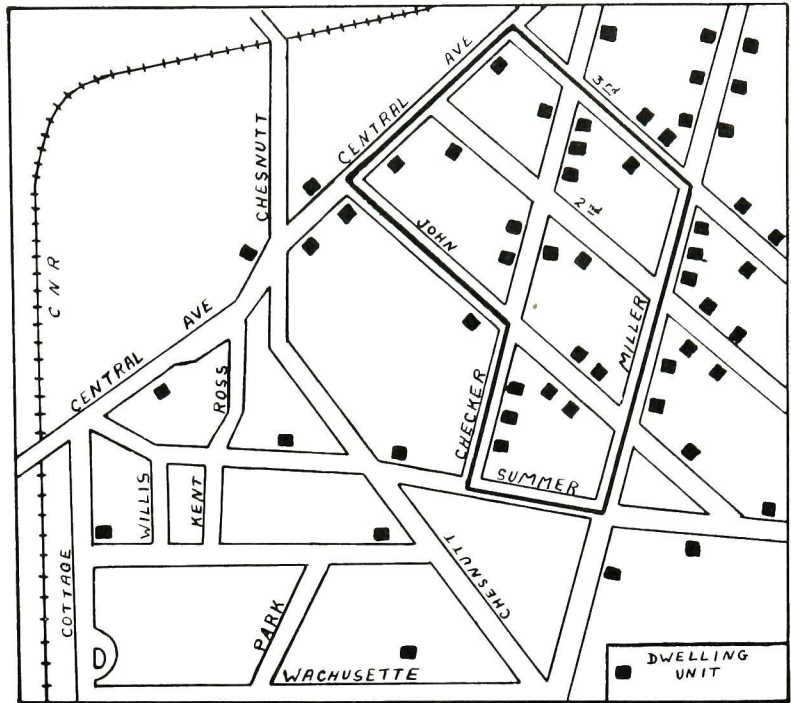
41.4
Answers for
Part "D"

<u>Question 13.</u>	- Age 62; widowed
<u>Question 14.</u>	- Age 31; single
<u>Question 15.</u>	- Age 46; married
<u>Question 16.</u>	- Age 43; married
<u>Question 17.</u>	- Age 39; married

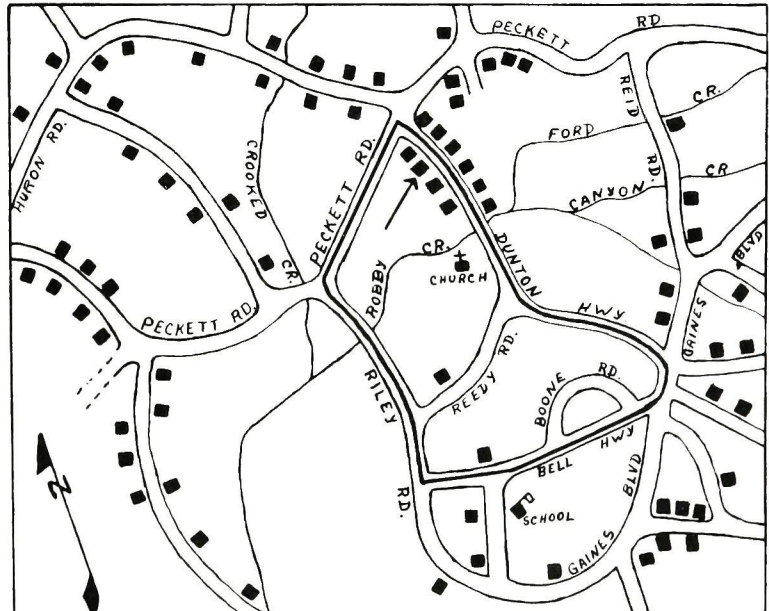
41.5
Answers for
Part "E"

<u>Question 18.</u>	- 4th box (Forms A and B only)
<u>Question 19.</u>	- 1st box (None of Forms A, B, and C)
<u>Question 20.</u>	- 1st box (None of Forms A, B, and C)
<u>Question 21.</u>	- 6th box (Forms B and C only)
<u>Question 22.</u>	- 2nd box (Form A only)

41.6
Answer for
Question 8



41.7
Answers for
Questions 10-11



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TIME-TABLE OF PRINCIPAL DUTIES
OF FIELD SUPERVISORS

Principal duties	Dates in which duties must be performed	Section of Manual
<u>Field Supervisors</u>		
1. Attend training course	2 or 3-day period, April 16 - May 2	10
2. Study enumeration area boundaries	May 1 - May 5	20
3. Prepare lists of accommodation for transients and out-of-the-way dwellings	May 1 - May 5	20-23
4. Give test to Enumerator candidates	May 7 - May 12	21
5. Notify successful candidates to report for training	May 14 - May 19	21
6. Train Census Enumerators	May 21 - May 26	22
7. Interview individual Enumerators	May 28 - May 31	22
8. Supervise and check work of Enumerators	June 1 to completion of areas	25-26
9. Check completed areas received from Enumerators	June 4 to completion of areas	29-30
10. Return materials to Census Commissioner	June 4 to completion of areas	31
11. Arrange for enumeration of missed persons; re-enumeration of unsatisfactory work	June 15 to end of duties	32

NOTE:- See inside front cover for time-table of duties of Census Commissioners.

