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**DOMINION BUREAU OF STATISTICS**

# **TRAINING MANUAL**

*for*

**Instruction of Census Enumerators**



**CENSUS OF CANADA, 1956**



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## FOREWORD

It is impossible to lay too great stress upon the necessity for adequate training for the job of census-taking. If Commissioners, Field Supervisors and Enumerators do not master the instructions, they cannot do accurate work. A great deal of thought has gone into the preparation of the Training Manual and the Enumeration Manual, and they have been made as concise and simple as is possible in an undertaking having the scope of a National Census.

It is the duty of Commissioners and Field Supervisors to ensure that every Enumerator knows his job. Teaching will be made easier if Enumerators of good intelligence have been secured.

To ensure uniform enumeration there must be uniform instruction. This Training Manual sets forth the procedures by which this instruction can be attained and you must follow them. Should you deviate from these instructions the result of the Census would be seriously affected.

As Census officers you play a key role in the 1956 Census of Canada. In accepting the responsibility of your position and in discharging your duties effectually, you are performing a real service for your community and, indeed, for Canada as a whole.

*Herbert Marshall*

Dominion Statistician.



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## GENERAL INSTRUCTIONS TO FIELD SUPERVISORS

Following are a few general suggestions which may assist you in preparing for and conducting the training sessions.

### 1. Training room and equipment

The training room should be of adequate size, well lighted and ventilated.

Before the training sessions begin, you should:

- (1) make certain that sufficient tables and chairs are available for trainees.
- (2) have on hand a blackboard, chalk and erasers. Use the blackboard freely since many people remember things which they see more easily than those which they hear.
- (3) have on display the enlarged samples of enumeration documents and the Master Map of your area. Refer to these frequently during the training sessions.
- (4) have all materials which you expect to use at hand and arranged in order of use, i.e., Instruction Attendance Record, Enumerators' Portfolios, Oath of Office forms, etc.
- (5) have the names and addresses of trainees listed on the Instruction Attendance Record (Form 38). This information may be obtained from the List of Candidates and Enumerators (Form 37).

### 2. Your responsibility to the group

The manner in which you conduct the training sessions will have an important bearing on the success of the Census in your area. Your attitude, though friendly and informal, should leave the trainees with no doubts concerning their responsibility for the important task ahead. Obtain the co-operation of the group by demonstrating that you are anxious to assist in every possible way. Always be approachable and encourage Enumerators to bring their problems to you.

### 3. The time-table

A time-table has been provided to guide you during the training sessions. If you adhere to it you will cover all the important points you need to discuss. Start each session on time. Set the example yourself by arriving for the training sessions well in advance of the group. Study the Training Manual with the time-table in mind and through practice at home see that you are able to cover the material in the time allotted. If local circumstances necessitate adjustments, make certain no essential detail in the instruction is overlooked.

Both you and the trainees will benefit from the brief rest periods provided in the time-table. Should the group become overtired and restless, valuable time will be lost.

#### 4. Planning the discussion

It is important that you have control of the class at all times during the instruction period. You can do this only if you have carefully studied the Enumeration and Training Manuals in advance. Test yourself at home prior to the formal classroom instruction. Until you can present the required material in the proper manner at home, it is unlikely you will be able to do so before the group. A little extra study in advance will avoid embarrassment for you in the classroom and will gain the confidence of those with whom you must work during the training period.

This Training Manual provides a plan for you to follow during the training sessions. It outlines each topic to be covered and gives detailed suggestions for presentation. You should supplement it by noting points which you feel need special attention in your area and by using examples of local conditions to illustrate your points. Do not include situations which Enumerators will seldom meet. Such situations should be discussed with the trainee concerned after the training session.

Follow the suggested "Procedure" as closely as possible and be sure to go over the "Points to cover" at each session. Items in the suggested "Procedure" marked with an asterisk (\*) indicate things you must do, i.e., display materials, write on blackboard, etc. Sections in the "Procedure" enclosed by square brackets have been taken directly from the Enumeration Manual or Census forms. When reading them be sure to give trainees the correct reference so that each may follow his copy.

#### 5. Participation of trainees

The greater the trainee participation, the more successful will be your training sessions. For that reason questions should be encouraged, although you must avoid prolonged discussions of unusual situations. Should a question be raised that will be covered later in your presentation, suggest that it be held until that time. All members of the groups should have an equal opportunity to participate. Do not let one or two members dominate. On the other hand, encourage the quiet or retiring members to join in the discussion by directing specific questions to them. Avoid questions requiring only "yes" or "no" answers as well as those which suggest the correct answer. Most important, do not allow the discussion of any topic to get out of hand to the detriment of other topics on the time-table. Properly handled, your questions will serve to instruct the group and indicate to you those Enumerators who will likely require special attention during enumeration.

I - TRAINING TIME-TABLE - POPULATION

Time		Minutes
8:30 - 8:45	II - Introduction	15
8:45 - 8:55	III - Maps and coverage	10
8:55 - 9:10	IV - Basic definitions and whom to enumerate	15
9:10 - 9:30	V - Visitation Record (Form 1)	20
9:30 - 9:50	Practice Exercise A	20
9:50 - 10:00	Rest period	10
10:00 - 10:40	VI - Population Documents (Forms 2 and 3)	40
10:40 - 10:55	Practice Exercise B	15
10:55 - 11:05	VII - Individual Population Form (Form 5)	10
11:05 - 11:10	VIII - Live Stock Elsewhere Than On Farms (Form 7)	5
11:10 - 11:25	IX - Administrative forms	15
11:25 - 11:30	X - Enumeration technique and field procedure	5
11:30 - 11:45	XI - Review and question period	15
11:45 - 12:00	XII - Distribution of supplies	15



## II - INTRODUCTION

Points to cover	Procedure
1. Record attendance	<p>*As each trainee arrives, record attendance, and distribute Enumerators' Portfolios and Oath of Office forms in the manner outlined below.</p>
2. Distribution of Portfolios and Oath of Office forms (Form 30)	<p>*Check to see that the correct name and address of each Enumerator have been entered on the Instruction Attendance Record (Form 38). Obtain the trainee's telephone number and record him present. Attendance must be recorded at each training session.</p>
3. Administration of oath	<p>*Give each trainee a Portfolio and indicate the District and Enumeration Area Numbers which he must enter on the cover. Also provide him with an Oath of Office (Form 30).</p>
4. Introductory remarks	<p>To open the training sessions you should:</p> <ol style="list-style-type: none"> <li>(1) Put the group at ease with a few casual remarks.</li> <li>(2) Introduce yourself - write your name and telephone number on the blackboard.</li> <li>(3) Indicate the general training plan, i.e., a full day of instruction if Enumerators are required to complete both Population and Agriculture Documents, or one-half day if only Population enumeration is required. This formal training will be supplemented by interviews with Enumerators and supervision of their work in the field.</li> <li>(4) Remind trainees to keep receipts for all allowable expenses. Explain that information concerning the account forms which must be submitted will be given later.</li> </ol>
5. Your responsibilities to the group	<p>Outline your responsibilities as a Field Supervisor as follows:</p> <ol style="list-style-type: none"> <li>(1) to train Enumerators;</li> </ol>

Points to cover	Procedure
<p>6. Enumerator's responsibilities</p>	<ul style="list-style-type: none"> <li>(2) to assist them with problems which arise during enumeration and check their work in the field; and</li> <li>(3) to check Enumerators' completed work before approving payment.</li> </ul> <p>Outline the responsibilities of each Enumerator:</p> <ul style="list-style-type: none"> <li>(1) To make certain that all instructions during the training sessions are clearly understood. <u>When in doubt - ask the Supervisor.</u></li> <li>(2) To obtain complete and accurate information to all questions on the Census documents.</li> <li>(3) To obtain decisions regarding enumeration problems only from the Field Supervisor or Commissioner.</li> <li>(4) To regard as confidential, both during and after the Census period, all information obtained from respondents. Anyone found guilty of revealing any information gained in the performance of his duties as an Enumerator is liable to fine or imprisonment or both.</li> <li>(5) To perform the duties of Census Enumerator without the assistance of any unauthorized person. Not even the members of the Enumerator's own family are permitted to see completed forms or questionnaires.</li> <li>(6) To devote full time to his duties as an Enumerator. No Enumerator may combine his Census duties with any other occupation.</li> </ul>
<p>7. Enumerator's Portfolio</p>	<p>Explain that the Portfolios with which trainees have been provided contain forms to be used during enumeration, as well as supplies for training purposes. <u>Trainees should be careful not to mark or destroy these forms.</u></p>
<p>8. Enumeration Manual</p>	<p>*Show trainees a copy of your Enumeration Manual and refer them to their copy.</p> <p>Explain that this Manual is the Enumerator's most important source of instruction regarding the Census. <u>It must be studied carefully and referred to frequently during enumeration.</u></p>

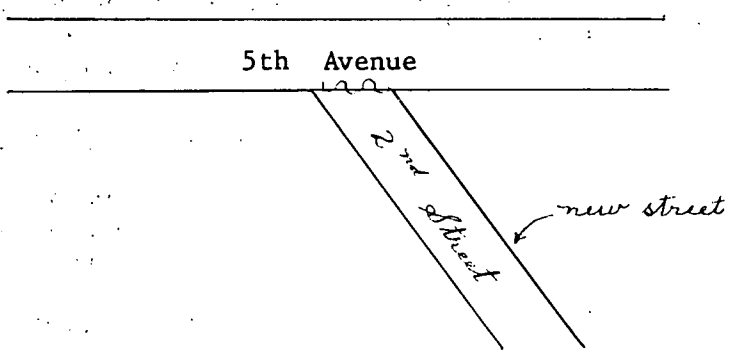
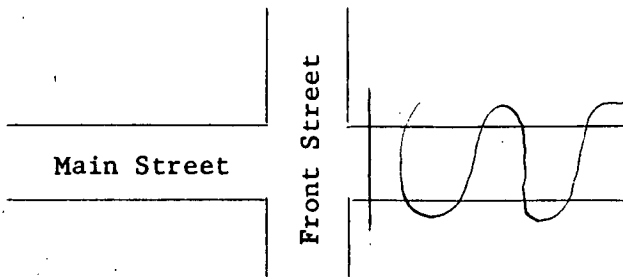
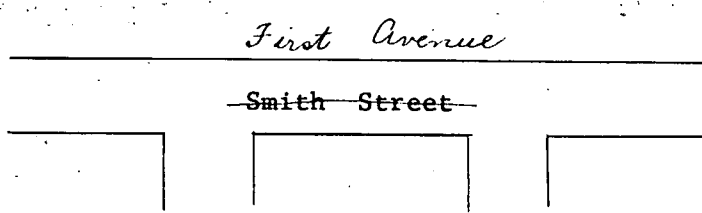
Points to cover	Procedure
9. Reason for taking a census	<p>Tell trainees they will be using the Enumeration Manual frequently during the training sessions. For the present, have them note that it is divided into the following sections:</p>
	<ul style="list-style-type: none"> <li>• General Instructions</li> <li>• Population</li> <li>• Agriculture</li> <li>• Administration</li> <li>• Appendices</li> <li>• Index</li> </ul>
<p>Stress the importance of using the Index frequently during enumeration as a quick method of obtaining the solution to many problems.</p>	<p>Point out that Enumerators will frequently be asked the reason for taking a census. The answer to this question will be found in the Enumeration Manual.</p>
<p>*Have trainees use the Index of the Enumeration Manual to locate "Census - reason for taking - Introduction". Read the following while each trainee follows in his Enumeration Manual.</p>	<div style="border: 1px solid black; padding: 10px;"> <p>The Census of 1956 will provide up-to-date information concerning the people of Canada and the country's farming activities. Many uses will be made of this basic information.</p> <p>Since 1951, a rapid increase in the population of Canada has been accompanied by considerable movements of people between and within the provinces. Such movements as these create heavy demands on municipalities and provincial governments for all manner of services - roads, schools, waterworks, fire protection, etc. Information provided by the 1956 Census of Population relating to the growth and movement of the population, will be of great assistance to those who have the responsibility of meeting these demands.</p> <p>Business, also, will receive much help from the 1956 Census. Use will be made of the census</p> </div>

Points to cover	Procedure
	<p>figures for the analysis of markets, the organization of production and sales programmes, the location of retail outlets, the arrangement of sales and advertising quotas, and for many other purposes.</p> <p>The Census of Agriculture will provide information on farm areas, crops, live stock, and machinery, which will be useful to farmers and farm organizations. Such data are used by governments in the formulation of policy. In short, the 1956 Census of Canada will provide governments and the business of the country with essential aids towards successful operation.</p>

III - MAPS AND COVERAGE

Points to cover	Procedure
	<p>*Before the session begins have your Master Map on display where all may see it.</p> <p>*Have the individual enumeration area maps ready for distribution at the stated time in the discussion.</p>
1. Introduction	<p>Explain that -</p> <ol style="list-style-type: none"><li>(1) Canada is divided into Electoral Districts and for Census purposes a Commissioner is responsible for each of these Districts - name your local Commissioner;</li><li>(2) each Electoral District has been subdivided into enumeration areas with an Enumerator for each.</li></ol>
2. Completeness of coverage	<p>Point out that information for the whole of Canada will be obtained by adding together the facts collected by all Enumerators. Thus the Census will be a success only if every individual and every farm has been enumerated.</p> <p>*Distribute an individual map to each trainee according to the enumeration area to which he has been assigned.</p> <p>*Request trainees not to ask questions concerning individual areas at this time. Explain that some of the questions which might be raised will be answered during the training period. Also, state that you would like any Enumerator who has a problem concerning his individual area to personally draw it to your attention <u>at the end of the training session</u>. Explain that you will either settle the problem at that time or arrange to interview him some time before enumeration commences.</p> <p>*In some cases it has been impossible to procure a map for an area. Should this be the case for any of your trainees, mention it to the individual concerned and give him the written description for this enumeration area. During your interview with him after the training session make certain he knows the exact area he must cover.</p>

Points to cover	Procedure
<p>3. Boundaries</p> <p>(1) Description of boundaries</p> <p>(2) Centre of a road, river or street as the boundary line</p> <p>(3) Written description of boundaries and map must agree</p> <p>4. <u>Do not</u> change boundary lines shown on the map</p> <p>5. Correct errors in the map <u>other than</u> those involving boundaries</p> <p>(1) Mark new streets or roads</p>	<p>Stress that each Enumerator must be thoroughly familiar with the boundaries of his area.</p> <p>*Point out the boundaries of an enumeration area on your Master Map and show how the various areas fit together with no overlapping.</p> <p>Note that -</p> <p>(1) each Enumerator has been supplied with a written description of the boundaries of his particular area. Those with maps will note that this description is attached to the map.</p> <p>(2) boundaries usually follow physical features such as rivers, roads, creeks, etc., in rural areas and streets in urban areas. <u>The centre of the road, river or street is the boundary line.</u> Thus, dwellings on one side of a boundary street or road will be visited by one Enumerator and those on the other side by the Enumerator in the adjoining enumeration area. Each Enumerator must make certain he knows which side of the road or street is in his territory.</p> <p>(3) written description of boundary lines must agree with the map and both must be checked on the ground.</p> <p>Make it clear that under no circumstances is an Enumerator to make changes in the boundaries of his area. Should he doubt the correctness of the boundaries he must report the matter to you immediately.</p> <p>Explain that while Enumerators are not permitted to make changes involving the boundaries of their area, inaccuracies <u>within</u> an enumeration area must be corrected on the map and drawn to your attention.</p> <p>*Indicate on the blackboard how these changes should be made.</p> <p>(1) New streets or roads not shown on the enumeration area map should be indicated in this manner-</p>

Points to cover	Procedure
	
<p>(2) Delete streets or roads no longer in existence</p>	<p>(2) Streets or roads shown on the map but no longer in existence should be deleted, thus-</p> 
<p>(3) Correct road or street names</p>	<p>(3) Streets or roads which have been renamed should be indicated in this manner-</p> 
<p>6. Before enumeration commences be certain boundaries are correct</p> <p>7. Coverage of area within boundaries must be complete</p>	<p>Emphasize again that before enumeration commences each Enumerator must be thoroughly familiar with the boundaries of his area and must be certain as a result of his field check that the map and description show the boundaries correctly.</p> <p>Point out that when the Enumerator has assured himself that the boundaries of his area are correct he then must make certain that every individual and every farm within these boundaries is enumerated.</p>

Points to cover	Procedure
<p>8. Systematic plan of visitation</p> <p>(1) Urban Areas</p> <p>(2) Rural Areas</p>	<p>Explain that this can be done only if enumeration is conducted in an orderly fashion according to the following pre-arranged plan.</p> <p>(1) <u>In Urban Areas</u></p> <p>(a) Number the various blocks on the map and proceed from block to block in numerical order.</p> <p>(b) In each block, start at one corner and proceed around it in a clockwise direction until the starting point is reached.</p> <p>(c) Make certain before leaving a block that every dwelling has been visited. Watch particularly behind houses for lanes or alleys which may contain dwellings.</p> <p>*Refer trainees to the map in Section 3 of the Enumeration Manual.</p> <p>(d) In areas where dwellings are strung out along streets or roads in ribbon-like fashion cover the area street by street and road by road.</p> <p>(2) <u>In Rural Areas</u></p> <p>(a) Start at one corner of the enumeration area and go back and forth along the roads in such a manner that the whole area is covered with a minimum of travel.</p> <p>*Refer trainees to the map in Section 3 of the Enumeration Manual.</p> <p>(b) The order of farms along the enumeration route will determine the order in which Agriculture Documents will be numbered. If for some reason a farm on your route cannot be enumerated immediately give it the next farm number in order and obtain the information later.</p>
<p>9. Enumerate on June 1 dwellings whose occupants change from day to day</p>	<p>Explain that most Enumerators will be able to follow the plan of visitation you have outlined. However, some areas will contain special types of dwellings whose occupants change from day to day such as hotels, motels, tourist homes, hostels, missions and jails. <u>It is important</u></p>



Points to cover	Procedure
10. Watch for hard-to-find dwellings	<p>that all persons in these dwellings be <u>enumerated on June 1 before the regular enumeration is started.</u></p> <p>Explain that this enumeration will not include the larger hotels, motels, etc., since they are separate enumeration areas and will be covered by a special Enumerator. Any Enumerator who has smaller places of this type in his area will be provided with the name and address of each. He will also be given detailed instructions concerning the enumeration of the occupants of such places before the start of enumeration.</p> <p>Explain that even if a systematic plan of visitation is followed there is still a danger that out-of-the-way dwellings will be missed unless the Enumerator is alert. This danger will be minimized if Enumerators observe the following rules:</p> <ol style="list-style-type: none"> <li>(1) Before leaving a dwelling ask the respondent if there are any other dwellings in this building or in the neighbourhood, which might ordinarily be missed.</li> <li>(2) Investigate such places as commercial buildings, churches and schools not primarily designed for residential use but which may contain occupied living quarters.</li> <li>(3) In urban areas particularly, watch for likely locations for such settlements as "shack towns".</li> <li>(4) In rural areas observe telephone wires, mail boxes, trails, etc., for clues pointing to out-of-the-way dwellings.</li> </ol>
11. Answer questions concerning individual areas after the training session	<p>Remind trainees again that if they have problems concerning their individual areas they should draw these to your attention after the training session. When you are distributing supplies ask each Enumerator if he has any problems in connection with his map or the boundaries of his area. Also arrange for an interview with Enumerators responsible for the following type of areas:</p> <ol style="list-style-type: none"> <li>(1) those which contain special types of dwellings such as hotels, motels, tourist homes, missions, hostels and jails;</li> </ol>

Points to cover	Procedure
	<ul style="list-style-type: none"><li>(2) those for which no map has been supplied;</li><li>(3) those whose boundary lines are likely to cause difficulty;</li><li>(4) those which contain dwellings which you feel are likely to be missed.</li></ul>

IV - BASIC DEFINITIONS AND WHOM TO ENUMERATE

Points to cover	Procedure
1. Introduction	<p>Explain that every resident of Canada on June 1 must be enumerated. The dwelling, which a group of persons occupies, forms the basic unit of enumeration for these persons. Thus, the Enumerator must know what constitutes a dwelling.</p>
2. Definitions	<p>*Have trainees turn to Section 15 of the Enumeration Manual. Read aloud the definition of a dwelling.</p>
(1) Dwelling	<div data-bbox="652 708 1400 885" style="border: 1px solid black; padding: 5px;"> <p>A dwelling is a <u>structurally separate</u> set of living premises with a <u>private entrance</u> from outside the building or from a common hall or stairway inside. The entrance must not be through anyone else's living quarters.</p> </div> <p>Emphasize that the living premises must be structurally separate and have a private entrance to be considered as a dwelling. For example, two or three rooms on the third floor of a house will be considered as a dwelling only if:</p> <ul style="list-style-type: none"> <li>(a) they can be entered without passing through anyone else's living quarters; and</li> <li>(b) they are structurally separate from other living premises in the building.</li> </ul> <p>Give examples of what might correctly be considered as a dwelling, e.g.,</p> <ul style="list-style-type: none"> <li>(a) each single house;</li> <li>(b) each self-contained apartment in an apartment house;</li> <li>(c) each section of a double house or row.</li> </ul>
(2) Household	<p>Point out that-</p> <ul style="list-style-type: none"> <li>(a) all persons who live in one dwelling unit constitute a household. Thus, the term "dwelling" relates to the physical structure in which a person or group of persons live, while the term "household" refers to the persons who occupy the dwelling.</li> <li>(b) the number of households, therefore, will be exactly the same as the number of occupied dwellings.</li> </ul>

Points to cover	Procedure
	<p>Explain that -</p> <ul style="list-style-type: none"> <li>(a) every person must be a member of some household. Usually a household will consist of a group of persons who are related. However, it may consist of several unrelated persons or even one person living alone.</li> <li>(b) some persons live in special types of households. Examples of these are soldiers in barracks, workers in a lumber camp, inmates in an institution, guests in a hotel or lodging house.</li> </ul> <p>* Refer trainees to the list of special types of households in Sections 21 to 36 of the Enumeration Manual.</p> <p>Explain again that the dwelling or household which you have just defined forms the basic unit for enumerating all persons. Thus, when the Enumerator enters a building he must first determine the number of dwelling units it contains. Next, he must discover, by questioning the respondent, the composition of each household on June 1. Every member of the household at this date must be enumerated.</p>
<p>3. Documents used in enumeration</p> <ul style="list-style-type: none"> <li>(1) Visitation Record (Form 1)</li> <li>(2) Population Document (Form 2)</li> <li>(3) Temporary-Resident Document (Form 3)</li> </ul>	<p>Point out that the following basic forms are provided for this enumeration:</p> <ul style="list-style-type: none"> <li>(1) Visitation Record or Form 1</li> <li>* Display a Form 1.</li> <li>(2) Population Document or Form 2</li> <li>* Display a Form 2.</li> <li>(3) Temporary-Resident Document or Form 3</li> <li>* Display a Form 3 pointing out the blue stripe across the top which distinguishes it from the Form 2.</li> </ul>
<p>4. Whom to enumerate and which document to use</p>	<p>Explain that you will discuss these forms in detail later in the training period. For the moment, point out that one line of the Visitation Record will be used for each dwelling to enter the name and address of the household head together with a count of the number of persons residing in the</p>

Points to cover	Procedure
	<p>dwelling on June 1. Form 2 will be used to enumerate all persons who regularly reside in the dwelling. Form 3 will be used for all those temporarily residing in the dwelling on June 1 but whose usual place of residence is elsewhere in Canada.</p> <p>(1) Count in the Visitation Record and enumerate on Form 2</p> <p>Enlarge upon this statement by setting forth the following rules:</p> <p>(1) <u>All persons whose usual place of residence on June 1 was in the dwelling will be counted in the Visitation Record and enumerated on Forms 2.</u> This includes those whose usual residence on June 1 was in the dwelling but were temporarily away from home on a visit, travelling on business, in a general hospital, attending school, etc.</p> <p>* Refer trainees to Groups I and II of the table in Section 17 of the Enumeration Manual.</p> <p>(2) Count in the Visitation Record and enumerate on Form 3</p> <p>(2) <u>All persons who have a usual place of residence elsewhere in Canada but were temporarily residing in the dwelling on June 1 will be counted in the Visitation Record and enumerated on Forms 3.</u> This includes student lodgers who have a usual place of residence elsewhere in Canada and entire households temporarily residing in the area, providing they have not sublet their usual residence.</p> <p>* Refer trainees to Group III (1) to (3) of the table in Section 17 of the Enumeration Manual.</p> <p>(3) Count in the Visitation Record but do not enumerate</p> <p>(3) <u>Persons from another country who are temporarily visiting Canada on June 1 will be counted in the Visitation Record but will not be enumerated on either Forms 2 or 3.</u> This includes:</p> <p>(a) government representatives from another country attached to the legation, embassy or other diplomatic body of that country and members of their families who are not residents of Canada;</p> <p>(b) persons from another country who are on a temporary visit to Canada;</p> <p>(c) members of the armed forces of another</p>

Points to cover	Procedure
(4) Do not count or enumerate	<p>country and members of their families who are not residents of Canada; and</p> <p>(d) students in boarding schools whose usual residence is outside of Canada.</p> <p>* Refer trainees to Group III (4) to (7) of the table in Section 17 of the Enumeration Manual.</p> <p>(4) <u>Do not count in the Visitation Record and do not enumerate:</u></p> <p>(a) infants born since the Census date;</p> <p>(b) servants and other employees who usually do not sleep in the dwelling; and</p> <p>(c) visitors in the household at the time of your call who were not there on the night of May 31 - June 1.</p> <p>* Refer trainees to Group IV of the table in Section 17 of the Enumeration Manual.</p>
(5) Exceptions to general rules	<p>Explain that in most cases the rules you have outlined will permit Enumerators to decide whom to enumerate and on which document to conduct the enumeration. However, special cases for which it is difficult to apply these rules may arise. Advise trainees that if these are encountered they should use their own judgment at the time but must consult you for a definite ruling at the first opportunity.</p>

V - VISITATION RECORD  
(Form 1)

Points to cover	Procedure
	<p>*Have on hand a copy of the Visitation Record, the Training Work Book - Population (Form 60) and a Form 5.</p>
1. Introduction	<p>Explain that you will now discuss in detail the enumeration forms in the order of their use. Since this is a very important phase of the instructions, encourage trainees to question any point which is not clear to them.</p>
2. The Visitation Record (Form 1)	<p>Point out that the Visitation Record is the first form the Enumerator will complete when he visits a dwelling.</p> <p>*Display a copy of the Visitation Record and have trainees find theirs in their Portfolios. Mention that since this Form will be used for the actual enumeration, trainees must be careful not to mark or destroy it.</p>
3. The set-up of the Visitation Record	<p>Draw attention to the general set-up of the Visitation Record.</p> <ol style="list-style-type: none"> <li>(1) Certain entries are required on the outside front cover. These must be completed prior to enumeration.</li> <li>(2) Detailed instructions pertaining to this Form are provided on the inside front cover. These should be studied carefully.</li> <li>(3) Space is provided for listing 500 dwellings. Should an area contain more than 500 dwellings a second Visitation Record may be obtained from you. The household numbers (Col. 2) in the second book must be changed to read 501, 502, 503, etc.</li> <li>(4) There is "Additional Space for Remarks" on the last page. This space should be used to supplement any "Remarks" in Col. 10 which require further explanation.</li> </ol>
4. Use Ink	<p>Stress that <u>all entries</u> in the Visitation Record <u>must be made in ink</u>. Note that there is a reminder to this effect on each page of the Visitation Record.</p>

Points to cover	Procedure
5. List all "occupied", "closed", "vacant", and "under construction" dwellings	<p>Explain that every dwelling in an enumeration area must be listed in the Visitation Record. This includes "closed", "vacant", and "under construction" dwellings as well as those which are "occupied". Special types of dwelling places such as hotels, institutions, missions, tourist camps, and motels will also be listed. However, seasonal and temporary dwellings such as summer cottages, automobile trailers, house-boats, tents and shacks, will be recorded <u>only if</u> they were occupied on June 1.</p>
6. How to list dwellings	<p>Point out that in listing dwellings the Enumerator must:</p> <ol style="list-style-type: none"> <li>(1) use only one line for each dwelling;</li> <li>(2) list dwellings in the order in which they are first visited; and</li> <li>(3) leave no lines blank, (e.g., if a household is absent at the time of the Enumerator's call, this dwelling must be listed in the Visitation Record before proceeding to the next dwelling).</li> </ol> <p>*Display a copy of the Training Work Book - Population (Form 60) and have trainees find theirs in their Portfolios.</p>
7. Training Work Book - Population (Form 60)	<p>Explain that the Training Work Book contains specimens of correctly completed enumeration forms. It also contains blank copies of these forms which will be used for practice purposes during the training session.</p> <p>Explain that you will discuss the entries to be made in the individual columns of the Visitation Record. For the moment illustrate the points you have discussed by referring trainees to the following pages in the Training Work Book.</p> <ol style="list-style-type: none"> <li>(1) Page 1 shows the correct entries on the outside cover of the Visitation Record. Note that the two top lines refer to the area to be enumerated while the three bottom lines refer to the Enumerator and his home address.</li> </ol> <p>*Allow trainees a few minutes to study these entries.</p>



Points to cover	Procedure
	<p>(2) Pages 2 and 3 indicate the correct listing of dwellings. Draw attention to the fact that:</p> <p>(a) one line only has been used to list each dwelling;</p> <p>(b) no lines have been skipped in entering dwellings; and</p> <p>(c) the addresses indicate that dwellings have been listed in the order of the Enumerator's route.</p>
<p>8. <u>Column 1</u> Unincorporated villages, settlements, etc.</p>	<p>Explain that an entry will be required in Column 1 only in certain rural enumeration areas which contain unincorporated villages or settlements. These communities usually consist of a collection of dwellings which are grouped closely together and can be referred to by name.</p> <p>* Indicate the type of community which should be entered in Column 1 by naming several unincorporated villages or settlements in your district.</p>
<p>(1) Descriptions indicate the unincorporated places to be shown in Column 1</p>	<p>Point out that the description attached to the map of each enumeration area indicates the unincorporated villages and settlements in the area which must be shown separately in Column 1.</p>
<p>(2) Determine the dwellings which are considered locally to be part of the unincorporated village or settlement</p>	<p>Point out that unincorporated villages and settlements differ from incorporated cities, towns, and villages in that they have no legal or official boundaries. Therefore, it is the Enumerator's responsibility to determine the particular dwellings which are considered locally to be part of the unincorporated village or settlement. Only if this is indicated correctly in Column 1 of the Visitation Record, can population totals be obtained for such places.</p>

Points to cover	Procedure
(3) How to record unincorporated villages and settlements	<p>Explain that each unincorporated village or settlement will be indicated separately by drawing a short horizontal line across Column 1, above the number of the first household enumerated in the village and another line below the number of the last household. Instruct the Enumerator to write the name of the village lengthwise in the space of Column 1 between the upper and lower lines and on each page until the enumeration of the village or settlement is complete.</p> <p>Point out that once the enumeration of an unincorporated village or settlement is begun, the Enumerator should visit all dwellings in the village before enumerating another part of his area. In this way all the households in the village will come together in one part of the Visitation Record.</p> <p>*Have trainees turn to Pages 2 and 3 of the Training Work Book and note the entry in Column 1 of the sample page of the Visitation Record.</p>
9. <u>Column 2</u> Household number	<p>Explain that household numbers have been pre-listed in Column 2 of the Visitation Record. Thus, when a dwelling is listed on this form it is automatically assigned a household number. The first dwelling listed will be numbered 001, the second 002, etc. This number will be entered on each Population Document (Form 2) completed for the household.</p>
<p>10. <u>Column 3</u> Name of the head of this household</p> <p>(1) "occupied" and "closed" dwellings</p> <p>(2) "vacant" or "under construction" dwellings</p>	<p>Explain that the entry to be made in Column 3 will depend upon whether the dwelling was "occupied", "closed", "vacant" or "under construction" on June 1.</p> <p>(1) For "occupied" and "closed" dwellings, <u>the surname of the household head followed by the given name and initial will be printed in Column 3.</u> Each person in such households on June 1 must be enumerated on either a Form 2 or a Form 3.</p> <p>(2) "Vacant" and "under construction" dwellings will be recorded in the Visitation Record by the entries <u>"Vacant" or "Under Construction"</u> in Column 3 and the address in Column 4.</p>

Points to cover	Procedure
(3) "closed", "vacant", and "under construction" dwellings defined	<p>No additional entries are required in the Visitation Record. Since such dwellings do not contain occupants, no Population Documents will be completed.</p>
	<p>*Refer trainees to Pages 2 and 3 of the Training Work Book-Population, (Form 60). Explain that:</p> <p style="padding-left: 40px;">Household 006 is "occupied" Household 014 is "closed"</p>
	<p>Note that the surname of the household head followed by the given name and initial has been printed in Column 3 for these dwellings.</p> <p style="padding-left: 40px;">Household 011 is "under construction" Household 017 is "vacant"</p>
	<p>Note that "Under Construction" and "Vacant" has been entered in Column 3 for these dwellings.</p>
	<p>Point out that Enumerators must be able to distinguish between "closed", "vacant", and "under construction" dwellings.</p> <p>(a) <u>"Closed" Dwelling</u> - This is a dwelling that is not being lived in during the period of the Census due to the temporary residence of the household elsewhere, (e.g., at a summer cottage). In such cases the Enumerator must try to obtain from some reliable source the number and names of the usual occupants of the dwelling and where possible the relationship to the head of the household, so that the required entries may be made in the Visitation Record and a Population Document started for each member of the household.</p> <p>(b) <u>"Vacant" Dwelling</u> - This is a dwelling which is suitable for occupancy but is unoccupied at the time of the Census. That is, it is not the usual home of any household on June 1.</p> <p>Stress that the Enumerator should not classify a dwelling as "vacant" unless he is absolutely certain that it is not a "closed" dwelling, i.e., usually occupied by a household which is only temporarily absent. Point out that if a</p>

Points to cover	Procedure
	<p>dwelling which is actually "closed" is erroneously classified as "vacant" under-enumeration will result.</p> <p>Also stress that seasonal dwellings <u>unoccupied on June 1</u> such as summer cottages or skiing lodges should not be recorded as "vacant". Such places must not be listed in the Visitation Record.</p> <p>(c) <u>Dwellings "Under Construction"</u> - A dwelling is considered to be "under construction" from the time the foundation is begun until it is suitable for occupancy or until the first household moves in. If occupied, even though it is only partially constructed, the dwelling should be considered as completed.</p> <p>If it appears that a partially constructed building may contain more than one dwelling, the Enumerator should determine the number of dwelling units it will eventually contain and enter each separately on the Visitation Record.</p> <p>(4) How to determine the head of the household for "occupied" and "closed" dwellings</p> <p>Point out again that the name of the head of the household must be entered in Column 3 of the Visitation Record for all "occupied" and "closed" dwellings. The relationship of the people who occupy a dwelling will determine who is the "head" for Census purposes. Thus, if the Enumerator finds a household with:</p> <p>(a) <u>husband and wife living together</u> - he will report the husband as head;</p> <p>(b) <u>a parent and an unmarried son or daughter</u> - the parent will be reported as head;</p> <p>(c) <u>a parent and a married son or daughter</u> - <u>either the parent or the son or son-in-law</u> will be reported as head depending upon which is mainly responsible for the maintenance of the household;</p> <p>(d) <u>brothers and sisters or other groups of related persons</u> - one will be selected as head;</p> <p>(e) <u>a group of unrelated persons</u> - one will be selected as the head.</p>

Points to cover	Procedure
(5) Institutions, hotels, tourist camps, etc.	Explain that if a dwelling is an institution, hotel, tourist camp, etc., its name will be entered in Column 3, e.g., "St. Mary's Orphanage", "Mayfair Hotel", "Wayside Inn". If it has no name, its type should be indicated, e.g., "tourist camp".
(6) Diplomatic residences	Point out that if a diplomatic residence contains Canadian residents, i.e., persons who will be enumerated on Form 2, one of these will be selected as the head by applying the rules you have outlined.
(7) No Canadian residents	Explain that if there are no Canadian residents in a diplomatic residence or other dwelling, "No Canadian Residents" will be entered in Column 3.
11. <u>Column 4</u> Exact location of this dwelling	<p>Explain that -</p> <ol style="list-style-type: none"> <li>(1) an entry must be made in Column 4 for every dwelling listed in the Visitation Record whether it is "occupied", "closed", "vacant", or "under construction".</li> <li>(2) this entry must describe the exact location of the dwelling. In rural areas the Enumerator must not report the Post Office address unless it describes the exact location of the dwelling.</li> <li>(3) the address recorded in Column 4 for households temporarily residing in an enumeration area will be the address where they are enumerated.</li> </ol> <p>Point out that -</p> <ol style="list-style-type: none"> <li>(1) <u>in cities, towns and villages</u> the Enumerator must enter the street and number where these exist. The apartment number must also be recorded for dwellings in an apartment building.</li> <li>(2) <u>in rural areas</u> the exact location must be shown. This may or may not be the same as the Post Office address. <ol style="list-style-type: none"> <li>(a) <u>In Quebec and Ontario</u> the lot and concession must be entered.</li> <li>(b) <u>In the Prairie Provinces</u> the section, township, range and meridian will be entered in the space provided by the vertical dotted lines.</li> </ol> </li> </ol>

Points to cover	Procedure
12. <u>Columns 5-9</u> Number of persons in this house- hold	<p>(c) <u>In other Provinces the parish, town-ship, municipality, etc., will be entered.</u></p> <p>*Have trainees note how the address has been recorded on the specimen page of the Visitation Record in the Training Work Book.</p> <p>Explain that if the 1956 Census of Canada is to be a success an accurate count of the total number of persons in every dwelling on June 1 must be obtained in the Visitation Record. This includes persons temporarily residing in the dwelling as well as those who usually reside there.</p> <p>Point out that Columns 5 to 9 are provided for this count. Note that these columns have been divided into two groups.</p> <p>(1) Columns 5, 6, and 7 in which will be entered the total number of persons whose usual residence on June 1 was in the dwelling.</p> <p>*Draw attention to the notation "Usual Residence Here On June 1" above Columns 5 to 7 of the Visitation Record.</p> <p>(2) Columns 8 and 9 in which will be recorded the number of persons who were temporarily residing in the dwelling on June 1 but who had a usual place of residence elsewhere.</p> <p>*Draw attention to the notation "Temporarily Here On June 1" above Columns 8 and 9 of the Visitation Record.</p>
(a) <u>Columns 5-7</u> Usual residence on June 1 in the dwelling	<p>Discuss first <u>those whose usual place of residence on June 1 was in the dwelling, i.e., Columns 5, 6 and 7.</u></p> <p>(i) The number who spent the night preceding June 1 in the dwelling will be entered in Column 5.</p> <p>(ii) The number who were temporarily elsewhere in Canada on June 1 will be entered in Column 6.</p> <p>(iii) The number who were outside of Canada on June 1 will be entered in Column 7.</p>

Points to cover	Procedure
	<p>Point out that a Population Document (Form 2) must be completed for every person included in the count of Columns 5, 6 and 7.</p> <p>(b) <u>Columns 8 and 9</u> Temporarily residing in the dwelling on June 1, but usual residence elsewhere</p> <p>Explain that the following entries will be made in Columns 8 and 9 <u>for those who were temporarily residing in the dwelling on June 1 but had a usual place of residence elsewhere.</u> Remind the Enumerator that for Census purposes, residence means not just a casual visit but staying overnight.</p> <p>(i) The number of persons with a usual place of residence elsewhere in Canada will be entered in Column 8.</p> <p>(ii) The number of persons with a usual place of residence outside of Canada will be entered in Column 9.</p> <p>Point out that -</p> <p>(i) a Temporary-Resident Document (Form 3) must be completed for every person included in the count of Column 8.</p> <p>(ii) persons included in the count of Column 9 will not be enumerated on any other form.</p>
<p>(c) Do not enter a dash or the figure "o" in Columns 5 to 9</p>	<p>Explain that if one or more of Columns 5 to 9 are not applicable they should be left blank. Enumerators must not enter the figure "o" or a dash.</p> <p>*Refer trainees to the table in Section 17 of the Enumeration Manual. Explain that the detailed information provided by this table will enable the Enumerator to determine the correct columns of the Visitation Record to be used in his count of persons in the dwelling and also the correct document to be used for the enumeration of such persons. It should be studied carefully and referred to when difficulties are encountered in the field.</p>
<p>(d) Counting persons in seasonal and special types of dwellings</p>	<p>Point out that instruction (a) on the inside front cover of the Visitation Record explains the method of counting persons in ordinary dwellings. Sections (b) to (h) explain the correct method of counting persons in special types of dwellings.</p>

Points to cover	Procedure
13. <u>Column 10</u> <u>Remarks</u>	<p data-bbox="722 338 1370 434">Enumerators should study the particular sections of these instructions which are pertinent to their area.</p> <p data-bbox="498 470 1433 693">Explain that Column 10 is provided for the Enumerator to enter reminders and to note unusual circumstances relating to the enumeration of the household. Point out that if the space provided by Column 10 is insufficient, there is additional space for remarks on the last page of the Visitation Record.</p> <p data-bbox="498 732 1448 853">Point out that in addition to any remarks which the Enumerator may consider necessary for his own use, the following entries should be made in Column 10:</p> <ol style="list-style-type: none"> <li data-bbox="664 895 1511 1183">(1) The entry "closed" should be made for any household which is away for the entire period of enumeration. Remind trainees again that the other columns of the Visitation Record must also be completed for the "closed" household. Also that a Population Document (Form 2), showing the household number, name, address, and where possible the relationship to the head of the household, must be completed for each member.</li> <li data-bbox="664 1215 1527 1310">(2) Enter "summer residence" if the dwelling is a summer cottage, trailer, etc., that is occupied on June 1 but is used only for seasonal occupancy.</li> <li data-bbox="664 1342 1480 1534">(3) If it is necessary to return to the dwelling to complete the enumeration of the household, the entry "call-back" followed by the date and time of the return visit should be entered in Column 10. When the required information is obtained, this entry should be checked off thus (✓).</li> <li data-bbox="664 1566 1511 1917">(4) In extreme cases it may be impossible to arrange a personal interview with some member of the household. If the required information cannot be obtained from others in the household it will be necessary to leave a Form 5 to be completed by the absent person. In these cases a reminder of the number of Forms 5 left at the dwelling and the date they will be collected should be made in Column 10, e.g., "1 Form 5 - pick up June 10". When this Form is collected the entry should be checked off thus (✓).</li> </ol>



Points to cover	Procedure
	<p>*Display a copy of Form 5 and explain that this Form will be discussed in detail later.</p> <p>(5) The entry "diplomatic residence" should be made for any dwelling occupied by an ambassador, envoy, member of the armed forces or other official representing the government of another country in Canada.</p> <p>(6) At the beginning of each day's work the date must be entered in Column 10 on the line opposite the first dwelling enumerated.</p> <p>*Refer trainees to Pages 2 and 3 of the Training Work Book - Population. Note how the entries you have described have been made in Column 10 of the specimen page of the Visitation Record.</p>

PRACTICE EXERCISE A

Note To Field Supervisors

Have trainees turn to Page 15 of the Training Work Book - Population (Form 60) and complete as many questions in Exercise A as possible in 15 minutes. Have them correct their own work from the answers you supply. Allow approximately 5 minutes for this correction. Advise trainees who were unable to complete all questions in the classroom to do so at home. Point out that the correct answers together with explanations for all questions in this Exercise may be found in the back of the Training Work Book.

Directions

Indicate the correct entries in Columns 5 to 9 of the Visitation Record for the following households. Also show the number of persons in each of these households you would: (i) enumerate on Form 2; (ii) enumerate on Form 3; and (iii) not enumerate.

Household	Entries in Visitation Record					Enumerate		Do not enumerate
	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	On Form 2	On Form 3	
1. You call at a dwelling occupied by a man, his wife and three children. You determine by questioning the respondent that all of these persons were residing in this dwelling on June 1 and that there were no temporary visitors staying in the household at that date.	5					5		
2. Mrs. Thomas is the respondent in the second household you visit. She tells you that three persons normally reside in the dwelling but on June 1 her husband was away in another province on a business trip and her daughter is still attending boarding school in the United States.	1	1	1			3		

Household	Entries in Visitation Record					Enumerate		Do not enumerate
	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	On Form 2	On Form 3	
3. During the course of your enumeration you encounter a summer cottage which was occupied on June 1 by a man, his wife and two children. (a) The respondent tells you that he has a home in the city which he has closed up for the summer months. (b) the respondent tells you that he has sublet his home to another family.	4			4		4	4	
4. Mr. and Mrs. Henry and their teen-aged son are visitors at the home of Mrs. Smithers, a widow who lives alone. The Henrys usually live elsewhere in Canada but have been visiting with Mrs. Smithers since May 24.	1			3		1	3	
5. Mrs. Dodge tells you that all members of her household, i.e., her husband, her daughter and herself, were home on June 1. She also tells you that her father and mother visited her on June 1 but they only stayed for the day and returned to their home in a nearby city that evening.	3					3		2

Household	Entries in Visitation Record					Enumerate		Do not enumerate
	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	On Form 2	On Form 3	
6. You visit a home where the wife is temporarily in hospital. She is expected home shortly with an infant daughter born on June 6, 1956. Her husband and an older daughter were the only occupants of the dwelling on June 1.	2	1				3		1
7. You call at a dwelling on June 11. The respondent tells you that he and his wife were enumerated previously in a hotel in a Canadian city on June 1.		2				2		
8. Mrs. Hanson tells you her husband works in the city 60 miles away. He has a room there which he uses all week but returns home on weekends. On June 1, Mrs. Hanson and her daughter were the only occupants of the dwelling.	2	1				3		
9. You call at a dwelling on June 11. The respondent tells you she is the only person living in the dwelling now. Her husband died a week ago. One of her daughters is a nurse-in-training in residence in a local hospital while the other is at boarding school in Toronto.	2	1				3		1

Household	Entries in Visitation Record					Enumerate		Do not enumerate
	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	On Form 2	On Form 3	
10. You call at a dwelling on June 11. At the time of your call it contains three persons, Mr. and Mrs. Jones and a maid who normally sleeps in the dwelling. After questioning Mrs. Jones you discover that on June 1 her sister, a resident of the United States, was a visitor in the dwelling but she left for home just prior to your visit.	3				1	3		1
11. One of the dwellings you visit on June 8 is a summer cottage occupied since May 25 by a newly married couple. They regard the cottage as temporary accommodation and plan to move to the city as soon as they find a suitable apartment.	2					2		
12. There is a small tourist home in your area. You visit this dwelling on June 1 and find the following occupants: the proprietor, his wife and child; two maids one of whom sleeps in the dwelling while the other lives at home; six temporary residents - four of these persons have a usual place of residence elsewhere in Canada and two have permanent homes in the U.S.A.	4			4	2	4	4	3

# VI - POPULATION DOCUMENTS

(Forms 2 and 3)


Points to cover	Procedure
<p>1. Purpose of the Form 2 and Form 3</p>	<ul style="list-style-type: none"> <li>* Before commencing this Section make certain you have the following material at hand:               <ul style="list-style-type: none"> <li>(1) enlarged Population Documents - these should be displayed where all can see them and where they can be marked with ease;</li> <li>(2) a binder and a jacket of documents;</li> <li>(3) extra copies of Forms 2 and 3;</li> <li>(4) the Envelope (Form 16) for Forms 3;</li> <li>(5) Training Work Book - Population (Form 60); and</li> <li>(6) a mark-sense pencil.</li> </ul> </li> </ul> <p>Introduce your subject by reviewing briefly the purpose of the Form 2 and Form 3.</p> <ul style="list-style-type: none"> <li>(1) The Population Document (Form 2) and the Temporary-Resident Document (Form 3) are the two principal Population enumeration documents of the 1956 Census.</li> </ul> <ul style="list-style-type: none"> <li>* Display copies of Form 2 and Form 3.</li> <li>(2) Every resident of Canada will be enumerated at his usual place of residence on a Form 2, whether he is there on June 1 or temporarily absent. Those who were temporarily staying in the dwelling, i.e., spent the night of May 31 there, will be enumerated on a Form 3. This will not result in double counting but will ensure complete coverage.</li> </ul> <ul style="list-style-type: none"> <li>* Have trainees take their copy of each of these Forms from their Portfolios. Allow them a few minutes to examine these Forms.</li> </ul>
<p>2. Arrangement of Population Documents (Form 2)</p>	<p>Describe briefly the arrangement of the Population Documents.</p> <ul style="list-style-type: none"> <li>(1) The Population Document (Form 2) provides for the enumeration of one person on each side of a document. These documents will be supplied to Enumerators in jackets each of which will contain approximately 100 documents.</li> </ul>

Points to cover	Procedure
	<ul style="list-style-type: none"> <li>* Display a sample jacket.</li> <li>(2) During enumeration, documents will be carried in a ring binder. The documents are so arranged in the jacket that they may be inserted into the binder rings before the jacket is removed.</li> <li>(3) When all documents from a jacket have been completed, they will be removed from the binder and returned to the empty jacket. A new jacket of documents may then be placed into the binder.</li> <li>* Display a ring binder and demonstrate the method of inserting and removing documents.</li> </ul> <p>3. Arrangement of Temporary-Resident Documents (Form 3)</p> <p>Describe the arrangement of Temporary-Resident Documents.</p> <ul style="list-style-type: none"> <li>(1) The Temporary-Resident Document (Form 3) may be distinguished from the Form 2 by the blue stripe across the top of one side. It also differs from the Population Document in that it is bilingual, with English on one side and French on the other. <u>Only one person may be enumerated on each Temporary-Resident Document.</u> Enumerators may use either the English or the French side but never both.</li> <li>(2) Forms 3 will be issued in envelopes (Form 16) containing either ten or twenty documents. The quantity will depend on the Enumerator's area. A spare envelope, in which Enumerators will keep completed Forms 3, will also be provided. Explain that, when the original issue of Forms 3 have been used a new supply may be obtained from you. The original envelope may then be used as a container for completed Forms 3.</li> <li>* Display an Envelope (Form 16) and have the Enumerators find theirs in their Portfolios.</li> <li>(3) Stress that the entries indicated on this Envelope must be completed by the Enumerator.</li> </ul>
4. Use both sides of each Population Document	<p>Explain that both sides of each Population Document (Form 2) must be used before proceeding to the next document. If the last person of a household is enumerated on the front of a document, Enumerators must use the back of the same document to enumerate the first member of the next household.</p>

Points to cover	Procedure
	<p data-bbox="482 306 1467 470">Point out that since each side of every document must be completed, Enumerators should determine the number of "usual residents" of each household on June 1 <u>at the time of the initial visit to the household.</u></p> <p data-bbox="482 504 1436 602">Should a household be temporarily absent at the time of the initial visit, Enumerators should adopt the following procedure:</p> <ol style="list-style-type: none"><li data-bbox="644 636 1436 697">(1) List the household in its proper order in the Visitation Record.</li><li data-bbox="644 732 1436 861">(2) Determine from neighbours or janitors if the occupants of the dwelling are expected to return shortly or if they will be away for the entire period of enumeration.<ol style="list-style-type: none"><li data-bbox="707 895 1522 1698">(a) If they are expected to return shortly, the Enumerator should determine the time of their expected return, the number of usual occupants on June 1 and their names. The name, address and household number of each temporarily-absent member of the household should be entered on a Population Document. <u>Emphasize that a return visit must be made to the household.</u> At that time the Enumerator must determine if the information supplied by the neighbours is correct and complete the remaining questions on the Population Document. If the Enumerator discovers on the return visit to the household that the information regarding the number of persons in the dwelling is incorrect, he must change the entry in the Visitation Record and enumerate all those not included in the original count. The completed documents for such persons will be placed next to the document on which the head of the household has been enumerated and returned to the document jacket in correct household sequence with those for the other members of the household.</li><li data-bbox="707 1732 1475 1925">(b) If the dwelling is "closed", i.e., it is definitely known that the occupants will be absent for the entire period of enumeration, the Enumerator must try to obtain from some reliable source the number and names of the persons in the "closed" dwelling and where</li></ol></li></ol>



Points to cover	Procedure
	<p>possible the relationship to the head of the household so that a Population Document may be started for each person in the household. Point out that only in exceptional cases will a dwelling be "closed" for the entire period of enumeration. However, in such cases, the Enumerator must be certain that his returns included a Population Document for each usual occupant.</p> <p>(3) The partly completed documents for temporarily-absent persons, i.e., those who are expected to return shortly, should be removed from the binder rings and carried in the pocket of the binder until the required information can be obtained on a return visit. Should the last person in the absent household be enumerated on the front of a document, the first person in the next household should be enumerated before the document is placed in the binder pocket.</p> <p>(4) The fact that a call-back is required will of course be noted in the "Remarks" column of the Visitation Record. In addition when the call-back documents are placed in the binder pocket, the Enumerator must enter the household number and the number of persons for whom a call-back is required on the chart on the outside of the document jacket.</p> <p>* Point out this chart as you display the document jacket.</p> <p>(5) When call-back documents are completed they must be returned to the proper jacket in correct household sequence. A check mark (✓) will be made in the "In" column of the document jacket chart and in the "Remarks" column of the Visitation Record to indicate that the call-back has been completed.</p> <p>(6) Enumerators will also follow this procedure if individual members of a household are temporarily absent and all the required information cannot be supplied by some other member of the household.</p>
5. Care of documents	<p>Emphasize that since the documents must later be processed by machines, <u>the greatest of care must be exercised in handling them.</u></p>

Points to cover	Procedure
	<p>(1) They must not be folded, bent or disfigured.</p> <p>(2) Special care must be taken that the ring-holes do not become scuffed or worn. Note that if a document is spoiled beyond the possibility of erasure, the data for two persons may be affected. In such cases the information on both sides of the document must be recopied. The spoiled document must be marked "Cancelled" and placed in an envelope to be returned with the other supplies.</p>
6. Marking the documents	<p>* Show the group a mark-sense pencil and have them find theirs in their Portfolios.</p>
(1) Mark-sense pencil	<p>Explain that -</p> <p>(a) the mark-sense pencil is to be used only for the entries on the Population and Agriculture Documents (Forms 2, 3 &amp; 6). <u>Only the pencil and leads supplied may be used since others will not make a mark suitable for machine processing.</u></p> <p>(b) a box of the lead to be used in the mark-sense pencil is included in each Portfolio. Should this quantity be insufficient an additional supply may be obtained from you.</p> <p>(c) <u>it is important that Enumerators keep a sharp point on the pencil at all times. To do so, the pencil should be rotated slightly (about a quarter of a turn) after each mark.</u></p> <p>* Have trainees note the instruction on the pencil.</p>
(2) Mark-sense entries	<p>Point out that the marks made by Enumerators on the documents will be picked up and tabulated by machines. Thus, <u>great care must be taken in marking entries. Also all marks made in error must be erased.</u></p> <p>* Have trainees examine the first specimen document on Page 5 of the Training Work Book - Population (Form 60). Draw their attention to the care with which entries have been made.</p> <p>* Demonstrate on an enlarged Form 2 the proper method of marking an entry, thus:  Remember to rotate your pencil after each mark. Point this out to the trainees as you do so.</p>

Points to cover	Procedure
	<ul style="list-style-type: none"> <li>* Point out that the marks which you have made extend to the corners of the box but not beyond them. <u>Also state that you have applied sufficient pressure to make a firm line which will not require retracing.</u></li> <li>* Have trainees practice a few entries with their mark-sense pencil on the first blank Form 2 (Page 19) in the Training Work Book.</li> </ul> <p>(3) Instructions on the Population Document and in the Enumeration Manual</p> <p>Point out that instructions concerning the Population Document are printed on the document.</p> <ul style="list-style-type: none"> <li>* Have trainees note these instructions on their copy of Form 2.</li> </ul> <p>Explain that -</p> <ul style="list-style-type: none"> <li>(a) the instructions on the front are of a general nature;</li> <li>(b) detailed instructions pertaining to individual questions are given on the back of the document.</li> </ul> <ul style="list-style-type: none"> <li>* Refer trainees to the Enumeration Manual.</li> </ul> <p>Indicate that Sections 38 and 39 of the Enumeration Manual contain detailed instructions concerning the Population and Temporary-Resident Documents.</p> <p>Both the instructions on the document and those in the Enumeration Manual must be <u>studied</u> carefully.</p> <p>Impress trainees with the fact that the <u>greater their knowledge</u> of these instructions, the <u>easier will be their task.</u></p>
<p>7. General instructions</p> <p>(1) Ask questions in order</p>	<p>Stress the following general points in connection with the questions on the Population Document.</p> <ul style="list-style-type: none"> <li>(1) Questions must be asked in the order in which they are numbered on the Population Document.</li> </ul>

Points to cover	Procedure
<p>(2) Never assume answers</p> <p>(3) Complete both sides of the document</p>	<p>(2) Enumerators must not assume the answer to any applicable question even if they are enumerating someone they know.</p> <p>(3) Both sides of a document must be completed before proceeding to the next document.</p>
<p>8. Order of enumeration</p>	<p>Point out the correct order of enumeration of the members of the household.</p> <ul style="list-style-type: none"> <li>(1) Head of household</li> <li>(2) Wife of head</li> <li>(3) Unmarried children in order of age</li> <li>(4) A married child and his family</li> <li>(5) Additional relatives</li> <li>(6) Lodgers and their families</li> <li>(7) Servants and other employees and members of their families</li> <li>(8) Other members of the household.</li> </ul> <p>Emphasize that a document for the head of the household must be completed first regardless of the fact that information may be supplied by another member of the household.</p> <p>* Refer trainees to Section 19 of the Enumeration Manual - "Determining the head of the household".</p>
<p>9. The questions on the Population and Temporary-Resident Documents</p>	<p>Point out that you will now discuss the individual questions on the Population and Temporary-Resident Documents. Explain that, but for a few important exceptions, the Temporary-Resident Document will be completed in the same manner as the Population Document. These exceptions will be pointed out as each question is discussed.</p> <p>* Have trainees turn to the sample document completed for Irene S. Jones who is head of household 006 on Page 5 of the Training Work Book - Population. As each question is discussed, refer to the appropriate entry on the specimen</p>

Points to cover	Procedure
<p>10. Household number (Question 1)</p> <p>(1) Form 2</p>	<p>documents, and make a corresponding entry on the enlarged sample. Use the enlarged Form 2 and the blackboard freely for demonstration purposes.</p> <p>Emphasize the following points:</p> <ul style="list-style-type: none"> <li>(a) <u>This number must be the same as that listed for this household on the Visitation Record.</u></li> <li>(b) <u>Every member of the household must have the same number as the household head.</u></li> <li>(c) Each column must have an entry, e.g., the sixth household enumerated should be marked 0-0-6.</li> </ul> <p>* Have trainees examine the Visitation Record entry and the entry in Question 1 on the specimen document for Irene S. Jones.</p> <p>Note that:</p> <ul style="list-style-type: none"> <li>(a) her name is entered opposite household number 0-0-6 in the Visitation Record;</li> <li>(b) 0-0-6 is entered on the Population Document for Irene S. Jones; and</li> <li>(c) 0-0-6 has been entered on the Population Documents for the other three members of the household.</li> </ul> <p>* Mark 0-0-6 on the enlarged Form 2.</p> <p>(2) Form 3</p> <p>Explain that <u>no entry is to be made in Question 1 on Form 3.</u> Draw attention to the note "For office use only" in the box above Question 1 on the Temporary-Resident Document.</p> <p>* Refer trainees to the specimen Temporary-Resident Document on Page 13 of the Training Work Book - Population. Note that Question 1 has been left blank.</p>
<p>11. Name (Question 2)</p> <p>(1) Form 2</p>	<p>Emphasize the following:</p> <ul style="list-style-type: none"> <li>(a) The <u>Name</u> must be <u>printed clearly.</u></li> <li>(b) Care must be taken to obtain the correct spelling.</li> </ul>

Points to cover	Procedure
	<p>(c) The name entered in Question 2 for the <u>first person enumerated in the household, i.e., the head</u>, must agree with that listed in the <u>Visitation Record</u> unless the dwelling is of the special type, i.e., an institution, hotel, tourist camp, etc. Note that while the name of the institution, hotel, tourist camp, etc., is listed in the Visitation Record, the name of the person selected as head in such establishments must be shown in Question 2 of the Population Document.</p> <p>* Refer trainees to Sections 21 to 36 of the Enumeration Manual for the method of determining the head of the household in "Special Types of Living Quarters". Point out that after the training session you will discuss the enumeration of such places with any Enumerator whose area contains "special" types of living quarters.</p>
(2) Form 3	<p>Point out that the name is to be entered in exactly the same manner on both Form 2 and Form 3.</p> <p>* Enter Jones, Irene S. on the enlarged Form 2.</p>
<p>12. Address - exact location (Question 3)</p> <p>(1) General</p>	<p>Explain that -</p> <p>(a) the Form 2 or Form 3 completed for each member of a household must show the same address as that entered for the head of the household in Column 4 of the Visitation Record.</p> <p>(b) the address to be entered in Question 3 of the Temporary-Resident Document must be the address where the person is enumerated.</p> <p>(c) the address must describe the exact location of the dwelling. In rural areas this may differ frequently from the Post Office address.</p> <p>Point out that part of the address will be entered on the top line of Question 3 while the remainder will be entered on the second line directly below this entry, e.g., street and number on the top line and city, town or village on the second line.</p> <p>* Have trainees note on their copy of Form 2 the manner in which Question 3 is divided. Draw their attention to the position on the document and the relationship of the following entries:</p>

Points to cover	Procedure
(2) Cities, towns, and villages	<p>(a) "Street and number" and "City, town or village";</p> <p>(b) "Lot and concession" and "Township, parish or municipality"; and</p> <p>(c) "Section" and "Township, range and meridian".</p> <p>Emphasize the necessity for legible entries in Question 3. Point out that provision had to be made on the document for different types of entries in different localities. However, only one type will be entered for any one person. Therefore, the Enumerator need not confine his entry to the space provided by the various sections of Question 3. If, for example, an entry is required for "Street and number", there will be no entry in the space provided for "Lot and concession". Thus the Enumerator may extend his entry into this space. Similarly, other entries need not be confined to the space provided if more room is needed to make a legible entry.</p> <p>* Use the enlarged Form 2 to demonstrate the correct manner in which entries should be made in Question 3. In doing so, select an example from the following that is applicable to your type of area.</p>
	<p>Enter-</p> <p>(a) the street and number on the top line of Question 3. Indicate the apartment number if the dwelling is in an apartment building.</p> <p>(b) the name of the city, town, or village directly below the first entry.</p> <p><u>Example:</u></p> <div data-bbox="705 1587 1301 1906" data-label="Form"> <p>3. ADDRESS—EXACT LOCATION</p> <p>144 First St. Apt. 1</p> <p>{ Street and number } or { Lot and concession } or { Section }</p> <p>Franktown</p> <p>{ City, town or village } or { Township, parish or municipality } or { Twp., range, and meridian }</p> <p>-----</p> <p>If this is an institution, hotel, etc., enter its name on the above line and mark here → <input type="checkbox"/></p> </div>

Points to cover	Procedure
<p>(3) Rural areas</p> <p>(a) Ontario and Quebec</p> <p>(b) Manitoba, Saskatchewan and Alberta</p> <p>(c) Newfoundland, Prince Edward Island, Nova Scotia, New Brunswick, and British Columbia</p>	<p>Enter the lot and concession on the top line and the township, parish or municipality on the second line.</p> <p><u>Example:</u></p> <div data-bbox="691 540 1287 859"> <p>3. ADDRESS—EXACT LOCATION</p> <p> <span>{ Street and number }</span> or <span>{ Lot and concession }</span> or <span>{ Section }</span>  <i>Lot 26 concession 2</i> </p> <p> <span>{ City, town or village }</span> or <span>{ Township, parish or municipality }</span> or <span>{ Twp., range, and meridian }</span>  <i>North Bower</i> </p> <p>-----</p> <p>If this is an institution, hotel, etc., enter its name on the above line and mark here → <input type="checkbox"/></p> </div> <p>Enter the section on the top line and the township, range and meridian on the second line.</p> <p><u>Example:</u></p> <div data-bbox="699 1066 1295 1385"> <p>3. ADDRESS—EXACT LOCATION</p> <p> <span>{ Street and number }</span> or <span>{ Lot and concession }</span> or <span>{ Section }</span>  <i>N.W. 32</i> </p> <p> <span>{ City, town or village }</span> or <span>{ Township, parish or municipality }</span> or <span>{ Twp., range, and meridian }</span>  <i>17-31-W3</i> </p> <p>-----</p> <p>If this is an institution, hotel, etc., enter its name on the above line and mark here → <input type="checkbox"/></p> </div> <p>Enter the township, parish or municipality on the second line. If a more detailed address is available, e.g., the name of an unincorporated place, enter this on the top line.</p> <p><u>Example:</u></p> <div data-bbox="707 1676 1303 1996"> <p>3. ADDRESS—EXACT LOCATION</p> <p> <span>{ Street and number }</span> or <span>{ Lot and concession }</span> or <span>{ Section }</span> </p> <p> <span>{ City, town or village }</span> or <span>{ Township, parish or municipality }</span> or <span>{ Twp., range, and meridian }</span>  <i>Drummond</i> </p> <p>-----</p> <p>If this is an institution, hotel, etc., enter its name on the above line and mark here → <input type="checkbox"/></p> </div>



Points to cover	Procedure
(4) Special dwellings	<p>Point out that for all special types of dwellings such as institutions, hotels, camps, Hutterite colonies, boarding schools, military camps and diplomatic residences, Enumerators must enter the name (or type of dwelling if it has no name) on the last line of Question 3 and mark the box in the lower right corner.</p>
<p>13. Relationship to head of household (Question 4)</p> <p>(1) Form 2</p>	<p>Emphasize that -</p> <ul style="list-style-type: none"> <li>(a) the person listed in Column 3 of the Visitation Record must be recorded as "Head" in Question 4 of the Population Document.</li> <li>(b) the specific relationship to the head, of all other persons in the household must be entered in Question 4.</li> </ul> <p>Point out that only one box may be marked in this question. If the specific relationship of some member of the household cannot be described by marking a box it should be written in the space provided. "Uncle", "aunt", "cousin" and "grandfather" are given on the document as examples of written entries. Others include "grandmother", "great aunt", "great grandson" and "ward". <u>Caution Enumerators against writing entries when the correct relationship could be described by marking a box.</u></p> <ul style="list-style-type: none"> <li>* Allow trainees a few minutes to study the various relationships on the Population Document (Form 2).</li> <li>* Refer trainees to the entries in Question 4 of the specimen documents for household 0-0-6. Point out that this household is composed of Irene S. Jones, her two unmarried children and her widowed mother.</li> </ul> <p>Note that:</p> <ul style="list-style-type: none"> <li>(i) Irene S. Jones is the head of the household. Her name is entered in Column 3 of the Visitation Record and "Head" is entered in Question 4 on her Population Document.</li> <li>(ii) The box "Son (daughter)" is marked on the Population Documents of her two children "John" and "Anne".</li> </ul>

Points to cover	Procedure
	<p>(iii) The box "Mother" is marked for Mrs. Mary May since this describes her relationship to the head of the household.</p> <p>* Mark the box "Head" on the enlarged Population Document for Irene S. Jones.</p> <p>Make it clear that -</p> <p>(i) the <u>wife of a married son</u> living in a household of which his <u>father is head</u> must be recorded as "<u>Daughter-in-law</u> not "<u>Wife</u>" and their son would be recorded as "<u>Grandchild</u>" not "<u>Son</u>".</p> <p>(ii) the members of the families of lodgers or employees should be recorded as "Lodger's wife", "Lodger's child", "Employee's wife", "Employee's child".</p> <p>(iii) if several unrelated persons share a dwelling, one will be reported as "Head" and the others as "Partner".</p> <p><u>Note to Field Supervisors with Hutterite colonies</u></p> <p>If there are any Hutterite colonies located in your area point out to the Enumerators concerned that, although all members of the colony are enumerated as members of one household, a family number for the members of each family must be entered in the "write-in" space below Question 4. "Family 1" will be entered on the document of each member of the first family enumerated in the colony. "Family 2" for each member of the second family, etc. Persons not members of any family should be shown as "Partner" and the documents for this group kept together.</p> <p>(2) Form 3</p> <p>Emphasize that the entry to be made in Question 4 on the Temporary-Resident Document (Form 3) must describe the relationship of the temporary resident to the head of the household <u>at the person's usual residence</u>.</p> <p><u>Example:</u> Frank Smith was temporarily visiting his uncle in Toronto on June 1. He usually resides with his father-in-law in Montreal. Frank Smith would be enumerated on a Form 3 in Toronto with the entry "Son-in-law" recorded in Question 4.</p> <p>14. Sex (Question 5)</p> <p>Emphasize that Enumerators must be careful to mark this question for each person enumerated.</p>

Points to cover	Procedure
15. Age at last birthday (Question 6)	<p data-bbox="649 310 1326 374">* Mark the entry "Female" on the enlarged Form 2.</p> <p data-bbox="468 410 1345 474">Note that this question will be completed on Form 3 in exactly the same manner as on Form 2.</p> <p data-bbox="468 538 1342 602">Emphasize the following points in connection with this question:</p> <ol data-bbox="636 638 1451 1315" style="list-style-type: none"><li data-bbox="636 638 1451 829">(1) The entry must show the person's <u>exact age at his last birthday prior to June 1, 1956</u> regardless of the date on which he is enumerated. Thus, the age of a person whose birthday falls on June 10 will be reported as of June 10, 1955.</li><li data-bbox="636 866 1408 961">(2) <u>Both columns</u> must have an entry. Thus, the correct entry for a 5-year-old child will be 0-5 not just 5 or 5-5.</li><li data-bbox="636 998 1404 1029">(3) There must be <u>only one entry in each column</u>.</li><li data-bbox="636 1061 1439 1125">(4) For children under one year of age the correct entry is 0-0.</li><li data-bbox="636 1157 1470 1221">(5) For persons 100 years of age or over the correct entry is 9-9.</li><li data-bbox="636 1253 1439 1317">(6) This question will be completed in exactly the same manner on Forms 2 and 3.</li></ol> <p data-bbox="649 1453 1459 1549">* Have trainees note how the ages have been entered on the various specimen documents. Enter 3-8 for Irene S. Jones on the enlarged Form 2.</p>

Points to cover	Procedure
<p>16. Marital status (Question 7)</p>	<p>Points to be emphasized:</p> <ul style="list-style-type: none"> <li>(1) Enumerators must be certain to mark one box in Question 7 for each person enumerated. This is particularly true when the marital status is obvious and the question need not be asked, e.g., for young children.</li> <li>(2) The "Single" box is to be marked only for persons <u>who have never married</u>. This includes those who have obtained an annulment.</li> <li>(3) "Married" includes separated but not "Divorced" persons. This box should be marked for each person whose husband or wife is living unless they have obtained a divorce.</li> <li>(4) Question 7 is to be marked on Form 3 in the same manner as on Form 2.</li> </ul> <p>* Have trainees note the entries for Question 7 on the specimen documents. Mark "Widowed" on the enlarged sample document for Irene S. Jones.</p>
<p>17. Does this person live on a farm? (Question 8)</p> <p>(1) Form 2</p>	<p>* Refer trainees to Section 38 of the Enumeration Manual for the definition of a farm. Have trainees follow in the Enumeration Manual as you read.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>For Census purposes, a farm is defined as a holding on which agricultural operations are carried out and which is:</p> <ul style="list-style-type: none"> <li>(1) three acres or more in size</li> <li style="text-align: center;">or</li> <li>(2) from one to three acres in size and with agricultural production in 1955 valued at \$250 or more.</li> </ul> <p>Agricultural operations include the production of field crops, vegetables, fruits, greenhouse and nursery products, and seeds;</p> </div>

Points to cover	Procedure
	<div data-bbox="655 314 1408 474" style="border: 1px solid black; padding: 5px;"> <p>live stock raising; the production of animal products (dairy products, wool and eggs); bee keeping, and the raising of goats and fur-bearing animals.</p> </div> <p>Point out that in general <u>all persons who live in a dwelling situated on a farm, i.e., a holding for which an Agriculture Document (Form 6) is required, will be marked "Yes" in Question 8 regardless of their occupations.</u></p> <p>Farms operated in connection with an institution provide the <u>exception</u> to this rule. In such case the farm manager and his household will be marked "Yes" in Question 8. <u>All other members of the institutional household will be marked "No".</u></p> <p><u>Note to Field Supervisors with Hutterite colonies-</u> Although Hutterite colonies are classed with institutions for purposes of Question 3, i.e., an entry is required on the last line of this question, the documents for all persons living in the colony must be marked "Yes" in Question 8.</p> <p>Emphasize the following points:</p> <ul style="list-style-type: none"> <li>(a) <u>An entry in this question is required for every person</u> enumerated.</li> <li>(b) The same entry must be made in Question 8 for all members of a household.</li> <li>(c) If the answer is obvious, e.g., in densely populated sections of cities, the entry may be made without questioning the respondent.</li> <li>(d) In rural areas, small towns, suburbs of cities, etc., great care must be taken to obtain the correct information.</li> </ul> <p>* Have trainees note that "No" has been marked for each member of Mrs. Jones's household (006). Make this entry on the enlarged Form 2.</p> <p>(2) <u>Form 3</u> Point out that Question 8 on the Temporary-Resident Document (Form 3) refers to the person's usual residence and <u>not</u> to the place where the temporary visitor was enumerated.</p>

Points to cover	Procedure
	<p><u>Examples:</u> (a) Mrs. Adams was staying with her daughter in the city on June 1. Her usual home is on a farm with her son. She should be enumerated on a Form 3 with "Yes" marked in Question 8.</p> <p>(b) Francis C. Roland on the other hand, was temporarily residing on the farm of Douglas J. Leigh on June 1. His usual residence is in Winnipeg.</p> <p>* Have trainees note that the specimen Form 3 for Francis C. Roland is marked "No" in Question 8 while "Yes" has been marked for other persons in the Leigh household, (household 020).</p>
<p>18. Where was this person on June 1? (Question 9-Form 2)</p>	<p>Point out that-</p> <ul style="list-style-type: none"> <li>(1) this question is included only on the Population Document (Form 2).</li> <li>(2) the box "Here" should be marked for each person included in the count of Column 5 of the Visitation Record.</li> <li>(3) the box "Elsewhere" should be marked for every person included in the count of Columns 6 and 7 of the Visitation Record.</li> </ul>
<p>19. Address of usual place of residence (Question 9A-Form 3)</p>	<p>Explain that this question is included only on the Temporary-Resident Document (Form 3).</p> <p>Point out the difference between Question 3 and Question 9A on the Form 3.</p> <ul style="list-style-type: none"> <li>(1) Question 3 refers to the <u>address</u> of the temporary visitor on <u>June 1</u>, i.e., the address where enumerated.</li> <li>(2) Question 9A refers to the <u>address of usual place of residence</u> of the temporary visitor.</li> </ul> <p>Explain that the rules you have previously outlined in connection with Question 3 also apply to Question 9A, i.e., the address reported must describe the exact location of the dwelling. <u>Note, however, that Question 9A also provides for entering the name of the household head at the person's usual place of residence.</u> If the person being enumerated is the head, his name should be reported in Question 9A.</p>

Points to cover	Procedure
	<ul style="list-style-type: none"> <li>* Have trainees note that the address reported in Question 3 on the Temporary-Resident Document for Francis C. Roland is the address where he was enumerated, i.e., Section 22, Township 12, Range 4, West of the 1st Meridian. The address reported in Question 9A is the address of his usual place of residence, i.e., 27 Arnold Ave., Winnipeg, Manitoba. The name of his father-in-law, John C. Small, who is head of this household is shown on the last line of Question 9A.</li> </ul>
20. Test documents	<p><u>Preparation of test documents to check marking</u></p> <ul style="list-style-type: none"> <li>* Distribute a Form 2 to each member of the group. Have each trainee enumerate himself on the front of the document using a mark-sense pencil. You will provide the group with the necessary facts concerning yourself so that they may enumerate you on the back of the document.</li> <li>* Instruct the group to enter 0-0-1 in Question 1 and record their own name and address in Questions 2 and 3. The remaining questions will be completed by having each trainee enumerate himself.</li> <li>* Instruct trainees to enter 0-0-2 in Question 1 on the back of the document. Write your name and address on the blackboard and have them enter this in Questions 2 and 3. <u>The address that you report should be the address to which you wish these documents returned after marking errors have been detected.</u></li> <li>* Supply trainees with the information required to complete the document for you.</li> <li>* Collect completed Forms 2. Check as you do so that each trainee has correctly entered his name and address on the front of the document and that your name and address has been correctly reported on the reverse side. Aside from the name and address do not change or retrace any marks made by the Enumerator.</li> </ul>

Points to cover	Procedure
	<p data-bbox="631 321 1436 417">* These documents must be packed in the envelope provided (Form 21) and AIR-MAILED immediately after the training session to:</p> <p data-bbox="885 455 1370 583">Director, Census Division, Dominion Bureau of Statistics, Ottawa, Ontario.</p> <p data-bbox="631 621 1470 778">* Documents with unsatisfactory marks will be returned to you immediately after they have been tested. These documents are not to be returned to the Enumerator, but it is your responsibility to:</p> <ol data-bbox="699 817 1451 1204" style="list-style-type: none"><li data-bbox="699 817 1451 880">(1) advise Enumerators concerned that marks on their test documents are unsatisfactory;</li><li data-bbox="699 910 1451 1008">(2) review marking instructions and explain as you do so the necessity for satisfactory marks;</li><li data-bbox="699 1038 1451 1136">(3) check the work of these Enumerators frequently during enumeration to make certain your instructions have been carried out;</li><li data-bbox="699 1166 1193 1204">(4) destroy all test documents.</li></ol>



PRACTICE EXERCISE B

Note to Field Supervisors

Have trainees turn to Page 18 of the Training Work Book - Population (Form 60). Allow them approximately 10 minutes to complete Population Documents for the members of the household in the Practice Narrative. Have trainees correct their own work from the answers you supply.

Directions

From the information supplied in the Practice Narrative below, complete the required Population Documents for the Jackson household. The blank documents included in the Training Work Book will be used for this purpose.

Practice Narrative

The ninth dwelling you visit is located at 45 Fifth Avenue, Apt. 2, Edmonton, Alberta. Assume that you have made the required entries in the Visitation Record and in doing so have determined that on June 1 the household was occupied by three persons, namely: Mr. Harry S. Jackson, his wife Lynda M. Jackson and Mrs. Jackson's widowed sister Mary M. Hill. Mrs. Hill has a permanent home at 25 Grange Ave., Apt. 1, Regina, Saskatchewan, where she lives with an unmarried daughter. Mr. Jackson is 45 years old, his wife is 43 and Mrs. Hill will be 39 next week.

Answer Key

Question No.	Form 2		Form 3
1. Household number	0-0-9	0-0-9	-
2. Name	Jackson, Harry S.	Jackson, Lynda M.	Hill, Mary M.
3. Address	45 Fifth Ave.Apt.2, Edmonton	45 Fifth Ave.Apt.2, Edmonton	45 Fifth Ave.Apt.2, Edmonton
4. Relationship to head of household	Head	Wife	Head
5. Sex	Male	Female	Female
6. Age at last birthday	4-5	4-3	3-8
7. Marital status	Married	Married	Widowed
8. Does this person live on a farm?	No	No	No
9. Where was this person on June 1?	Here	Here	-
9A. Address of usual place of residence	-	-	25 Grange Ave.Apt.1, Regina, Sask.
Name of head of household at usual residence	-	-	Mrs. Mary M. Hill

VII-INDIVIDUAL POPULATION FORM

(Form 5)

Points to cover	Procedure
<p>1. Purpose</p>	<p>* Have on hand a copy of Form 5 with its envelope and display them to the group.</p> <p>Explain that Form 5 (Individual Population Form) is a self-enumeration schedule which will be used:</p> <ul style="list-style-type: none"> <li>(1) for enumeration of persons such as boarders or lodgers for whom it is <u>impossible</u> to obtain the required information either through a personal interview or from a responsible member of the household;</li> <li>(2) for enumeration in places such as hotels, missions, tourist camps, motels and general hospitals where the occupancy changes from day to day and it may not be possible for the Enumerator to conduct a personal interview with each person.</li> </ul> <p>Explain that before enumeration commences you will interview each Enumerator whose area contains "special" types of dwellings such as hotels, motels and missions. The use of Form 5 in the enumeration of the occupants of such dwellings will be explained at that time. <u>The discussion to follow pertains to the use of Form 5 in the enumeration of the occupants of ordinary dwellings.</u></p>
<p>2. Use Form 5 <u>only as a last resort</u></p>	<p>Emphasize that Form 5 is to be left for completion by the individual <u>only as a last resort</u> when no other means of obtaining the information is available: <u>It must never be used if a call-back to the dwelling would produce the required information.</u></p>
<p>3. All Forms 5 must be returned when enumeration completed</p>	<p>Stress that a strict accounting will be made of all Forms 5 issued to Enumerators. Those in urban areas will receive an initial supply of 10 forms, while Enumerators in rural areas will receive 5. Extra supplies may be issued but you should be satisfied that the Enumerator is using this Form only when it is absolutely necessary.</p> <p>Point out that both completed and blank Forms 5 must be returned to you at the end of enumeration. At that time you will check to see that the quantity returned agrees with that issued.</p>

Points to cover	Procedure
	<p>Emphasize that <u>it is essential that Enumerators collect all Forms 5 left at dwellings</u>. To ensure that this is done they will:</p> <ol style="list-style-type: none"> <li>(1) record in Column 10 of the Visitation Record the <u>number</u> of Forms 5 left at each dwelling and the date they will be collected, e.g., "4 Forms 5 - pick up June 10".</li> <li>(2) start a Population Document showing the household number, name and address for each person for whom a Form 5 has been left. These Population Documents will be carried in the binder pocket until the Form 5 is collected and the information transcribed. The required entries will of course be made on the document jacket chart at the time they are placed in the binder pocket.</li> <li>(3) enter a check mark (✓) beside the entry in Column 10 of the Visitation Record if all of the Forms 5 are collected on the return visit. If the Enumerator is unable to collect all of the Forms 5 at that time, a note indicating the number still outstanding and the time they will be collected should be made in the Visitation Record.</li> </ol>
4. The Form itself	<p>* Have trainees find Form 5 in their Portfolios. Allow them a minute or two to study it.</p> <p>Point out that -</p> <ol style="list-style-type: none"> <li>(1) the Form 5 is bilingual.</li> <li>(2) it provides for answers to all questions on the Population Documents (Forms 2 and 3).</li> <li>(3) instructions on the proper method of completing it are given on the form and its envelope.</li> </ol>
5. Entries required	<p>Explain that the Enumerator must make certain entries on both the Form 5 and its envelope before leaving them at a dwelling.</p> <ol style="list-style-type: none"> <li>(1) <u>On the Form 5</u> <ol style="list-style-type: none"> <li>(1) <u>Entries on the Form 5</u> - On the top line the Enumerator must enter:               <ol style="list-style-type: none"> <li>(a) his District number;</li> </ol> </li> </ol> </li> </ol>

Points to cover	Procedure
(2) On the Envelope	<p>(b) his Enumeration Area number;</p> <p>(c) the household number of the dwelling in which the form is left.</p> <p>(2) <u>Entries on the Envelope</u> - In the space provided the Enumerator must enter:</p> <p>(a) the name and address of the person for whom the information is required;</p> <p>(b) the date that the Enumerator will return to pick up the completed form;</p> <p>(c) his signature.</p> <p>Remind trainees to make the required entries in the Visitation Record before leaving a Form 5 at a dwelling. Without these entries the Enumerator will not remember where and when to call back for completed Forms 5.</p> <p>* Have trainees note the entry for dwelling 0-0-3 on page 3 of the Training Work Book - Population.</p>
6. Duties when Forms 5 collected	<p>Point out that when the Enumerator picks up a completed Form 5 he must:</p> <p>(1) examine it before leaving the dwelling;</p> <p>(2) question a responsible member of the household to obtain the answer to any inquiry left blank;</p> <p>(3) leave a second form if the missing information cannot be supplied by other household members. The particular items that have not been satisfactorily completed should be marked on the second form. A note, attached to the second form, explaining why it has been left and clarifying any questions which cause difficulty will be of assistance in such cases.</p> <p>Point out that each day the Enumerator must:</p> <p>(1) transcribe the information contained on each Form 5 to the proper Form 2 or to a Form 3;</p> <p>(2) return the Forms 2 to the appropriate jacket in their correct household sequence and the Forms 3 to the envelope provided;</p>

Points to cover	Procedure
	<ul style="list-style-type: none"><li data-bbox="624 306 1444 406">(3) indicate by a check mark (✓) in the "In" column of the document jacket chart that Forms 2 have been returned;</li><li data-bbox="624 440 1444 506">(4) indicate by a large check mark (✓) across the Form 5 that the information has been transcribed;</li><li data-bbox="624 540 1444 606">(5) file for return with other Census forms when enumeration is completed.</li></ul>

# VIII - LIVE STOCK ELSEWHERE THAN ON FARMS

(Form 7)

Points to cover	Procedure
<p>1. When to use Form 7</p>	<p>* Display a Form 7 (Live Stock Elsewhere Than On Farms) and have trainees find their copy in their Portfolios.</p> <p>Point out that -</p> <p>(1) instruction as to when Form 7 is to be used is printed on this Form.</p> <p>* Have the trainees follow on Form 7 as you read this instruction-</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>This form is to be used for reporting live stock on:</p> <p>(1) All holdings under 1 acre.</p> <p>(2) Other holdings under 3 acres if the agricultural production in 1955 was less than \$250.</p> </div> <p>(2) Enumerators must inquire of every household not living on a farm (even in cities, towns or villages) whether they have any of the items listed on Form 7.</p>
<p>2. How to complete Form 7</p>	<p>Explain that -</p> <p>(1) the first entries to be made are those in the upper right-hand corner for:</p> <div style="margin-left: 40px;"> <p>Province</p> <p>Electoral District</p> <p>Enumeration Area</p> </div> <p>(2) the "Occupier" (Column 1) is the owner or a person in charge of the holding.</p> <p>(3) the name of "Occupier" should be entered in the same manner as the name of the household head in the Visitation Record (Form 1) i.e., surname printed first, followed by the given name and initials.</p> <p>(4) one line only is to be used for each occupier.</p>

Points to cover	Procedure
3. Area of holding (Column 2).	<p>Emphasize that -</p> <ul style="list-style-type: none"><li>(1) the area must be reported to the nearest tenth of an acre.</li><li>(2) if the area is less than one-tenth of an acre, "1/10 acre" must be reported.</li><li>(3) under no circumstances should entries be made on this Form for holdings of 3 acres or more. (See Section 38 of the Enumeration Manual for farm definition.)</li></ul>
4. Horses, cattle, poultry, goats, pigs, and sheep (Columns 3 to 11)	<p>Explain that all horses and ponies, cattle, poultry, goats and sheep must be reported on the holding where they are found regardless of ownership.</p>

IX - ADMINISTRATIVE FORMS

Points to cover	Procedure
<p>1. Enumerator's Progress Report (Form 10)</p>	<p>* Display a copy of the Enumerator's Progress Report (Form 10) and have each trainee find his copy in his Portfolio.</p> <p>Explain that this report <u>must</u> be sent to the Field Supervisor each <u>Monday and Thursday night</u>.</p> <p>Point out that the entries required on this Form are self-explanatory. Should the Enumerator have difficulty in completing it he should consult Section 115 of the Enumeration Manual.</p>
<p>2. Enumerator's List of Supplies (Form 15)</p>	<p>* Display a copy of Form 15.</p> <p>Explain that -</p> <ol style="list-style-type: none"> <li>(1) a copy of Form 15 will be included in each Enumerator's box of supplies and on it will be indicated the quantity of each item included in the box of supplies and Portfolio.</li> <li>(2) the Enumerator <u>must check at home</u> the material in his box and Portfolio <u>against</u> the quantity listed on Form 15. Discrepancies should be reported to you.</li> <li>(3) all items on Form 15, except those designated by "XXX" marks must be returned. The quantity must be indicated in the "Number Returned" column.</li> </ol> <p><u>Note to Field Supervisors</u></p>
<p>3. Enumerator's Account (Form 51)</p>	<p>A close study must be made of the Field Manual (Sections 30, 33, 34, 35 and 38) in order to instruct trainees on the remuneration for instruction and enumeration allowances or expenses where applicable. In addition, you must be thoroughly familiar with the material in Sections 108 to 114 of the Enumeration Manual and advise your trainees to study it carefully.</p> <p>Should your class include Enumerators responsible for Type "D" areas, arrange to instruct them concerning their account forms after the formal training session. This is necessary because of the additional instructions required for the completion of Form 52 (Enumerator's Account - Type "D" Area) and Form 53 (Statement of Expenses).</p>



Points to cover	Procedure
(1) General	<p>Explain that the rates and allowances which have been authorized by Order-in-Council for payment of Enumerators depend upon the type of area for which they are responsible. The description attached to the map of each enumeration area indicates the type of that particular area, i.e., Type "A", "B" or "C".</p> <p>Point out that Enumerators in Type "A", "B" or "C" areas will enter details of all claims in connection with instruction and enumeration on Form 51 (Enumerator's Account).</p> <p>* Display a copy of Form 51 and have trainees find theirs in their Portfolios.</p> <p>Explain that you will now discuss the particular items on Form 51 which may cause difficulty. If others are encountered the Enumerator should consult you either during your visits with him in the field or when he returns his completed material.</p>
(2) Transportation expenses to attend instruction	<p>Point out that -</p> <ul style="list-style-type: none"> <li>(a) Enumerators who are required to travel outside their headquarters area (i.e., outside the area served by local street car or bus facilities) to attend the training class will be allowed return train or bus fare.</li> <li>(b) if no convenient public transportation is available, an automobile may be used at the rate of 9 cents per mile. This allowance covers <u>complete</u> payment for the use of the automobile except for bridge, road or tunnel tolls or ferry charges <u>only</u>.</li> </ul>
(3) Living expenses to attend instruction	<p>Explain that -</p> <ul style="list-style-type: none"> <li>(a) to claim for living expenses, the Enumerator must reside outside the headquarters area and <u>also</u> receive a full day of instruction. (See Section 34 of your Field Manual for exceptions to this rule.)</li> <li>(b) claims for lodging or hotel accommodation must be supported by receipts and these must be attached to Form 51.</li> </ul> <p>* Refer trainees to Section 112 of the Enumeration Manual concerning receipts.</p>

Points to cover	Procedure
(4) Payment for enumeration	<p>Stress the necessity for correct entries in the "Units Submitted" column when claims are made for enumeration payment.</p> <p>Point out that an allowance in lieu of travelling expenses while enumerating is provided for Enumerators in Type "B" and "C" areas.</p>
(5) Allowance to return completed work	<p>Explain that -</p> <ul style="list-style-type: none"><li>(a) when the distance each way is not greater than 25 miles, return train or bus fare will be allowed Enumerators in rural areas to return Census material. If no convenient public transportation is available an automobile may be used at the allowance of 9 cents per mile.</li><li>(b) in cases where the distance is more than 25 miles each way, the returns are to be forwarded by express or registered mail. A receipt for this expenditure must be attached to Form 51 and the cost entered in Item 7 on this Form.</li></ul> <p>* Refer trainees to Sections 108 to 114 of the Enumeration Manual for further details on Form 51.</p>

X - ENUMERATION TECHNIQUE AND FIELD PROCEDURE

Points to cover	Procedure
<p>1. Study Sections 5 to 14 of the Enumeration Manual for information on enumeration technique and field procedures</p>	<p>Explain that the success of enumeration depends to a large extent on the attitude adopted by the Enumerator and the manner in which he conducts the interview.</p> <p>Point out that Sections 5 to 14 of the Enumeration Manual deal with "Enumeration Technique" and "Field Procedures". These Sections must be studied carefully before enumeration commences. In doing so the Enumerator should pay particular attention to:</p> <ul style="list-style-type: none"><li>(1) Section 6 - How to deal with difficult cases;</li><li>(2) Section 12 - Call-backs;</li><li>(3) Section 13 - Language difficulties; and</li><li>(4) Section 14 - Daily check of enumeration.</li></ul>

## XI - REVIEW AND QUESTION PERIOD

The manner in which you conduct your review will depend upon the time at your disposal and the particular needs of your training class. Where necessary and if time permits, give more complete instruction on points which you may have had to discuss hurriedly or which cause general difficulty for the group. Encourage trainees to ask questions during this period. When supplying answers refer Enumerators to the Enumeration Manual. This will encourage them to consult this source when future difficulties arise.

A number of oral questions have been provided to assist you in conducting your review. These cover basic definitions and principles with which the Enumerator must be thoroughly familiar. Try to cover as many questions as possible in the time at your disposal. In doing so, direct your questions to individuals rather than to the group. Also make certain that all trainees have an equal opportunity to participate. Properly handled these questions will serve to instruct the group and indicate to you those Enumerators who will likely require special attention during enumeration.

If you do not have time to cover all of these questions, refer trainees to Pages 29 to 35 of the Training Work Book - Population (Form 60). These pages contain all of the questions in this Section together with the appropriate references to the Enumeration Manual. Advise trainees to go over these questions carefully before enumeration commences and to consult the Enumeration Manual for the answers.

Questions for Review

Question	Answer	Enumeration Manual Reference
<p>1. What action would you take if you discover your map is in error with regard to:</p> <p>(a) boundary streets?</p> <p>(b) streets within your enumeration area?</p>	<p>1. (a) Report the matter to your Field Supervisor immediately. Under no circumstances may an Enumerator change the boundaries on his map without prior authority.</p> <p>(b) Correct the map and report the matter to your Field Supervisor at a convenient opportunity.</p>	<p>Sect. 1</p>
<p>2. What procedure will be followed in planning the order of visitation in:</p> <p>(a) an urban enumeration area?</p> <p>(b) a rural enumeration area?</p>	<p>2. (a) (i) Number the various blocks on the map and proceed from block to block in numerical order.</p> <p>(ii) In each block start at one corner and proceed around it in a clockwise direction until the starting point is reached.</p> <p>(iii) Make certain before leaving a block that every dwelling has been visited.</p> <p>(iv) In areas where dwellings are strung out along streets or roads in ribbon-like fashion, cover the area street by street and road by road.</p> <p>(b) Start at one corner of the enumeration area and go back and forth along the roads in such a manner that the whole area is covered with a minimum of travel.</p>	<p>Sect. 3</p> <p>Sect. 3</p>

Question	Answer	Enumeration Manual Reference
3. The dwelling forms the basic unit for enumeration. Define a <u>dwelling</u>	3. A dwelling is a structurally separate set of living premises with private entrance from outside the building or from a common hall or stairway inside. The entrance must not be through anyone else's living quarters.	Sect. 15
4. Define a <u>household</u>	4. A household is the person or group of persons who occupy a dwelling.	Sect. 16
5. What dwellings should be listed in the Visitation Record?	5. Every dwelling in an enumeration area must be listed in the Visitation Record. This includes "closed", "vacant" and "under construction" dwellings as well as those which are occupied. However, seasonal and temporary dwellings such as summer cottages, automobile trailers, house-boats, tents and shacks will be recorded <u>only if they were occupied on June 1.</u>	Sect. 37 (1)
6. How will you distinguish between a "closed" and a "vacant" dwelling?	6. A "closed" dwelling is one that is not being lived in during the period of the Census due to the temporary residence of the occupants elsewhere (e.g., at a summer cottage). A "vacant" dwelling is one suitable for occupancy but not, on June 1, the home of any household.	Sect. 15 (1) & (2)
7. When is a dwelling considered to be "under construction"?	7. A dwelling is considered to be "under construction" from the time the foundation is begun until it is suitable for occupancy or until the first household moves in.	Sect. 15 (3)
8. For Census purposes what is a farm?	8. For Census purposes a farm is defined as a holding on which agricultural operations are carried out and which is:  (1) three acres or more in size or (2) from one to three acres in size and with agriculture production in 1955 valued at \$250 or more.	Sect. 38 (2) Ques. 8

Question	Answer	Enumeration Manual Reference
<p>9. The descriptions of certain enumeration areas indicate that the population of unincorporated villages and settlements must be shown separately e.g., "show separately the population of "X", "Y", and "Z" and any such unincorporated place." <u>Where and how</u> are such places to be shown?</p>	<p>9. The particular dwellings which are part of an unincorporated village or settlement will be indicated in Column 1 of the Visitation Record (Form 1). Each unincorporated village will be indicated separately by drawing a short horizontal line across Column 1 above the number of the first household in the village and another line below the number of the last household. The name of the village will be written lengthwise in the space of Column 1 between the upper and lower lines and on each page until the enumeration of the village or settlement is completed.</p>	<p>Sect. 37 (2)</p>
<p>10. What name will be entered in Column 3 of the Visitation Record?</p>	<p>10. The name of the head of the household if it is an ordinary dwelling. If the dwelling is an institution, hotel, etc., the name of the establishment rather than the name of the household head will be entered.</p>	<p>Sect. 37 (2)</p>
<p>11. Who should be entered as "head" in a household consisting of:</p> <p>(a) a husband and wife?</p> <p>(b) a parent and an unmarried son or daughter?</p>	<p>11. (a) the husband</p> <p>(b) the parent</p>	<p>Sect. 19 (1)</p> <p>Sect. 19 (2)</p>

Question	Answer	Enumeration Manual Reference												
(c) a parent, and a married son who is mainly responsible for maintaining the household?	(c) the married son	Sect. 19 (3)												
(d) a group of unrelated persons?	(d) any one	Sect. 19 (5)												
12. Which questions on Form 2 will always have the same entry for all members of the household?	12. Question 1 (Household Number), Question 3 (Address) and Question 8 (Does this person live on a farm?)	Sect. 38 (2) Ques. 1, 3 & 8												
13. What box would you mark in each column of Question 1 to enter:  (a) household 7?  (b) household 132?  (c) household 241?	13.  (a) Box  (b) Box  (c) Box	Sect. 38 (2) Ques. 1												
14. Two addresses must be entered on Form 3	<table border="1"> <thead> <tr> <th>Column 1</th><th>Column 2</th><th>Column 3</th></tr> </thead> <tbody> <tr> <td>0</td><td>0</td><td>7</td></tr> <tr> <td>1</td><td>3</td><td>2</td></tr> <tr> <td>2</td><td>4</td><td>1</td></tr> </tbody> </table>	Column 1	Column 2	Column 3	0	0	7	1	3	2	2	4	1	
Column 1	Column 2	Column 3												
0	0	7												
1	3	2												
2	4	1												



Question	Answer	Enumeration Manual Reference
<p>14. (a) What address will be entered in Ques. 3?</p> <p>(b) What address will be entered in Ques. 9A?</p>	<p>14. (a) The address reported in Question 3 must be the "Address Where Enumerated".</p> <p>(b) The address reported in Question 9A must be the "Address of Usual Place of Residence".</p>	<p>Sect. 39 (2) (b)</p> <p>Sect. 39 (2) (c)</p>
<p>15. What questions on Form 3 refer to the person's <u>usual</u> place of residence?</p>	<p>15. Question 4 (Relationship to the head of the household at usual residence) Question 8 (Is this person's usual residence on a farm?) Question 9A (Address of usual place of residence?)</p>	<p>Sect. 39 (2) (c)</p>
<p>16. What will you do if a relationship reported by the respondent cannot be described by marking a box?</p>	<p>16. Write the entry in the space provided at the bottom of Question 4.</p>	<p>Sect. 38 (2) Ques. 4</p>
<p>17. What entry would you make in Ques. 4 for a person who reports his relationship to the head as follows:</p> <p>(a) Brother-in-law?</p> <p>(b) Half-brother?</p>	<p>17. (a) Mark the box for "brother-in-law".</p> <p>(b) Mark the box for "brother (sister)".</p>	<p>Sect. 38 (2) Ques. 4</p>

Question	Answer	Enumeration Manual Reference															
(c) Adopted son?	(c) Mark the box for "son (daughter)".	Sect. 38 (2) Ques. 4															
(d) Cousin?	(d) Write in "cousin".																
(e) Friend?	(e) Mark the box for "partner".																
(f) Nun or priest in a convent or monastery etc.?	(f) Mark the box for "employee" and write "Nun" or "Priest" in the space at the bottom of Ques. 4.	Sect. 25															
18. Your enumeration area contains a lodging house. On what basis will you decide whether an entry is required on the third line of Question 3?	18. On the basis of the number of rooms rented or available for rent. If ten or more are rented or available for rent, the name of the lodging house (or simply "lodging house" if it has no name) must be entered and the box marked in the lower right corner.	Sect. 21 (4) (g)															
19. What box would you mark in each column of Question 6 (Age) to report the age of:	19. <table border="1"><thead><tr><th></th><th>Column 1</th><th>Column 2</th></tr></thead><tbody><tr><td>(a) an infant 3 months old?</td><td>0</td><td>0</td></tr><tr><td>(b) a child 4 years old?</td><td>0</td><td>4</td></tr><tr><td>(c) a child 9 years old?</td><td>0</td><td>9</td></tr><tr><td>(d) a person 46 years old?</td><td>4</td><td>6</td></tr></tbody></table>		Column 1	Column 2	(a) an infant 3 months old?	0	0	(b) a child 4 years old?	0	4	(c) a child 9 years old?	0	9	(d) a person 46 years old?	4	6	Sect. 38 (2) Ques. 6
	Column 1	Column 2															
(a) an infant 3 months old?	0	0															
(b) a child 4 years old?	0	4															
(c) a child 9 years old?	0	9															
(d) a person 46 years old?	4	6															

Question	Answer	Enumeration Manual Reference
(e) a person 50 years old?	(e) Box	
(f) a person 101 years old?	(f) Box	
20. What age would you enter for the following, assuming the information is obtained on June 8th?		
(a) a woman who says she will be 43 next month?	20. (a) 42	
(b) a man who said he celebrated his 25th birthday the day before yesterday?	(b) 24	Sect. 38 (2) Ques. 6
(c) a child who was born on June 2nd three years ago?	(c) 02	
21. What box would you mark in Question 7 (Marital Status) for:		

Question	Answer	Enumeration Manual Reference
<p>21. (a) a woman who has obtained an annulment?</p> <p>(b) a man who is separated but not divorced?</p> <p>(c) a person who has obtained a divorce and is now remarried?</p> <p>(d) a woman whose husband has died and who has not remarried?</p>	<p>21. (a) Single</p> <p>(b) Married</p> <p>(c) Married</p> <p>(d) Widowed</p>	<p>Sect. 38 (2) Ques. 7</p>
<p>22. What box would be marked in Question 8 (Does this person live on a farm?) for:</p> <p>(a) a man and his son who live and work on a holding which would be classified as a farm for Census purposes?</p>	<p>22. (a) Yes</p>	<p>Sect. 38 (2) Ques. 8</p>

Question	Answer	Enumeration Manual Reference
(b) a daughter who lives in a dwelling located on a farm but is employed in a nearby town and does no farm work?	(b) Yes  "Yes" must be marked for all persons who live in a dwelling located on a farm regardless of their occupations.	Sect. 38 (2) Ques. 8
23. What box should be marked in Question 9 on Form 2 for:		
(a) a person who was at his usual place of residence on June 1?	23. (a) "Here"	
(b) a person who was away from home on a visit on June 1?	(b) "Elsewhere"	Sect. 38 (2) Ques. 9

## XII - DISTRIBUTION OF SUPPLIES

### 1. Introduction

Supplies will be distributed at the end of the training session. Only if they are issued in an orderly manner will this phase of the training programme be conducted without confusion or loss of time. A suggested plan for the distribution of supplies is outlined below.

### 2. Suggested plan for the distribution of supplies and arrangement of interviews

- (1) Have Enumerators' boxes arranged in the order in which Enumeration Area numbers are listed on the Instruction Attendance Record (Form 38).
- (2) Instruct Enumerators not to open the boxes with which they will be supplied in the classroom. They must check its contents with the Enumerator's List of Supplies (Form 15) at home and report any discrepancy to you.
- (3) Summon each trainee to the front of the classroom by calling his name and Enumeration Area number from the Instruction Attendance Record. Do not permit the other trainees who are waiting for supplies to gather around your desk.
- (4) When he is at your desk ask him for his Identity Card and:
  - (a) enter from the Instruction Attendance Record the Enumerator's name, District and Enumeration Area numbers and countersign the Identity Card for the Commissioner;
  - (b) return the Identity Card to the Enumerator with his box of supplies and ask him to sign it in the space provided;
  - (c) make certain the box of supplies which you give the Enumerator has the same Enumeration Area number as that entered on the Identity Card and the Instruction Attendance Record.
- (5) Arrange for an interview with the Enumerator, if this is necessary. When you have completed your business with him, request that he leave the classroom immediately to avoid confusion. Note that interviews are necessary with Enumerators responsible for the following types of areas:
  - (a) those which contain special types of dwellings such as hotels, motels, missions and general hospitals; (Instructions for the enumeration of such places as outlined in Section 23 of the Field Manual will be given during the interview. At that time you will also provide the Enumerator with the list of "special

types" of dwellings which you have prepared for his area and supply him with the Forms 5 required for this enumeration.)

- (b) those for which no map has been supplied;
  - (c) those whose boundary lines are likely to cause difficulty;
  - (d) those which contain dwellings which are likely to be missed.
-

XIII - TRAINING TIME-TABLE - AGRICULTURE

Time		Minutes
1:00 - 1:10	XIV - The enumeration of farms	10
1:10 - 1:20	Practice Exercise A	10
1:20 - 1:40	XV - How to make entries on the Agriculture Document	20
1:40 - 2:00	XVI - Identification of farm	20
2:00 - 2:30	Practice Exercises B and C	30
2:30 - 2:35	XVII - Use of maps in farm areas	5
2:35 - 2:50	XVIII - Crops and condition of land	15
2:50 - 3:10	Practice Exercise D	20
3:10 - 3:20	Rest Period	10
3:20 - 3:35	XIX - Live stock and live stock products	15
3:35 - 3:50	Practice Exercise E	15
3:50 - 4:00	XX - Part-time work and male farm labour	10
4:00 - 4:15	XXI - Other agriculture instructions	15
4:15 - 4:30	XII - Distribution of supplies	15



XIV - THE ENUMERATION OF FARMS

Points to cover	Procedure
	<p>* Before commencing this Section make certain you have the following material at hand:</p> <ol style="list-style-type: none"> <li>(1) the enlarged Form 6 - Agriculture Document (Part I and Part II) - this should be displayed where all can see it and where it can be marked with ease;</li> <li>(2) a copy of Form 6 - Agriculture Document (Part I and Part II);</li> <li>(3) the Envelope (Form 17) for Forms 6;</li> <li>(4) a copy of Form 6A - Agriculture Questionnaire (Advance Copy to Farmers);</li> <li>(5) the Enumeration Manual;</li> <li>(6) Training Work Book - Agriculture (Form 61); and</li> <li>(7) a mark-sense pencil.</li> </ol>
<p>1. Agriculture Section of the Enumeration Manual</p>	<p>Impress on the trainees that the enumeration of agriculture is an important part of the 1956 Census and explain that instructions pertaining to the enumeration of farms will be found in the Agriculture Section of the Enumeration Manual.</p> <p>Point out that this training session will not cover in detail all the instructions which are given in the Enumeration Manual. Trainees must study their Manual and the correctly completed specimen documents in the Training Work Book - Agriculture (Form 61) carefully before starting the enumeration.</p>
<p>2. Agriculture Document (Part I and Part II)</p>	<p>Explain that Agriculture Documents are enclosed in Form 17 (Envelope for Agriculture Documents - Form 6) and a spare Envelope (Form 17) is provided in each Portfolio.</p> <p>* Display a copy of Form 17 and a copy of the Agriculture Document, Form 6, (Part I and Part II) and have trainees find theirs in their Portfolios.</p> <p>Explain that-</p> <ol style="list-style-type: none"> <li>(1) the Agriculture Document consists of Part I and Part II and both parts must be completed for each farm.</li> </ol>

Points to cover	Procedure
3. Farm defined	<ul style="list-style-type: none"> <li>(2) the Enumerator must use all the Forms 6 from one Envelope (Form 17) before beginning to use them from the next one.</li> <li>(3) all completed Agriculture Documents (Form 6) must be placed in the spare Envelope (Form 17), in numerical order of farm number, Part I followed by Part II.</li> <li>(4) when all the documents in the original Envelope (Form 17) have been used, it becomes the spare and the Enumerator will continue the process of transferring completed documents to the spare envelope throughout the whole enumeration.</li> <li>(5) when the envelope is filled with completed Forms 6, the Enumerator must enter on the front of the envelope the required information including the number of completed documents it contains.</li> <li>(6) the documents must not be folded, bent or damaged in any way.</li> </ul>
	<p>* Have the trainees follow in Section 41 of the Enumeration Manual as you read the definition of a farm.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>For Census purposes, a farm is defined as a holding on which agricultural operations are carried out, and which is:</p> <ul style="list-style-type: none"> <li>(1) three acres or more in size,</li> <li style="text-align: center;">or</li> <li>(2) from one to three acres in size <u>and</u> with the agricultural production in 1955 valued at \$250 or more.</li> </ul> <p>The holding may consist of a single tract of land or of a number of separate tracts held under the same or different tenures, and operated as a single unit.</p> <p><u>Agricultural operations</u> include any one or combination of the following:</p> </div>

Points to cover	Procedure
	<div data-bbox="649 314 1401 817" style="border: 1px solid black; padding: 10px;"> <ul style="list-style-type: none"> <li>(1) Crop production - field crops, vegetables, fruits, greenhouse and nursery products, and seeds.</li> <li>(2) Live stock raising - horses, cattle, sheep, pigs, and poultry.</li> <li>(3) Rental of pasture for live stock grazing.</li> <li>(4) Production of animal products - dairy products, wool, and eggs.</li> <li>(5) Bee keeping and raising of goats and fur-bearing animals.</li> </ul> </div> <p>Emphasize the fact that <u>agricultural operations must be carried out on the holding</u>. This will eliminate tracts of land of 3 acres or more that are not used for agricultural purposes, such as large country homes, golf courses, and gravel pits. Home gardening, the products of which are used mainly for home use, is not to be considered an agricultural operation.</p>
<p>4. When to complete the Agriculture Document (Form 6, Part I and Part II)</p> <ul style="list-style-type: none"> <li>(1) When the whole farm is in one enumeration area</li> <li>(2) When the farm is partly in one enumeration area and partly in others</li> </ul>	<p>Explain that the <u>operator's complete farm must be enumerated on the Agriculture Document</u>, regardless of whether it is all located in one enumeration area or not. Sometimes it may happen that the enumeration area boundary line will cut through a farm in such a way that only a part of the farm is in one enumeration area, while the rest of the farm is in another. It may sometimes happen that a farmer operates a piece of land (either owned or rented) located some distance from the main farm. It is extremely important that all the farm land be enumerated, but it is also important that a piece of farm land is not enumerated twice.</p> <ul style="list-style-type: none"> <li>(1) <u>When the whole farm is in one enumeration area, the Enumerator must complete the Agriculture Document whether the farm operator lives on the farm or not.</u></li> <li>(2) <u>When the farm is partly in one enumeration area and partly in other areas, the Enumerator must complete the Agriculture Document if the farm dwelling or headquarters is in his area. He must</u></li> </ul>

Points to cover	Procedure
(3) Doubtful cases	<p>enumerate as one farm those parts of the same farm located in the other enumeration areas as well as those parts located in his own area.</p> <p>(3) If the Enumerator is in doubt as to whether he should complete a Form 6 he should;</p> <ul style="list-style-type: none"> <li>(a) complete an Agriculture Document;</li> <li>(b) give a full description of the special circumstances in the "Comments" section; and</li> <li>(c) bring the matter to the attention of the Field Supervisor.</li> </ul> <p><u>Example: - A non-resident farm which lies in two or more enumeration areas</u></p> <p>If the farm lies partly in one enumeration area and partly in another, and the person in charge does not live on either part of the farm, each Enumerator must complete an Agriculture Document covering the complete farm, give a full explanation in the "Comments" section and bring the matter to the attention of the Field Supervisor.</p>
5. Change of farm operator	<p>Explain that in instances where the operator of the farm on June 1, 1956 is not the person who operated the farm in 1955, the Enumerator must obtain from the present operator as accurate a record as possible of the new breaking, farm expenditures and months of male farm labour for <u>this</u> farm (described in Question 2) for the year 1955. He must <u>not</u> report these items for some other farm that the present farm operator may have had in 1955.</p>

PRACTICE EXERCISE A.

Note to Field Supervisors

Display a copy of the Training Work Book-Agriculture (Form 61) and have trainees find theirs in the Portfolio. Allow the trainees 5 minutes to answer the questions in Practice Exercise A of the Training Work Book by marking an "X" in the appropriate square. Have the trainees correct their work from the answers you supply. Try to determine the questions which cause general difficulty and provide additional instructions where needed.

Directions

Complete the following questions by marking an "X" in the appropriate square. The Enumeration Manual or Agriculture Document may be used for reference where necessary.

1. Mr. Jones owns 15 acres of land and operates a blacksmith shop on his property. He has a small garden the products of which are exclusively for his own use.

Do you complete an Agriculture Document (Form 6) for Mr. Jones?

☐

Yes

☒

No

(A home garden is not considered to be an agricultural operation and so Mr. Jones's property does not constitute a farm).

2. Mr. Tom O'Neil lives on a 1-acre tract and has a laying flock of 125 hens. He sells most of his eggs and a number of chickens. He values the production of poultry and eggs at \$325 in 1955.

Do you complete an Agriculture Document (Form 6) for Mr. O'Neil?

☒

Yes

☐

No

(This tract of land is from 1 to 3 acres and the production of agricultural products was valued at more than \$250 in 1955).

3. Mr. Rice lives in town. He owns and operates a 50-acre farm, on which no one is living, about 15 miles from town in another enumeration area.

Which Enumerator completes an Agriculture Document for Mr. Rice's farm?

- ☐ The Enumerator in the town
- ☒ The Enumerator in the enumeration area where the farm is located

4. Mr. Long owns and operates 160 acres of land, 40 acres of which are in your enumeration area and 120 acres in the adjoining enumeration area. Mr. Long lives on the farm in the other enumeration area.

(a) How many Agriculture Documents (each consisting of Part I and Part II) are required?

☒ 1 Document

☐ 2 Documents

(b) Who completes the Document or Documents?

- ☐ You complete it
- ☒ The Enumerator in the other enumeration area completes it
- ☐ Each of you completes a Document

5. A retired farmer owns 100 acres of land. He rents 95 acres to a neighbour and retains 5 acres on which he has a garden, some chickens and two cows.

How many Agriculture Documents (each consisting of Part I and Part II) are required for this 100 acres of land?

☐ 1 Document

(A document must be completed for both the retired farmer and his neighbour as agricultural operations are carried out on both holdings).

☒ 2 Documents

XV - HOW TO MAKE ENTRIES ON THE AGRICULTURE DOCUMENT

Points to cover	Procedure
<p>1. Marking the Agriculture Document.</p>	<p>Remind trainees that-</p> <ol style="list-style-type: none"> <li>(1) the Agriculture Documents are designed for direct machine processing. They must not be folded, bent or damaged in any way.</li> <li>(2) all entries on these documents, including written names and addresses, must be made with the pencil and lead supplied.</li> <li>(3) the marking instructions given in Sections 10 and 11 of the Enumeration Manual must be observed carefully.</li> </ol> <p>* Refer trainees to the specimen Agriculture Document in the Training Work Book - Agriculture (Form 61) and to Section 44 of the Enumeration Manual.</p> <p>Point out, using the enlarged copy of the Agriculture Document, that each page of the document is divided by two vertical lines. The answers to all questions to the right of the double vertical lines are in the mark-sense part of the document and require, except for Questions 14 and 33, both written and marked entries.</p> <p><u>Example:-</u> To record an entry of 21,236 acres in the mark-sense part of the document proceed as follows:</p> <ol style="list-style-type: none"> <li>(1) Write 21,236 in the spaces to the right of the question, making certain that the tens and units digits of the number are recorded in the last two spaces outlined in heavy type.</li> </ol> <p>* Enter on the enlarged document 21,236 in the spaces to the right of Question 6</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">2</div> <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">1</div> <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">2</div> <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">3</div> <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">6</div> </div> <p style="margin-left: 150px;">↖ ↗</p> <ol style="list-style-type: none"> <li>(2) Record the last <u>two figures</u> of each answer in the mark-sense boxes on the document.</li> </ol> <p>* Enter in Question 6 on the enlarged document -</p> <ol style="list-style-type: none"> <li>(a) an "X" mark in the box <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">30</div> to represent the tens digit.</li> <li>(b) an "X" mark in the box <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">6</div> to represent the units digit.</li> </ol> <p>Point out that-</p> <ol style="list-style-type: none"> <li>(1) no "X" mark is required for a zero in the tens or units position.</li> </ol>

Points to cover	Procedure																				
	<p>(2) the entries to the left of the double vertical lines and for Questions 14 and 33 are to be made in the usual manner of writing and entering figures.</p> <p>Instruct trainees to follow carefully as you make entries on the enlarged document for the following example.</p> <p><u>Example:-</u> Record entries for an 11,330-acre farm with 128 acres owned, 202 acres rented and 11,000 acres managed in the following manner:</p> <ul style="list-style-type: none"><li>● <u>Area owned (Question 4(a))</u><ul style="list-style-type: none"><li>(a) a written entry of 128 in the appropriate spaces <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td>1</td><td>2</td><td>8</td></tr></table></li><li>(b) a heavy "X" mark in the box 20<del>X</del> representing the tens digit.</li><li>(c) a heavy "X" mark in the box 8<del>X</del> representing the units digit.</li></ul></li><li>● <u>Area rented (Question 4(b))</u><ul style="list-style-type: none"><li>(a) a written entry of 202 in the appropriate spaces <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td>2</td><td>0</td><td>2</td></tr></table></li><li>(b) no "X" mark in the boxes representing the tens digit.</li><li>(c) a heavy "X" mark in the box 2<del>X</del> representing the units digit.</li></ul></li><li>● <u>Area managed (Question 4(c))</u><ul style="list-style-type: none"><li>(a) a written entry of 11,000 in the appropriate spaces <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td>1</td><td>1</td><td>0</td><td>0</td><td>0</td></tr></table></li><li>(b) no "X" mark in the boxes representing the tens digit.</li><li>(c) no "X" mark in the boxes representing the units digit.</li></ul></li><li>● <u>Total area (Question 5)</u><ul style="list-style-type: none"><li>(a) a written entry of 11,330 in the appropriate spaces <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td>1</td><td>1</td><td>3</td><td>3</td><td>0</td></tr></table></li></ul></li></ul>		1	2	8		2	0	2		1	1	0	0	0		1	1	3	3	0
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	2	0	2																		
	1	1	0	0	0																
	1	1	3	3	0																



Points to cover	Procedure						
	<p>(b) a heavy "X" mark in the box 30 <input checked="" type="checkbox"/> representing the tens digit.</p> <p>(c) no "X" mark in the boxes representing the units digit.</p> <p>Explain that the acreage reported in Questions 4(a), 4(b), and 4(c) must equal the total acreage reported in Question 5, i.e., <math>128 + 202 + 11,000 = 11,330</math></p> <p>Emphasize that each group of questions involving the number of cattle, chickens, pigs, etc., <u>has a total. This total must be equal to the sum of the numbers reported in each group of individual questions.</u> If, however, there are no entries for the particular group of questions, and therefore no total, the "none" box must be marked with an "X".</p>						
<p>2. Important rules for making entries</p>	<p>Point out that the answers to most questions are to be reported in whole numbers and in the units specified on the document. In addition instruct trainees to observe the following rules when making entries:</p> <p>(1) Report areas 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.</p> <p>(2) Report all fractions in tenths as follows-</p> <table data-bbox="655 1383 1293 1478"> <tr> <td><math>1/2</math> as <math>5/10</math></td> <td><math>1/3</math> as <math>3/10</math></td> </tr> <tr> <td><math>2/3</math> as <math>7/10</math></td> <td><math>1/4</math> as <math>3/10</math></td> </tr> <tr> <td colspan="2"><math>3/4</math> as <math>8/10</math></td> </tr> </table> <p>* Have trainees look at Questions 30 and 32(g) of the Agriculture Document as examples where acreage may be reported to the nearest tenth of an acre.</p> <p>(3) Where the answer to a question is zero or none mark the box for "none" where this is provided; otherwise make no entry.</p> <p>* Have trainees look at Question 12, where a "none" box is provided and Questions 7 to 11 where it is not provided.</p>	$1/2$ as $5/10$	$1/3$ as $3/10$	$2/3$ as $7/10$	$1/4$ as $3/10$	$3/4$ as $8/10$	
$1/2$ as $5/10$	$1/3$ as $3/10$						
$2/3$ as $7/10$	$1/4$ as $3/10$						
$3/4$ as $8/10$							

Points to cover	Procedure
3. "Comments" section	<ul style="list-style-type: none"><li>(4) If a mistake is made erase the entry in error and mark the correct figure in the proper space.</li><li>(5) Report values to the nearest dollar, omitting cents.<ul style="list-style-type: none"><li>* Have trainees look at Questions 70 to 73 where dollars only are to be entered.</li></ul></li><li>(6) Report the production of grass silage, milk and eggs in the units asked for on the document.<ul style="list-style-type: none"><li>* Have trainees look at Questions 14, 49 to 56 and 69.</li></ul></li></ul>
	Explain that the "Comments" spaces provided on the left-hand side of both the front and the back of Part II of the document are to be used for explaining unusual situations. If more lines are needed in Question 2 to give the location of the farm, the additional data should be entered in these spaces. Details regarding intercropping must also be recorded in the "Comments" section.

XVI - IDENTIFICATION OF THE FARM

Points to cover	Procedure
1. Identification of Part I and Part II of the document	<p>* Have the trainees look at the upper left-hand corner of both Part I and Part II of the Agriculture Document.</p> <p>Emphasize that the Name of the operator, Farm Number, District Number and Enumeration Area Number must be entered on both Part I and Part II of the document.</p>
2. Farm number	<p>Explain that each farm must be assigned a number in the order in which the farms are visited. This farm number must be entered in the space provided in the upper left-hand corner of Part I and Part II of the document. The Enumerators must not confuse this number with the household number appearing on the Visitation Record and on the Population Document, although in some cases the same number may apply to all three forms.</p> <p>* Draw the trainees' attention to the explanatory note below "Farm No....." on Part II of the document which reads:</p> <div data-bbox="631 1151 1346 1236" style="border: 1px solid black; padding: 5px;"> <p>Enter the same number as on Part I of the document for this farm.</p> </div>
3. Name of farm operator (Question 1)	<p>* Have the trainees follow in Section 48 of the Enumeration Manual as you read the following rules:</p> <div data-bbox="624 1427 1365 2030" style="border: 1px solid black; padding: 10px;"> <p><u>How to determine who is the farm operator</u></p> <p>(1) The Agriculture Document is to be completed in the name of the person responsible for the day-to-day operations of the farm, whether he is operating it as owner, tenant or hired manager. He may do all the work himself or he may have other members of his family or hired workers helping him.</p> <p>(2) In the case of farms operated by institutions, schools, firms, etc., write the name of the institution, firm, etc., in the space below Question 14 of the Agriculture Document.</p> </div>

Points to cover	Procedure
	<p>Report as farm operator the farm manager or the executive officer.</p> <p>(3) Do not fill out a separate Agriculture Document for members of the family or other persons living on the same farm as the operator unless each operates a tract of land entirely independent and separate from the home farm. This should be separate as to expenditures and revenues, and will probably have its own machinery.</p> <p>(4) Do not list more than one farm operator for each farm enumerated. If the farm is operated by a partnership, consider one partner to be the farm operator and enter the name of the partnership in the space below Question 14.</p> <p>Emphasize that all entries in Question 1 must be printed in block letters.</p>
<p>4. Post Office address (Question 1)</p>	<p>Explain that, unlike the entry for "Address - Exact Location" on the Population Document, the "Post Office Address" of the person in charge must be given in Question 1 on the Agriculture Document.</p>
<p>5. Location and area of farm (Question 2)</p>	<p>* Have the trainees look at Question 2 of the Agriculture Document.</p> <p>Outline the following important points regarding this question:</p> <p>(1) The Enumerator must describe the complete farm operated by the farmer as of June 1, 1956.</p> <p>(2) All the land operated must be listed, that is all the land owned, rented or leased from others, and managed.</p> <p>(3) This land may be located entirely in the Enumerator's own area or part of it may be in other enumeration areas.</p> <p>(4) Tenure and area of each parcel of land must be reported separately. Tenure must be designated as follows:</p>

Points to cover	Procedure
	<p>(a) "O" for owned (b) "R" for rented or leased (c) "M" for managed</p> <p>(5) Exact description of the farm land is very important and if the operator is not sure, the Enumerator should have him check a recent tax notice or some other reliable source.</p> <p>(6) If more lines are needed to give the location of the farm write it in the "Comments" section.</p> <p>(7) The total area of all parcels of land <u>operated</u> by this farmer must be entered in the space provided at the bottom of Column (f).</p> <p>(8) Land owned by the operator but rented to someone else must <u>not</u> be included on the Agriculture Document for this farm operator.</p>
(a) Manitoba Saskatchewan Alberta	<p>Explain that the headings printed on the top of the columns apply to the provinces of Manitoba, Saskatchewan, and Alberta. The Enumerator must fill in for each piece of land:</p> <ul style="list-style-type: none"> <li>• each section or part of a section separately in Column (a)</li> <li>• township in Column (b)</li> <li>• range in Column (c)</li> <li>• meridian in Column (d)</li> <li>• tenure in Column (e) and</li> <li>• area in acres in Column (f)</li> </ul>
(b) Other provinces	<p>Explain that in areas, outside the provinces of Manitoba, Saskatchewan, and Alberta, the lot, range or concession are to be recorded and the Enumerator must fill in for each piece of land:</p> <ul style="list-style-type: none"> <li>• lot No. in Column (a)</li> <li>• range or concession in Columns (b), (c) and (d)</li> <li>• tenure in Column (e) and</li> <li>• area in acres in Column (f)</li> </ul>

Points to cover	Procedure
<p>6. Farm head-quarters (Question 2)</p> <p>7. Do you, the operator, live on this farm? (Question 3)</p> <p>8. Area owned (Question 4(a))</p> <p>9. Area rented or leased <u>from</u> others (Question 4(b))</p>	<p>* Have the trainees notice that the designation for Columns (a) to (d) is at the bottom of the columns.</p> <p>Emphasize that in giving the location of the farm in Question 2, the Enumerator must always list on the top line the parcel of land on which the farm head-quarters is located.</p> <p>* Have the trainees notice the letters "H.Q." on the top line of Column (a).</p> <p>Explain that-</p> <ol style="list-style-type: none"> <li>(1) the farm dwelling of the operator is the farm headquarters.</li> <li>(2) if the operator does not live on the farm, the headquarters will be the main buildings or the main gate if there is no building.</li> </ol> <p>Explain that this inquiry refers to residence on the farm described in Question 2.</p> <p>Outline the following points regarding this question:</p> <ol style="list-style-type: none"> <li>(1) Report as owned the land that the operator or his wife holds under title, homestead law, purchase contract or as an heir or trustee of any individual estate or which is more or less permanently occupied by a squatter.</li> <li>(2) The land may be in more than one tract and some of the tracts may be located a considerable distance from the rest of the land, but if it is operated by this farmer it must be included.</li> </ol> <p>Point out that this area must correspond to the area reported as owned in Question 2.</p> <p>Explain that this question includes:</p> <ol style="list-style-type: none"> <li>(1) area rented or leased <u>from</u> others on a cash basis;</li> </ol>

Points to cover	Procedure
<p>10. Area operated for others as a hired manager (Question 4(c))</p>	<p>(2) area rented or leased <u>from</u> others on a share or kind basis;</p> <p>(3) area of land used rent free;</p> <p>(4) all tracts of land rented or leased <u>from</u> others by the farmer, whether located in this enumeration area or not.</p> <p>Point out that this area must correspond to the area reported as rented or leased from others in Question 2.</p> <p>Explain the following points:</p> <p>(1) A hired manager is one who is paid a salary to operate a farm for a person, firm, corporation or institution.</p> <p>(2) If a hired manager manages farm land for someone else in addition to operating his own farm, all the land that he operates, including the managed portion, must be enumerated on one document.</p> <p>(3) Caretakers and hired labourers must not be confused with managers. A hired manager is responsible for farming operations and makes day-to-day decisions.</p> <p>Point out that this area must correspond to the area reported as managed in Question 2.</p>
<p>11. Total area (Question 5)</p>	<p>Emphasize that-</p> <p>(1) the area reported must be the total of the area owned, the area rented or leased from others, and the area operated for others as a hired manager (Questions 4(a), 4(b) and 4(c)).</p> <p>(2) the total reported in Question 5 must always be equal to the total area of the parcels of land reported in Question 2, and recorded in the space provided at the bottom of Column (f) of Question 2.</p> <p>Point out that the Enumerator <u>must not include</u> land owned by the farm operator but rented to someone else, as it will be included with the land operated by the other farmer. Also, he <u>must not report</u></p>

Point to cover	Procedure
	<p>large areas of timber land or other non-agriculture land held by the farm operator but operated apart from the farm business.</p>
<p>12. Check acreage in Questions 2, 4(a), 4(b), 4(c) and 5</p>	<p>Emphasize that the Enumerator must ensure that:</p> <ul style="list-style-type: none"> <li>• the total of the acreages given in Questions 4(a), 4(b) and 4(c) equals the total area of the farm given in Question 5 and in turn equals the total area of land described in Question 2;</li> <li>• the area reported in Question 2 as owned, equals the area reported as owned in Question 4(a);</li> <li>• the area reported in Question 2 as rented or leased from others, equals the area reported as rented or leased from others in Question 4(b);</li> <li>• the area reported in Question 2 as managed, equals the area reported as operated for others as a hired manager in Question 4(c).</li> </ul>
<p>13. Practice exercise for Mr. White's farm</p>	<ul style="list-style-type: none"> <li>* Have trainees turn to the blank document in the Training Work Book - Agriculture (Form 61). Explain that at various times during the training session you will supply them with information to complete this document. In doing so, read the data slowly and allow trainees time to make the required entries. You will enter the data on the enlarged Form 6 using the Key to the Exercise for Mr. White's Farm. (See Training Work Book - Agriculture.)</li> <li>* Instruct trainees to enter in the appropriate spaces on the two parts of the document: <ul style="list-style-type: none"> <li>(1) Farm Number 1 and their own District and Enumeration Area Numbers;</li> <li>(2) James R. White, Roadville R.R. No. 3,</li> </ul> </li> <li>* Have trainees complete Questions 2, 3, 4 and 5 from the following data. <u>Note that information regarding the location and tenure of the farm is divided into two parts. Be sure to use the one applicable to your area.</u></li> </ul>



Points to cover	Procedure
	<p>(1) <u>Manitoba, Saskatchewan and Alberta</u></p> <p>Mr. White owns 159 acres of the S.E. 1/4 of Section 11, Township 13, Range 30, Meridian West 5 on which his home and barns are located.</p> <p>He rents from his neighbour 41 acres of the S.W. 1/4 of Section 11, Township 13, Range 30, Meridian West 5.</p> <p>(2) <u>Other Provinces</u></p> <p>Mr. White owns 159 acres of Lot 8, Concession 6 on which his home and barns are located. He rents from his neighbour 41 acres of Lot 10 in Concession 6.</p> <p>* Allow trainees sufficient time to enter the above data in Questions 1 to 5 and to make the necessary additions and checks.</p> <p>* Complete Questions 1 to 5 on the enlarged Form 6 using the Key to the Exercise for Mr. White's Farm. Make sure that:</p> <ol style="list-style-type: none"> <li>(1) the Farm Number, District and Enumeration Area Numbers and the Name of the farm operator are entered on both Part I and Part II of the document;</li> <li>(2) the name and address in Question 1 are entered in block letters;</li> <li>(3) the headquarters land is entered on the top line in Question 2;</li> <li>(4) the acreage and tenure in Question 2 corresponds to acreage and tenure in Questions 4(a), (b), and (c);</li> <li>(5) the sum of the acreages entered in the space provided at the bottom of Question 2, Column (f) equals the sum of the entries in Questions 4(a), (b) and (c) and the total area in Question 5.</li> </ol>

PRACTICE EXERCISES B AND C.

Note to Field Supervisors

Allow the trainees 15 minutes to answer the questions in Practice Exercises B and C in the Training Work Book - Agriculture. Correct as for previous exercise. Note that Practice Exercise C is divided into two sections - one for use in Manitoba, Saskatchewan and Alberta and one for use in Other Provinces. Make sure that trainees complete the one that is applicable to your area.

Directions for Practice Exercise B

Complete the following questions by marking an "X" in the appropriate square or writing the answer in the space provided.

Practice Exercise B.

1. Two brothers own and operate a 320-acre farm in partnership.

(a) How many Agriculture Documents (each consisting of Part I and Part II) are required?

☒

1 Document

☐

2 Documents

(b) What acreage should be reported?

320 (acres)

2. Mr. Barns is a lawyer in the city and owns 150 acres of land about 50 miles away. He has a hired manager to look after the farm but drives out about twice a month to instruct him.

Do you complete the Agriculture Document in the name of

☐

Mr. Barns?

☒

The hired manager?

(The hired manager is in charge of the day-to-day operations of the farm).

3. Mr. James lives on a 50-acre tract of land in the country but works in the city. His teen-age son looks after the live stock and crops. The father tells the son what to do.

Do you complete the Agriculture Document in the name of

☒

Mr. James?

☐

His son?

(Mr. James is in charge of the day-to-day operations of the farm).

4. Mr. Smith owns 90 acres of land and his wife has inherited 50 acres from her father. Mr. Smith operates both pieces of land.

How many Agriculture Documents do you complete?

☒

1 Document

☐

2 Documents

### Directions for Practice Exercise C.

Complete the three following questions for A (Manitoba, Saskatchewan and Alberta) or B (Other Provinces) using the appropriate details.

#### Practice Exercise C (Manitoba, Saskatchewan and Alberta)

2. Location of farm - list each lot, section or part separately  
(Include all land operated in this enumeration area or elsewhere, whether owned, rented or leased from others, or managed)

Quarter and section	Township	Range	Meridian	Owned, rented or leased, managed (Write, O, R or M)	Area in acres
(a)	(b)	(c)	(d)	(e)	(f)
N.W. 2	6	28	W4	O	160
E. 1/2 2	6	28	W4	O	320
S.E. 11	6	28	W4	O	158
Lot No. →	Range or Concession →	638			

1. Mr. Edwards describes his farm as follows: in Township 6, Range 28, West of fourth Meridian, he owns all of Section 2 and 158 acres of SE. 1/4 of Section 11. He rents all the SW. 1/4 of Section 2 to a neighbour. His dwelling is located on NW. 1/4 of Section 2.

(The SW. 1/4 of Section 2 is not included because it has been rented to a neighbour and therefore is not operated by Mr. Edwards).

4. How many acres of this farm do you:

a) Own ?

6 3 8 10 20 30 40 50 60 70 80 90 1 2 3 4 5 6 7 8 9

b) Rent or lease from others ?

10 20 30 40 50 60 70 80 90 1 2 3 4 5 6 7 8 9

c) Operate for others as a hired manager ?

10 20 30 40 50 60 70 80 90 1 2 3 4 5 6 7 8 9

5. What is the total area of all land you operate ?  
(In this enumeration area or elsewhere)

6 3 8 10 20 30 40 50 60 70 80 90 1 2 3 4 5 6 7 8 9

2. Location of farm - list each lot, section or part separately  
(Include all land operated in this enumeration area or elsewhere, whether owned, rented or leased from others, or managed)

Quarter and section	Township	Range	Meridian	Owned, rented or leased, managed (Write, O, R or M)	Area in acres
(a)	(b)	(c)	(d)	(e)	(f)
N.W. 5	6	28	W4	O	113
S.E. 7	6	28	W4	R	160
all 16	10	28	W4	R	640
all 17	10	28	W4	R	640
all 20	10	28	W4	R	640
Lot No. →	Range or Concession →	2193			

2. Mr. Hunter tells you that he owns 113 acres of the NW. 1/4 of Section 5, Township 6, Range 28, West 4. He rents the SE. 1/4 of Section 7 in the same Township from a neighbour and tells you he leases Sections 16, 17 and 20 in Township 10, Range 28, West 4 from the Government. His house is located on NW. 1/4 of Section 5.

Total Acreage  
(Enter also in Ques. 5)

4. How many acres of this farm do you:

a) Own ?

1 1 3 10 20 30 40 50 60 70 80 90 1 2 3 4 5 6 7 8 9

b) Rent or lease from others ?

2 0 8 0 10 20 30 40 50 60 70 80 90 1 2 3 4 5 6 7 8 9

c) Operate for others as a hired manager ?

10 20 30 40 50 60 70 80 90 1 2 3 4 5 6 7 8 9

5. What is the total area of all land you operate ?  
(In this enumeration area or elsewhere)

2 1 9 3 10 20 30 40 50 60 70 80 90 1 2 3 4 5 6 7 8 9

2. Location of farm - list each lot, section or part separately  
(include all land operated in this enumeration area or elsewhere, whether owned, rented or leased from others, or managed)

Quarter and section	Township	Range	Meridian	Owned, rented or leased, managed (Write, O, R or M)	Area in acres
(a)	(b)	(c)	(d)	(e)	(f)
HQ all 20	6	28	W4	M	640
NW 19	6	28	W4	R	160
Lot No. →	Range or Concession →			<div style="border: 1px solid black; padding: 5px; display: inline-block;"> 800 </div>	

Total Acreage  
( Enter also in Ques. 5 )

3. Mr. Martin manages a Section of land described as all Section 20, Township 6, Range 28, West 4 for a business man in Montreal. Mr. Martin rents from a neighbour and operates for himself NW 1/4 Section 19, Township 6, Range 28, West 4. He finds time to plant and harvest wheat from this quarter in addition to managing the section of land. The buildings are on Section 20.

4. How many acres of this farm do you:

<input type="text"/>	<input type="text"/>	<input type="text"/>	10	20	30	40	50	60	70	80	90	<input type="text"/>	2	3	4	5	6	7	8	9
<input type="text"/>	<input type="text"/>	<input type="text"/>	10	20	30	40	50	60	<del>70</del>	80	90	<input type="text"/>	2	3	4	5	6	7	8	9
<input type="text"/>	<input type="text"/>	<input type="text"/>	10	20	30	40	<del>50</del>	60	70	80	90	<input type="text"/>	2	3	4	5	6	7	8	9
<input type="text"/>	<input type="text"/>	<input type="text"/>	10	20	30	40	50	60	70	80	90	<input type="text"/>	2	3	4	5	6	7	8	9

- a) Own ?

- b) Rent or lease from others ?

- c) Operate for others  
as a hired manager ?

5. What is the total area of all land you operate?  
( In this enumeration area or elsewhere )

### Practice Exercise C (Other Provinces)

2. Location of farm - list each lot, section or part separately  
(include all land operated in this enumeration area or elsewhere, whether owned, rented or leased from others, or managed )

Quarter and section	Township	Range	Meridian	Owned, rented or leased, managed (Write O, R or M)	Area in acres
(a)	(b)	(c)	(d)	(e)	(f)
HQ 2		9		0	50
3		9		0	93
Lot No. →	Range or Concession →			<div style="border: 1px solid black; padding: 5px; display: inline-block;"> 143 </div>	

**Total Acreage**  
( Enter also in Ques. 5 )

1. Mr. Edwards says that he owns 100 acres, Lot 2 in Concession 9 and 93 acres, Lot 3 in Concession 9. However, he rents 50 acres of Lot 2 to a neighbour. His dwelling is on Lot 2.

(Only 50 acres of Lot 2, which is the farm headquarters, must be listed on the top line, because the other 50 acres have been rented to a neighbour and are therefore not being operated by Mr. Edwards).

4. How many acres of this farm do you:

<input type="text" value="1"/> <input type="text" value="4"/> <input type="text" value="3"/>	10	20	30	40	<input checked="" type="checkbox"/>	50	60	70	80	90	<input type="text" value="1"/>	2	<input checked="" type="checkbox"/>	4	5	6	7	8	9
<input type="text" value=""/>	10	20	30	40	<input type="checkbox"/>	50	60	70	80	90	<input type="text" value="1"/>	2	3	4	5	6	7	8	9
<input type="text" value=""/>	10	20	30	40	<input type="checkbox"/>	50	60	70	80	90	<input type="text" value="1"/>	2	3	4	5	6	7	8	9
<input type="text" value="1"/> <input type="text" value="4"/> <input type="text" value="3"/>	10	20	30	40	<input checked="" type="checkbox"/>	50	60	70	80	90	<input type="text" value="1"/>	2	<input checked="" type="checkbox"/>	4	5	6	7	8	9

- a) Own ?

- b) Rent or lease from others ?

- c) Operate for others  
as a hired manager?

5. What is the total area of all land you operate?  
( In this enumeration area or elsewhere )

2. Location of farm - list each lot, section or part separately

(Include all land operated in this enumeration area or elsewhere, whether owned, rented or leased from others, or managed)

Quarter and section	Township	Range	Meridian	Owned, rented or leased, managed (Write, O, R or M)	Area in acres
(a)	(b)	(c)	(d)	(e)	(f)
HQ 10		9		O	75
11		9		R	52
15		20		R	100
16		20		R	100
17		20		R	100
Lot No. →	Range or Concession →			427	
Total Acreage (Enter also in Ques.5)					

2. Mr. Hunter tells you that he owns 75 acres of Lot 10 in Concession 9, where his house is located. He rents 52 acres of Lot 11 in Concession 9 from a neighbour and tells you that he leases 300 acres (100 acres in each of Lots 15, 16 and 17 in Concession 20) from the Government.

4. How many acres of this farm do you:

a) Own ?

75 10 20 30 40 50 60 70 80 90 1 2 3 4 5 6 7 8 9

b) Rent or lease from others ?

352 10 20 30 40 50 60 70 80 90 1 2 3 4 5 6 7 8 9

c) Operate for others as a hired manager ?

10 20 30 40 50 60 70 80 90 1 2 3 4 5 6 7 8 9

5. What is the total area of all land you operate ?

(In this enumeration area or elsewhere)

427 10 20 30 40 50 60 70 80 90 1 2 3 4 5 6 7 8 9

2. Location of farm - list each lot, section or part separately

(Include all land operated in this enumeration area or elsewhere, whether owned, rented or leased from others, or managed)

Quarter and section	Township	Range	Meridian	Owned, rented or leased, managed (Write O, R or M)	Area in acres
(a)	(b)	(c)	(d)	(e)	(f)
HQ 6		9		M	100
7		9		M	100
8		9		R	50
Lot No. →	Range or Concession →			250	
Total Acreage (Enter also in Ques. 5)					

3. Mr. Martin manages Lots 6 and 7 in Concession 9 (each of which contains 100 acres) for a business man in Montreal. Mr. Martin rents from a neighbour and operates for himself 50 acres of Lot 8, Concession 9. He finds time to plant and harvest wheat from this land in addition to managing the two lots. The buildings are on Lot 6.

4. How many acres of this farm do you:

a) Own ?

10 20 30 40 50 60 70 80 90 1 2 3 4 5 6 7 8 9

b) Rent or lease from others ?

50 10 20 30 40 50 60 70 80 90 1 2 3 4 5 6 7 8 9

c) Operate for others as a hired manager ?

200 10 20 30 40 50 60 70 80 90 1 2 3 4 5 6 7 8 9

5. What is the total area of all land you operate ?

(In this enumeration area or elsewhere)

250 10 20 30 40 50 60 70 80 90 1 2 3 4 5 6 7 8 9

Points to cover	Procedure
1. Use of maps and township plans (1) Manitoba, Saskatchewan and Alberta	<p><u>For Field Supervisors in Manitoba, Saskatchewan and Alberta:</u></p> <p>* Have the trainees look at the township plan in the Enumeration Manual, Section 100.</p> <p>Explain that the Enumerator of each agricultural area in these provinces has been provided with a township plan and a map of the enumeration area. The completed township plan and the map must be returned with the documents.</p> <p>Explain that the enumeration area is outlined in red on the township plan and the Enumerator is required to mark clearly every quarter section or part of a quarter section in his area as follows:</p> <p>(a) For farm areas covered by an Agriculture Document in his area, the Enumerator must enter the farm number on the township plan for each quarter section or part of a quarter section. In cases where the farm area is so small that the farm number cannot be entered in the proper location on the township plan, the farm number may be entered in the margin and an arrow drawn to the exact location of the land.</p> <p>(b) For farm areas covered by an Agriculture Document in another enumeration area, the Enumerator must mark "O" on the township plan for these parcels of land. He must be certain that this land is part of a farm whose headquarters is located in another enumeration area.</p> <p>(c) For non-farm areas, such as lakes, large rivers, forests, coulees and abandoned or idle land, not part of occupied farms, the Enumerator must mark "X" on the township plan for each parcel of land.</p>
(2) Other provinces	<p><u>For Field Supervisors in Other Provinces:</u></p> <p>* Have the trainees look at the map in Section 101 of the Enumeration Manual.</p>

Points to cover	Procedure
	<p>Explain that the Enumerators in agricultural areas must complete the map of the enumeration areas as follows:</p> <ul style="list-style-type: none"><li>(a) For each Agricultural Document completed, the Enumerator must enter on the map the farm number near the farm dwelling symbol, which is a small square.■</li><li>(b) If the farm dwelling is not indicated on the map, the Enumerator must mark a small square■ in the approximate location of the farm dwelling and enter the farm number beside the square.</li><li>(c) If there is no house on the farm the Enumerator must indicate by a triangle Δ on the map the approximate location of the farm and enter the farm number beside this triangle.</li></ul> <p>Point out that the completed map must be returned with the other supplies.</p>

XVIII - CROPS AND CONDITION OF LAND

Points to cover	Procedure
1. Area sown or to be sown for harvest in 1956	<p>Explain that before completing Question 6, the Enumerator must complete Questions 15 to 34 "Area sown or to be sown for harvest in 1956".</p> <p>* Have the trainees look at Questions 15 to 34.</p>
2. Tame hay (Question 28)	<p>Remind the trainees that areas must be reported to the nearest whole acre, except where provision has been made to report to the nearest tenth of an acre.</p> <p>Explain the following:</p> <ol style="list-style-type: none"> <li>(1) The area of all grasses, clovers and alfalfa <u>cut or to be cut</u> for hay, ensilage or seed or for dehydrating must be reported.</li> <li>(2) Where two or more cuttings of hay are from the same area, the acreage is to be reported but once.</li> </ol>
3. Potatoes (Question 30)	<p>Emphasize that -</p> <ol style="list-style-type: none"> <li>(1) all potatoes whether grown for sale or for home use must be reported, no matter how small the area.</li> <li>(2) for patches of less than 1/10 acre, "1/10" acre must be reported.</li> </ol>
4. Other crops (Question 32)	<p>* Have the trainees note the instruction below Question 32: "(First complete Ques. 32(a) to (p))" and note the arrow pointing from Question 32(p) to Question 32.</p> <p>Explain that -</p> <ol style="list-style-type: none"> <li>(1) the total for Questions 32(a) to 32(o) must be obtained and entered in Question 32(p) as well as in Question 32.</li> <li>(2) entries in Questions 32(g), (i), (j), (k), (l), (m), (n), (o) must be reported to the nearest tenth of an acre but the total in Question 32(p) must be recorded to the nearest whole acre.</li> <li>(3) any field crop or crops grown on the farm and not specified on the document must be reported in Question 32(h).</li> </ol>



Points to cover	Procedure
<p>5. Tree fruits (Questions 32(i) and 34)</p>	<p>Emphasize that Question 32(i) must be asked on all farms and -</p> <ul style="list-style-type: none"> <li>(1) if there are less than 25 fruit trees of all kinds no entry will be made in either Question 32(i) or Question 34;</li> <li>(2) if there are 25 or more fruit trees, the area under trees must be reported in Question 32(i) and the number and kind of trees in Question 34.</li> </ul> <p><u>Field Supervisors in fruit growing areas must -</u></p> <ul style="list-style-type: none"> <li>(1) explain the use of the tables given in Appendix A of the Enumeration Manual for determining the approximate acreage and the number of trees in an orchard;</li> <li>(2) point out that if other crops (such as vegetables or hay cut for feed) are to be harvested from between the fruit trees, the area of both the trees and the area of the other crops must be reported as if each were grown alone (see Section 65 of the Enumeration Manual);</li> <li>(3) point out that fruit trees which are definitely abandoned and worthless must <u>not</u> be included.</li> </ul> <p>* Refer trainees to the explanatory note in the rectangle above Question 32(j) on the Agriculture Document and have them follow as you read it.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>In Questions (j) to (o) report area of products <u>GROWN MAINLY FOR SALE</u>. Exclude gardens for home use.</p> </div>
<p>6. Vegetables, small fruits, nursery and greenhouse products grown mainly for sale (Questions 32(j) to (o) )</p>	<p>* Refer trainees to the explanatory note below Question 33, and have them follow as you read it.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>This acreage, less intercropping, must be recorded in Question 6.</p> </div>
<p>7. Cropland sown or to be sown for harvest in 1956 (Question 6)</p>	<p>* Refer the trainees to the explanatory note below Question 33, and have them follow as you read it.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>This acreage, less intercropping, must be recorded in Question 6.</p> </div>

Points to cover	Procedure
<p>8. Condition of land, June 1, 1956 (Questions 6 to 11)</p>	<p>* Refer the trainees to the Enumeration Manual, Sections 58 and 65 if intercropping is practised in your area.</p> <p>Explain that -</p> <ol style="list-style-type: none"> <li>(1) Questions 6 to 11 are designed to find out how the land in the farm is used.</li> <li>(2) each acre of the farm can be counted only once.</li> <li>(3) the acreages reported in Questions 6 to 11 must be added and the total must equal the total area of the farm as reported in Question 5, and, in Question 2, Column (f).</li> </ol> <p>* For detailed instructions regarding Questions 6 to 11 refer the trainees to Sections 58 to 63 of the Enumeration Manual.</p>
<p>9. Practice exercise for Mr. White's farm</p>	<p>* Have trainees turn to the document, in the Training Work Book - Agriculture, which they have partially completed for Mr. White's farm and enter the following information:</p> <ul style="list-style-type: none"> <li>40 acres of wheat sown last fall</li> <li>25 acres of barley</li> <li>5 acres of corn for grain</li> <li>29 acres of tame hay</li> <li>4 1/2 acres of potatoes</li> <li>2/10 of an acre of turnips</li> <li>50 apple trees about 15 years old in a 6/10 acre orchard</li> <li>1 1/2 acres of vegetables grown mainly for sale</li> </ul> <p>* Allow trainees sufficient time to complete the appropriate questions and enter the required totals in Questions 32(p), 32, 33 and 6.</p> <p>* Provide trainees with the following information so that they may complete Questions 7 to 14 for Mr. White's farm.</p> <ul style="list-style-type: none"> <li>33 acres of improved pasture</li> <li>6 acres of farmstead and lanes</li> <li>25 acres of woodland</li> </ul>

Points to cover	Procedure
	<p>30 acres of other unimproved land of which 25 acres are unimproved pasture  no new breaking in 1955  no grass silage to be cut in 1956</p> <p>* Allow trainees sufficient time to add the entries in Questions 6 to 11 and check the total with the total acreage of the farm in Question 5.</p> <p>* Complete Questions 15 to 34 and 6 to 14 on the enlarged Form 6 using the Key to the Exercise for Mr. White's Farm. Make sure that you -</p> <p>(1) add the entries in Questions 32(a) to 32(o) and enter the total in Question 32(p) <u>and</u> Question 32.</p> <p>(2) add the entries in Questions 15 to 32 and enter the total in Question 33. Explain that since there is no intercropping on Mr. White's farm this total will also be entered in Question 6.</p> <p>(3) check the total of Questions 6 to 11 with -</p> <p>(a) the sum of the entries in Question 2, Column (f);</p> <p>(b) the sum of the entries in Questions 4(a), (b) and (c); and</p> <p>(c) the total entered in Question 5.</p>

PRACTICE EXERCISE D

Note to Field Supervisors

Allow the trainees 10 minutes to complete Questions 15 to 34 and Questions 6 to 14 for Practice Exercise D. Correct as for previous exercises.

Directions

Complete Questions 15 to 34 and Questions 6 to 14 for the following exercise using Part I of the Document reproduced on the following two pages.

Mr. John R. Cooper reports the following:

120 acres of spring wheat,

105 acres of barley,

16 acres of mixed grains,

100 acres of grass and clover mixture which will be  
cut twice for hay in 1956,

3 acres of oats for green feed,

less than 1/10 acres of potatoes for home use,

2/3 of an acre of turnips,

41 apple trees about 12 years old, and 5 pear trees in  
his 1/2-acre orchard,

1 1/2 acres of tomatoes and 1 acre of cucumbers which he sells  
to a cannery.

Mr. Cooper reports further:

20-acre field of grass and clover used only for pasture,

5 acres of barnyards, lanes and roads on his farm,

6 acres of woodlot,

22 acres of rough, unimproved land which has never been  
cultivated and 15 acres of which are used for pasture,


no new breaking of land on his farm in 1955,

no intention to put up any grass silage this year.

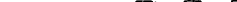
## ACRES

	1	2	0	10	20	<del>30</del>	40	50	60	70	80	90
--	---	---	---	----	----	---------------	----	----	----	----	----	----

1 2 3 4 5 6 7 8 9



1 2 3 4 5 6 7 8 9


 10   20   30   40   50   60   70   80   90

1 2 3 4 5 6 7 8 9

A number line starting at 10 and ending at 90. There are boxes for tens and ones. The tens boxes are labeled 10, 20, 30, 40, 50, 60, 70, 80, 90. The ones boxes are labeled 1, 2, 3, 4, 5, 6, 7, 8, 9.

1 2 3 4 5 6 7 8 9

105 10 20 30 40 50 60 70 80 90

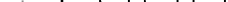
1 2 3 4 5 6 7 8 9

10 ~~10~~ 20 30 40 50 60 70 80 90

1 2 3 4 5 6 7 8 9

10 20 30 40 50 60 70 80 90

1 2 3 4 5 6 7 8 9




1 2 3 4 5 6 7 8 9

10 20 30 40 50 60 70 80 90

1 2 3 4 5 6 7 8 9

10 20 30 40 50 60 70 80 90

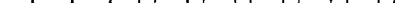
1 2 3 4 5 6 7 8 9


 10   20   30   40   50   60   70   80   90

1 2 3 4 5 6 7 8 9

10 20 30 40 50 60 70 80 90

1 2 3 4 5 6 7 8 9




1 2 3 4 5 6 7 8 9

	1	0	0	10	20	30	40	50	60	70	80	90
--	---	---	---	----	----	----	----	----	----	----	----	----

1 2 3 4 5 6 7 8 9

		3	10	20	30	40	50	60	70	80	90
--	--	---	----	----	----	----	----	----	----	----	----

1 2 3 4 5 6 7 8 9


 10 20 30 40 50 60 70 80 90

Tenths of acre	$\frac{1}{10}$
----------------------	----------------

1 2 3 4 5 6 7 8 9


 10   20   30   40   50   60   70   80   90

Tenths of acre	$\frac{7}{10}$
----------------------	----------------

1 2 3 4 5 6 7 8 9

		3
--	--	---

 10 20 30 40 50 60 70 80 90

1 2 3 4 5 6 7 8 9

348

**Note:** Although the hay land will be cut twice, the area is reported once. Less than 1/10 of an acre of potatoes is reported as 1/10. The total of Ques. 15 to 32 is 347 8/10 but as Ques. 33 must be reported to the nearest whole acre, 348 is recorded. There is no intercropping on Mr. Cooper's farm and therefore the entry in Ques. 6 equals Ques. 33.

### 32. OTHER CROPS

	Acres
a) Sugar beets for sugar	
b) Dry field beans	
c) Soybeans for beans	
d) Sunflowers for seed	
e) Rape for seed	
f) Mustard seed	
g) Tobacco (Report to nearest tenth acre)	
h) Other field crops (Flax of fibre varieties, hops, etc.)	
i) Tree fruits (25 or more trees, bearing or non-bearing)	5

In questions (j) to (o)  
report area of products  
GROWN MAINLY for SALE  
Exclude gardens for home use

j) Vegetables (Include for canning)	2	5
k) Strawberries		10
l) Raspberries		10
m) Other small fruits (Grapes, currants, etc.)		10
n) Nursery products		10
	Square feet	
o) Greenhouse products		10
p) TOTAL 32(a) to (o) (To nearest acre)	3	

### 34 IF A TOTAL OF 25 OR MORE FRUIT TREES (Bearing or non- bearing) state number of trees

	Number of trees
a) Apple - i) 10 years and over	41
ii) Under 10 years	
b) Peach	
c) Pear	5
d) Cherry (Sweet and sour)	
e) Other fruit trees	

Complete questions 15 to 34 on re-  
verse side before questions 6 to 14

### CONDITION OF LAND, JUNE 1, 1956

6. Cropland sown or to be sown for harvest in 1956 (Must equal acreage reported in 33)	3 4 8 10 20 30 40 50 60 70 80 90	None	1 2 3 4 5 6 7 8 9
7. Improved land for pasture or grazing (Exclude area to be cut this year for hay, ensilage or seed)	2 0 10 20 30 40 50 60 70 80 90		1 2 3 4 5 6 7 8 9
8. Summer fallow	10 20 30 40 50 60 70 80 90		1 2 3 4 5 6 7 8 9
9. Other improved land (Barnyards, lanes, home gardens, improved idle land, etc.)	5 10 20 30 40 50 60 70 80 90		1 2 3 4 5 6 7 8 9
10. Woodland	6 10 20 30 40 50 60 70 80 90		1 2 3 4 5 6 7 8 9
11. Other unimproved land (Unimproved hay land, native pasture, sloughs, marshes, etc.)	2 2 10 20 30 40 50 60 70 80 90		1 2 3 4 5 6 7 8 9
Sum of acreages in 6 to 11 must equal acreage in 5	10 20 1 2 3 4 5 6 7 8 9		1 2 3 4 5 6 7 8 9
12. Unimproved pasture - Area of unimproved land (Question 11) used for pasture	1 5 10 20 30 40 50 60 70 80 90	None	1 2 3 4 5 6 7 8 9
13. New breaking - Area of virgin land ploughed for the first time in 1955	10 20 30 40 50 60 70 80 90	None	1 2 3 4 5 6 7 8 9
14. Grass silage - Tons of grass, alfalfa and clover to be cut for ensilage in 1956 (Exclude grain mixtures)	Tons (Green weight)		

# XIX - LIVE STOCK AND LIVE STOCK PRODUCTS

Points to cover	Procedure
1. Live stock on this farm (Questions 35 to 48, 57 to 66)	<p>Emphasize the following general instructions:</p> <ol style="list-style-type: none"><li>(1) Report all animals on this farm at June 1. Include those which belong to the farm operator, his hired help, or members of his family.</li><li>(2) Report, also, animals kept on this farm which are pastured or fed for others.</li></ol> <p><u>Exception:</u> Live stock kept on <u>community pastures</u> must be reported on the farm of the owner of the live stock.</p>
2. Total number of each kind of live stock	<p>* Have the trainees look at the questions on the various kinds of live stock, and point out that there are questions which call for the total number as well as for the numbers according to age and sex (except horses).</p> <p>Emphasize that -</p> <ol style="list-style-type: none"><li>(1) the total number reported for each kind of live stock must equal the number reported by age and sex.</li><li>(2) when there is no live stock of a particular kind, the "none" box in the "total question" <u>must be marked</u>.</li></ol>
3. Practice exercise for Mr. White's farm	<p>* Have the trainees enter the following for Mr. White's farm:</p> <p>94 pigs under 6 months 17 boars, sows, and pigs 6 months and over no sheep 2 calves under 1 year 3 heifers, 1 year and under 2 5 cows and heifers, 2 years and over all the heifers are being raised mainly for milk production, and 4 of the 5 cows and heifers, 2 years and over, are being or will be milked 1200 chicks, under 2 months no other poultry no horses</p> <p>* Allow trainees sufficient time to make the required additions and to enter totals.</p>

Points to cover	Procedure
	<ul style="list-style-type: none"> <li>* <u>Make sure that they mark the "none" boxes where applicable.</u></li> <li>* Enter the above data on the enlarged Form 6 using the Key to the Exercise for Mr. White's Farm (See Training Work Book - Agriculture). Be sure to add entries and enter totals. Also, mark the "none" boxes where applicable.</li> <li>* Have the trainees look at Questions 49 to 56.</li> </ul>
<p>4. Production of whole milk, May 1956 (Questions 49 to 54)</p>	<p>Point out that Questions 49 to 54 apply to the production and use of cow's milk during the month of May 1956.</p>
<p>(1) Quantity (Column 1)</p>	<p>Explain that -</p> <ul style="list-style-type: none"> <li>(a) the Enumerator must always report the quantity in Column 1.</li> <li>(b) the quantity must always be reported in pounds in Questions 50(a), 50(b), 51, 54.</li> <li>(c) the unit of measure must be marked with an "X" in the appropriate box in Questions 49, 52 and 53.</li> </ul>
	<p>Examples:</p> <ul style="list-style-type: none"> <li>(i) Question 49: If the farmer reports the quantity of whole milk sold in gallons, the Enumerator must mark an "X" in the box opposite "Gal." and enter the quantity reported in Column 1.</li> <li>(ii) Question 50: If the farmer reports the amount of cream sold in gallons, the amount must be converted to pounds of cream. The note under this question says: "1 gal. of cream weighs approx. 10 lbs." Therefore the Enumerator must multiply the number of gallons by 10.</li> </ul>
<p>(2) Milk equivalent (Column 2)</p>	<p>Explain that -</p> <ul style="list-style-type: none"> <li>(a) the Enumerator must enter in Column 2 the pounds of whole milk that are equivalent to the quantities of milk, cream and butter entered in Column 1.</li> </ul>



Points to cover	Procedure
	<p>(b) the Milk Equivalent Table has been printed on the document in order to assist the Enumerator if the farmer does not know the actual milk equivalent.</p> <p>* Point out the Milk Equivalent Table on enlarged Form 6.</p> <p>Examples:</p> <p>( i) Question 49: If the amount of whole milk sold in May is reported in gallons, the Enumerator will mark "X" in the box opposite "Gal." In order to report the milk equivalent in Column 2, he may consult the table of Milk Equivalents which will tell him that 1 gallon of milk weighs approximately 10 pounds. In this case he will multiply the gallons of milk reported by 10 and enter the resulting figure in Column 2.</p> <p>(ii) Question 50(a): In order to convert the number of pounds of butterfat, to the milk equivalent, the Enumerator may consult the Milk Equivalent Table. If 1 pound of butterfat is equivalent to approximately 30 pounds of milk, he must multiply the pounds of butterfat sold by 30 and enter the resulting figure in Column 2.</p> <p>(3) Total whole milk produced May 1956 (Question 54)</p> <p>Emphasize that -</p> <p>(a) this enquiry must be asked at all farms where there is cow's milk produced.</p> <p>(b) the answer to this question must equal the sum of the entries for Questions 49 to 53 (Column 2).</p> <p>(c) this total should be checked, wherever possible, with any other figures that the farmer may have regarding the total milk production.</p> <p>* Have trainees enter the following for Mr. White's farm in Questions 49 to 56:</p> <p>50 pounds of butterfat sold  10 gallons of milk consumed by his household  20 gallons of whole milk fed to live stock  3 cows milked yesterday  no milk sold directly to consumers</p>
5. Practice exercise for Mr. White's farm	

Points to cover	Procedure
	<ul style="list-style-type: none"><li>* Allow trainees sufficient time to make the necessary calculations and entries.</li><li>* Enter the above data on the enlarged Form 6 using the Key to the Exercise for Mr. White's Farm. Be sure the trainees understand the conversion system and the use of the Milk Equivalent Table.</li></ul>

PRACTICE EXERCISE E

Note to Field Supervisors

Allow the trainees 10 minutes to complete Practice Exercise E in the Training Work Book - Agriculture. Correct as for previous exercises.

Directions

Complete the following exercise as if for an actual Agriculture Document using the details provided at the side of the exercise.

PRODUCTION OF WHOLE MILK, MAY 1956		
SALE OF MILK AND CREAM, MAY	Quantity	Milk equivalent lb.
49. Whole milk sold in MAY <input type="checkbox"/> Gal. (Check unit - include milk sold <input type="checkbox"/> Qt. retail and to dairy or factory) <input checked="" type="checkbox"/> Lb.	7,500	7,500
50. Cream sold, MAY		
a) On a butterfat basis Lb.	5	150
OR		
b) By measure Lb. (Report in pounds - 1 gal. of cream weighs approx. 10 lbs.)	200	2,000
FARM USE OF MILK AND CREAM, MAY (Do not include milk bought)		
51. Butter made on this farm, MAY Lb.	6	150
52. Milk and cream used in households, MAY <input checked="" type="checkbox"/> Gal. (Check unit - Convert cream to <input type="checkbox"/> Qt. milk equivalent)	20	200
53. Whole milk fed to live stock, MAY <input type="checkbox"/> Gal. (Check unit - Do not include <input type="checkbox"/> Qt. skim milk)		
54. Total whole milk produced, MAY Lb. (Must equal the amount reported in 49 to 53)		10,000
55. Number of cows and heifers milked yesterday No.		14
56. How much of the milk sold in MAY did you sell directly to consumers? Qt. (Not for resale)		

Mr. Frost has a dairy farm and reports the following for May 1956:

7,500 pounds of fluid milk sold,  
5 pounds of butterfat sold,  
80 quarts of cream sold by measure,  
6 pounds of butter made for his own use,  
20 gallons of milk consumed by his household,  
no milk fed to live stock,  
14 cows milked yesterday,  
no fluid milk sold directly to consumers.

XX - PART-TIME WORK AND MALE FARM LABOUR

Points to cover	Procedure
<p>1. General instructions</p>	<p>Point out that Questions 74 and 75 refer to the year 1955 and the entries are to be reported in months. Question 76 refers to the week ending June 2, 1956.</p> <p>Explain that -</p> <ul style="list-style-type: none"> <li>(1) the number of months must be reported to the nearest whole month. In converting work reported in hours or days to months, 200 hours or 25 days are to be used as the equivalent of 1 month.</li> <li>(2) a total of 12 days or less must be considered as zero months.</li> <li>(3) where a number of workers were employed, the total months for all workers employed must be reported.</li> </ul> <p>Example: If 5 workers were employed for five days each, report 1 month (the equivalent of 25 days).</p> <ul style="list-style-type: none"> <li>(4) only males 14 years of age and over must be reported.</li> </ul>
<p>2. Part-time work (Question 74)</p>	<p>Emphasize that the total number of months the operator worked for wages, commissions, etc., <u>at non-farm</u> work off this farm during 1955 must be reported.</p>
<p>3. Paid male labour and workers (Questions 75(a) and 76 (a) )</p>	<p>Explain that -</p> <ul style="list-style-type: none"> <li>(1) any male person (excluding unpaid family workers working on the farm for wages, salary or board, commission or on a piece or contract basis should be reported as "paid".</li> <li>(2) this includes a hired manager or male members of the operator's family receiving regular or specified cash wages.</li> </ul>

Points to cover	Procedure
4. Unpaid male family labour and workers (Questions 75(b) and 76(b) )	<p>Explain that Enumerators must -</p> <ul style="list-style-type: none"><li>(1) include all male members of the operator's family (related to him by blood or marriage) who do farm work or chores full-time or part-time on the farm but do not receive specified wages;</li><li>(2) include all students (14 years of age and over) who work after school hours, on Saturdays or during the summer holidays;</li><li>(3) not include the farm operator.</li></ul>

XXI - OTHER AGRICULTURE INSTRUCTIONS

Points to cover	Procedure
<p>1. Reviewing the Agriculture Document</p> <p>2. Special types of farms</p>	<p>* Refer the trainees to Sections 88 to 93 in the Enumeration Manual for the procedure to be followed in reviewing the Agriculture Document before leaving the farm.</p> <p>Have the trainees turn to Sections 94 to 99 of the Enumeration Manual and note that these are the instructions for enumeration of the following types of farms:</p> <ul style="list-style-type: none"> <li>(1) Farms on Indian Reservations.</li> <li>(2) Institutional Farms (school, hospital, penitentiary, etc.).</li> <li>(3) Co-operative Farms or Colonies.</li> <li>(4) Community Pastures.</li> <li>(5) Non-resident Farms.</li> <li>(6) Apiaries, Goat and Fur Farms.</li> </ul> <p>Instruct the trainees to refer to these instructions if they encounter any of these types of farms during their enumeration.</p>
<p>3. Agriculture Questionnaire (Advance Copy to Farmers)</p>	<p>Point out that the Dominion Bureau of Statistics is sending to the farm operators through the postal service a list of questions to be asked in the Census of Agriculture.</p> <p>* Display a copy of the Agriculture Questionnaire (Advance Copy to Farmers) (Form 6A) and briefly describe it.</p> <p>Emphasize that if the farm operator has partially or wholly completed the advance questionnaire the Enumerator must check the entries and <u>transfer the information accurately to an Agriculture Document (Form 6)</u>.</p> <p>Point out to the trainees that -</p> <ul style="list-style-type: none"> <li>(1) they should be careful to fill in the Farm Number, District and Enumeration Area Numbers on both Part I and Part II of the Document.</li> </ul>

Points to cover	Procedure																		
	<p>(2) they should check particularly that the farm operator has listed the farm headquarters on the top line in Question 2.</p> <p>(3) they should collect all advance questionnaires on which entries have been made and return them with the other completed forms.</p> <p>(4) they will be paid for completing all Agriculture Documents (Form 6) even though the information may have been taken from an advance questionnaire.</p>																		
<p>4. Arpents</p>	<p><u>For Field Supervisors in certain sections of the Province of Quebec:</u></p> <p>Explain that -</p> <p>(1) in counties where the land is surveyed in arpents instead of acres, answers to area questions may be recorded in arpents.</p> <p>(2) the Enumerator must write the notation "area enumerated in arpents" in the "Comments" section of the document.</p>																		
<p>5. Practice exercise for Mr. White's farm</p>	<p>* Have trainees enter the following for Mr. White's farm:</p> <table> <tr> <td>1</td><td>automobile</td></tr> <tr> <td>1</td><td>tractor</td></tr> <tr> <td>2</td><td>motor trucks</td></tr> <tr> <td>1</td><td>gasoline engine</td></tr> <tr> <td></td><td>electricity supplied by a power line</td></tr> <tr> <td>\$160.00</td><td>paid in rent on a cash basis in 1955</td></tr> <tr> <td>\$745.60</td><td>worth of feed purchased through commercial channels in 1955</td></tr> <tr> <td>\$110.40</td><td>paid in wages to farm labour in 1955</td></tr> <tr> <td>\$ 55.00</td><td>value of room and board furnished to hired workers in 1955</td></tr> </table> <p>Mr. White worked 15 days at a local saw-mill in 1955.</p> <p>He had a hired man for 15 days last year during seeding and another man for a month during harvest time.</p>	1	automobile	1	tractor	2	motor trucks	1	gasoline engine		electricity supplied by a power line	\$160.00	paid in rent on a cash basis in 1955	\$745.60	worth of feed purchased through commercial channels in 1955	\$110.40	paid in wages to farm labour in 1955	\$ 55.00	value of room and board furnished to hired workers in 1955
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\$110.40	paid in wages to farm labour in 1955																		
\$ 55.00	value of room and board furnished to hired workers in 1955																		

Points to cover	Procedure
	<p>His 18-year-old son has been helping him on the farm full-time without pay for the past two years.</p> <p>Mr. White had no hired help during the week ending June 2, 1956.</p> <p>* Allow trainees sufficient time to add the entries in Questions 67(a) to 67(f) and enter the total in Question 67(g). Remind them to enter values to the nearest dollar.</p> <p>* Enter the above data on the enlarged Form 6 using the Key to the Exercise for Mr. White's Farm (Training Work Book - Agriculture).</p>



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