

1961 CENSUS OF CANADA

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# FIELD MANUAL

DOMINION BUREAU OF STATISTICS



# TIME-TABLE OF PRINCIPAL DUTIES OF CENSUS COMMISSIONERS

## Part I. - Duties prior to enumeration

Principal duties	Dates in which duties must be performed	Section of Manual
1. Check plan of E.A.'s	10-day period from date of receipt	3
2. Select Enumerator candidates	April 1 - May 6	5
3. Attend training course	4-day or 5-day period, between April 17 and April 29	6
4. Carry out Census publicity activities	From receipt of publicity materials to end of duties	7
5. Arrange for rental of halls and offices (if applicable)	Completed by May 6	8
6. Conduct tests for Enumerator candidates	May 8-12	12
7. Appoint Enumerators and notify to report for training	May 10-15	13
8. Study training materials and prepare for class instruction	May 16-20	14
9. Conduct training classes for Enumerators	May 22 - May 27	14
10. Interview individual Enumerators following training	May 28 - May 31	15
<u>Enumeration of "transient" accommodations:</u>		
11. Prepare list of "transient" establishments and interview officials	May 1-13	10
12. Train Enumerators of special hotel and institutional E.A.'s	May 22-31	10, 14
13. Make final plans for enumeration of "transient" establishments	May 28-31	10, 15

NOTE: See inside back cover for Time-table of principal duties during and following enumeration (Part II).



## FOREWORD



As a Census Commissioner, you are one of a group of some 1,500 being appointed across Canada to direct and supervise the work of about 25,000 Enumerators in the enumeration of the 1961 Census of Canada. You will work under the direction of one of the 8 Regional Statistics Officers, through a representative designated by him for your general locality. You will be responsible to the Dominion Statistician for the organization and successful completion of the Census in the District which has been assigned to you.

In addition to the general duties of organizing and directing the enumeration, you will hire, train, supervise, and check the work of, the Census Enumerators in your District. Too much stress cannot be laid on the necessity for hiring competent Enumerators, and you will find that your task will be made far easier if you exercise great care in their selection.

Your duties as a Census Commissioner commence upon appointment, and end at such a time as the Dominion Statistician is satisfied that the work has been completed. The task of directing and supervising the field operations of the 1961 Census will require your diligent efforts. Success can only be achieved if the job is well organized and co-ordinated in all its phases.

As a first requirement, all instructions in this Field Manual must be studied carefully, so that you become fully aware of the duties and responsibilities of your office. You will note that Part I of the Manual outlines the duties you must perform before the enumeration starts on June 1. Part II describes your duties during and following the enumeration. Part III deals with all matters regarding rates of pay and allowances for the different classes of field employees. Finally, Part IV of the Manual contains instructions for administering the Personnel Selection Test for Enumerators.

The reliability and usefulness of any Census depends on the completeness and accuracy of the information obtained in the field. Census Commissioners are the officials in charge of the all-important task of collecting the basic facts by the individual Enumerators. The degree of success achieved in the 1961 Census of Canada will depend, in no small measure, on your energy, resourcefulness, and devotion to duty.

Walter E. Duffett,  
Dominion Statistician.







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PART I. - DUTIES PRIOR TO ENUMERATION

1. Oath of Office

1.1  
All field  
employees  
take Oath  
of Office

Each Census Commissioner, Enumerator, Interpreter, etc., before commencing his duties must take and subscribe to an Oath of Office (Form 30). Field personnel for the 1961 Census are thereby under Oath to fulfil their duties faithfully and honestly, and are sworn to secrecy on all matters which come to their knowledge by reason of this employment.

1.2  
Return  
Oath  
promptly

Your Oath of Office may be administered by your Regional Officer if convenient, or by any person duly authorized to take Oaths, such as a Notary Public. Please return promptly the completed Oath Form to Head Office in Ottawa, in the envelope provided. Further communications will then be sent to you, such as the map and descriptions of the Enumeration Areas (E.A.'s) in your District.

1.3  
Commissioner's  
Identity Card

You will be supplied with an Identity Card (Form 12A) for your use during the field work to show proof of your identification as a sworn employee of the Dominion Bureau of Statistics.

1.4  
Enumerators'  
Oaths of  
Office

You will be empowered to administer the Oath of Office to your Enumerators. This will be done at the time you appoint each Enumerator and give out the portfolios of training supplies. (See Section 13.5.)

2. Communications

2.1  
Communications  
with Regional  
Office

In general, you will communicate with the Regional Officer's representative in your locality on any problems which arise from your duties. For example, should you require additional supplies, or encounter difficulties in completing certain E.A.'s, etc., you will get in touch with this representative rather than with Head Office in Ottawa.

2.2  
Communications  
with Head  
Office

On occasion you will receive communications from the Dominion Statistician or the Director of the Census Division. In such cases, your reply will be directed to Ottawa. An example of this is the checking of the map and descriptions of the E.A.'s in your District, which will be sent to you from the Director of the Census Division. (See Section 3.) At other times, should it be necessary to communicate with Head Office, address your communications to the Director, Census Division, Dominion Bureau of Statistics, Ottawa.

3. Checking the plan of Enumeration Areas (E.A.'s)

3.1  
First duty  
to check plan  
of E.A.'s

Your first duty is to check the map and descriptive statements of the boundaries of your E.A.'s. Check the map with the descriptions to make certain they are in agreement. Satisfy yourself, beyond the possibility of a doubt, that no portion of your District has been omitted or duplicated. Carry out a check on the ground so that you will be thoroughly familiar with all E.A. boundaries, and can advise your Enumerators of any boundary problems.

3.2  
Size of  
E.A.'s and  
time schedule

Enumeration in non-farm E.A.'s should be completed within two weeks, and in farm E.A.'s within three weeks. Your E.A.'s have been drawn up with this in mind. If you have reason to believe that the population in any E.A. is significantly greater than the figure shown on the descriptions (i.e., which would delay the completion date), report the matter to the Director of the Census Division when returning the descriptions as outlined in Section 3.9. Give details of population expected, suggestions for changes in E.A. boundaries, etc.

3.3  
E.A.'s must  
respect  
municipality  
boundaries

For the purposes of providing municipality statistics, the E.A.'s of each incorporated city, town, village, or rural municipality, regardless of size, are kept separate from any surrounding locality. Thus, an E.A. must not cut across municipality boundaries. You should, therefore, check to ensure that any E.A. does not consist of parts of two municipalities.

3.4  
More than  
one E.A. to  
an Enumerator

Since E.A.'s must not comprise parts of two or more municipalities, counties, electoral districts, etc., it has been necessary to create a number of small E.A.'s in order to respect these boundary lines. Two of these smaller E.A.'s may be given to one Enumerator, but the forms and supplies for each E.A. must be kept separate. The Enumerator must complete one E.A. before you give him the other. Also, you must be sure that the Enumerator will be able to complete both E.A.'s in the time allotted. Otherwise, appoint one Enumerator for each E.A. (See also Section 18.6.)

3.5  
Areas  
without  
maps

For a small number of E.A.'s there will not be maps available for the Enumerators, but only the printed descriptions of the boundaries (e.g., for certain unorganized areas, small villages, etc.). In such cases, you will have to examine carefully the boundaries of these E.A.'s so that you can advise your Enumerators, and thus avoid any possibility of duplication or omission of territory.

3.6  
Dwellings  
difficult  
to find

While you are studying the boundaries of the E.A.'s in your District, you must watch for dwellings which an Enumerator might have difficulty in finding, or is apt to overlook. These may be homes in new areas, occupied summer cottages, shacktowns, or dwellings in out-of-the-way places. When you find such dwellings, make a record of them on Form 43 at the back of this Manual, and be sure to notify the proper Enumerators. Make notes also of any special boundary problems to be explained to your Enumerators. Retain this list for checking the completed returns of the E.A.'s concerned. (See Section 21.3.)

3.7  
Locations of  
institutions

If there are any large hotels or institutions in your District with accommodations for 200 persons or more, they will be listed at the end of the descriptions as separate E.A.'s. Check the locations of these institutions to ensure that they are properly allocated to the correct municipality within the District. Also, make sure that no such large hotels or institutions have been omitted as separate E.A.'s.



3.8  
Unincorporated places of 200 households or more

Unincorporated villages, settlements, (or other agglomerations) containing 200 or more households are made into separate E.A.'s, as is done for all incorporated places regardless of size. Should you know of any such places in your District which are not indicated as separate E.A.'s in the descriptions, you must report this fact.

3.9  
Return map and descriptions in 10 days

Your check of the plan of E.A.'s must be completed not later than 10 days after receiving the maps and descriptions. Retain smaller map and one copy of the descriptions, but be sure to forward the larger map and the second copy of the descriptions, with any suggested revisions clearly explained, to the Director of the Census Division. These copies must be returned, even if you report that no revisions are required. When you have returned these you will be supplied with sample questionnaires, manuals, stationery, etc. (See Section 4.)

3.10  
No changes in boundaries following check

Following your check of the E.A.'s, the descriptions will be printed in final form at Head Office, and copies forwarded to you as soon as available. The larger map which you forwarded will also be returned to you with any revisions which have been accepted. From that point on, you must not make changes in the E.A. boundaries, or in their numbering. Under no circumstances are you to make any changes whatsoever, without the express approval in writing of the Regional Officer's representative, who will provide you with copies of Form 49 for requesting any revisions.

#### 4. Sample set of supplies

4.1  
Study forms and manuals in advance of training

Upon completion of the checking of your E.A.'s, and the return of one copy of the map and descriptions, a sample set of supplies will be sent to you. An Officer of the Bureau will instruct you on their uses. (See Section 6.) However, you will find it to your advantage to devote as much time as possible to studying the various forms, manuals, etc., in advance of this training session.

4.2  
List of sample supplies

Following is a list of the census supplies which will be forwarded in this advance shipment:

Form 1 - Visitation Record	Form 10 - Merchandising Questionnaire
Form 2 - Population and Housing Enumeration Book	Form 11 - Postal Check Card <sup>(2)</sup>
Form 3 - Population - (Temporary Residents)	Form 12 - Identity Card (Enumerator)
Form 4 - Population (Sample)	Form 13 - Enumerator's List of Supplies
Form 5 - Individual Population Form	Form 14 - Missed Dwelling Card <sup>(2)</sup>
Form 6 - Agriculture Questionnaire	Form 15 - Envelope for Temporary-Resident Documents (Form 3)
Form 7 - Agriculture (Form 7)	Form 16 - List of Specified Farms
Form 8 - Irrigation Questionnaire <sup>(1)</sup>	Form 17 - Specified Farm Card
Form 9 - Woodland Questionnaire	Form 18 - Envelope for Agriculture Forms

Form 22 - Notice of Enumerator's Call	Form 55 - Letter Carrier's Account(2)
Form 30 - Oath of Office	Form 57 - Enumerator's Account for Instruction
Form 33 - Personnel Selection Test for Enumerators	Form 60 - Enumeration Manual
Form 34 - Application for Employment as Census Enumerator	Form 62 - Training Manual
Form 35 - Notice of Examination for Enumerators	Form 63 - Training Work Book - Population and Housing
Form 36 - Notice to Candidates	Form 64 - Training Work Book - Agriculture
Form 37 - List of Candidates and Enumerators	Form 65 - Pre-Training Exercise - Population and Housing
Form 38 - Notice to Report for Training	Form 66 - Pre-Training Exercise - Agriculture
Form 39 - Instruction Attendance Record	Form 67 - Copy of Letter from Can. Hotel Association
Form 40 - Commissioner's List of Supplies	Form 71 - Advance Letter to Householders
Form 42 - Return Shipping Invoice	Form 72 - Advance Letter to Farm Operators
Form 46 - Control List for T-Night Establishments	- Letterhead paper for correspondence
Form 47 - Field Progress Report	- Mark-sense pencil
Form 50 - Commissioner's Account	- Eraser
Form 51 - Enumerator's Account	- Ball-point pen
Form 51A- Listing of Non-resident Farm Operators	
Form 54 - Statement of Expenses	
(1) For Commissioners in farm Districts of Ont., Sask., Alta., and B.C. only.	
(2) For Commissioners in specified non-farm Districts only.	

## 5. Selection of Enumerator candidates

### 5.1 Importance of obtaining suitable candidates

You are responsible for the successful completion of the Census in your District. Nothing you do as a Census Commissioner will affect the success of your assignment as much as the selection of well-qualified persons for the positions of Census Enumerators. If Enumerators are appointed who do not possess the required qualifications your task will be exceedingly difficult. Too much emphasis cannot be given to the need for careful selection of persons who can be relied on to do an efficient job of enumeration in the allotted time.

### 5.2 Qualifica- tions of Enumerator candidates

To be eligible for appointment as a Census Enumerator, an applicant must:

- (1) be an active, tactful, conscientious, and energetic person of good judgment;
- (2) have sufficient education to pass the prescribed test, and to understand the many questionnaires and instructions;
- (3) be able to write legibly;



- (4) be at least 18 years of age and have the physical fitness necessary, including good eyesight and hearing;
- (5) be able to work full-time on the Census assignment, including some evening work;
- (6) insofar as possible, be a resident of the locality in which the duties are to be performed (to ensure familiarity with the E.A. to be covered, and reduce travel);
- (7) in rural E.A.'s, have the use of a car;
- (8) not be connected in any way with the levying or collection of municipal or other taxes.

5.3  
Types of  
suitable  
candidates

The following groups of persons are suggested as examples of suitable candidates for the position of Census Enumerator:

- (1) Persons with Veterans' preference. - Whenever they possess the necessary qualifications, and pass the required test, persons with Veterans' preference must be given priority as Enumerators.
- (2) Agricultural correspondents. - The Dominion Bureau of Statistics has a large corps of correspondents who render voluntary services by reporting on agricultural conditions. Because of their familiarity with agriculture generally, they would be a good source of candidates in rural localities.
- (3) Members of farm organizations. - Officers and leading workers in Farmers' organizations, livestock associations, etc., and especially young men and women who have attended agricultural colleges, are possible candidates in rural localities.
- (4) School teachers. - School teachers and former school teachers, when available and able to give their whole time to this work, would be good candidates.
- (5) Women candidates. - Women, particularly those with previous business or office experience, have been found in the past to be suitable candidates, especially in urban areas where the farm schedule is seldom required.

5.4  
Enumerators  
candidates  
for hotels  
and insti-  
tutions

Any hotels or institutions in your District with accommodations for 200 persons or more are separate E.A.'s. Wherever possible, you must select Enumerators for these special E.A.'s from the office staff or inmates, after consulting with the official-in-charge. It is not necessary that such Enumerators take the test, but you must be certain to appoint well-qualified persons to conduct the enumeration. (See Section 10.2 re training and other preparations for enumeration of hotels and institutions.)

5.5  
Enumerators  
for Indian  
Reserves and  
military  
establishments

If there is an Indian Reserve or military establishment in your District, you will not have to provide Enumerator candidates for these E.A.'s. They will be provided by the Indian Superintendents, and the Department of National Defence, respectively. (See Section 11 - re training and other preparations for enumeration of Indian Reserves and military establishments.)

5.6  
Candidates  
to complete  
Application  
(Form 34)

All candidates for the position of Census Enumerator must fill out a Form 34 (Application for Employment). The entries on this Form are designed to provide you with some relevant information about the candidates to assist in determining their qualifications. All completed Forms 34 in your possession must be forwarded to your Regional Officer at the end of your assignment. (See Section 23.4.)

5.7  
List all  
candidates  
on Form 37

From your completed Forms 34 (Application for Employment), list all Enumerator candidates on Form 37 (List of Candidates and Enumerators). Note carefully that all columns on Form 37 except the last two (Cols. 6 and 7) should be filled in before the test is given.

5.8  
Inform  
candidates  
of Statistics  
Act

Candidates must be told that if they are appointed as Enumerators, the Statistics Act provides that they cannot desert or neglect to perform their duties. (See Section 13.6.) They can resign only with good cause and with your approval. Make certain that your candidates are persons who can be relied on to carry through the job to a successful completion. Later replacement during training or enumeration will cause you much difficulty, which is in your interest to avoid.

6. Your training as a Census Commissioner

6.1  
Length of  
training

You will receive instruction in your duties from an Officer of the Dominion Bureau of Statistics. In urban Districts, where little or no agriculture enumeration is involved, Commissioners will receive 4 days of instruction. In rural Districts requiring agriculture enumeration the training period for Commissioners will be 5 days.

6.2  
Date and  
location  
of training

You will be notified by letter of the date and place where you will be instructed in your duties. Lodging and travel expenses, when required and in accordance with those allowable under Government Travel Regulations (see Sections 31 and 32), must be itemized on your Statement of Expenses (Form 54).

7. Census publicity

7.1  
Duties in  
publicizing  
the Census

One of your responsibilities is to act as a focal point and liaison officer for publicity in your District. Preparations have been made to facilitate this part of your duties by providing you with suitable material. It is suggested that you open a Census Publicity File for easy reference to this material. Any inquiries on publicity or advertising should be addressed to your Regional Officer's representative. You must not make any commitment on behalf of the Bureau to pay for advertising, press material, etc.

7.2  
Object of  
publicity

You must keep in mind that the object of Census publicity is simply to ensure good-will and co-operation from the general public in preparation for the Enumerator's visit. In addition to informing the public that there will be a Census in 1961, publicity should serve to create wide acceptance of the practical values of the Census to the communities in your District.



- 7.3  
Newspapers  
and other  
publications
- A series of releases on the Census is being mailed by the Bureau at regular intervals to all daily and weekly newspapers. You will be furnished with copies as they are sent out. If your local newspapers are not using them to full advantage, encourage them to do so. Should you find that any newspapers have not received copies, please inform your Regional Officer's representative so that they may be supplied with them.
- 7.4  
Radio and  
television
- A series of spot announcements is being supplied by the Bureau to radio and television stations. Because of the interest in the Census, you may be able to stimulate considerable free publicity over your local stations by supplying them with items of interest and arranging talks in any free time they might provide. The material being sent to you contains a suggested interview which you may find useful.
- 7.5  
Letters to  
churches and  
municipal  
officials
- Letters will be sent in May, 1961 by the Bureau to ecclesiastical authorities, asking for the co-operation of the clergy in directing the attention of their congregations to the 1961 Census. Letters will also be sent to the mayors, reeves, etc., of cities, towns, villages, and rural municipalities, outlining the purposes of the Census and inviting their assistance in assuring ready public response.
- 7.6  
Support from  
organizations
- You may expect to receive support from such organizations as local Chambers of Commerce, Canadian advertising clubs, farm organizations, service clubs, etc. It is suggested that you get in touch with the local executives of such organizations, and endeavour to enlist their co-operation in publicizing the Census. You may be requested to address meetings of church organizations, women's institutes, farm clubs, and so on. Such opportunities should be encouraged. Your publicity material contains an outline for speeches that may be helpful.
- 7.7  
Co-operation  
between  
Commissioners
- There will be many cases in which the channels of publicity (e.g., newspapers and radio stations), will be the same for two or more adjoining Districts, as for example, in large cities. In these instances, Census Commissioners will achieve mutual benefit by arriving at some general agreement for co-ordination of their publicity efforts. This would avoid wasteful duplication in the release of public statements. Any such arrangement, however, should not curtail individual publicity efforts, but rather ensure the best results for all concerned.
- 7.8  
Publicity  
kit and  
posters
- The material you will receive is in the form of a "Publicity Kit". It will include bulletins containing background information on the Census, a suggested outline of an address to clubs and organizations, and a suggested radio or television interview. The kit will also contain copies of a Census poster which the Bureau is placing in every Post Office. A supply of posters will be forwarded to you for other local distribution. They should be displayed as prominently as possible.

## 8. Rental of halls and offices

8.1  
Use of  
Government-  
occupied  
space

In any District where suitable accommodations are available in a building owned or rented by the Government of Canada, this space must be used for your testing and training of Enumerators. The same applies to your requirements for office space. You will be notified by the Regional Officer's representative if space in public buildings is available in your District.

8.2  
Rental  
of office  
space

Census Commissioners are allowed office space for a maximum period of 3 months (i.e., as required between April 15 and July 15), although 2 months (May and June) should be sufficient in most cases. If Government space is not available, the Regional Officer's representative will advise you, and provide Form 58 (Rental Application and Authorization). Complete this Form in triplicate and forward all copies to your Regional Officer's representative. The office space you recommend must be self-contained and capable of being locked. Before entering into any rental agreement, you must await the return of one copy of Form 58 containing the necessary authorization.

8.3  
Rental of  
space for  
tests and  
training

The rental of a hall or room for the periods required to test and train your Enumerators (see Time-table on inside front cover) also requires prior authorization. If you are advised that Government space is not available, use Form 58 to include your request for rental authorization of a hall or room for testing and training purposes. Be sure to select a training location which will result in a minimum of travel for your Enumerators. As in the case of office space, you must await authorization from the Regional Officer's representative before entering into a rental agreement.

8.4  
Rentals  
must be  
reasonable

It is your duty to ensure that all rentals for halls and offices are kept as low as possible. The possibility of using church or community halls, etc., should be canvassed thoroughly. If there are rental charges, you must ascertain what services are included in these charges, such as the provision of furniture, telephone, cleaning or other services, before recommending any space to the Regional Officer's representative.

8.5  
Method of  
payment  
for rentals

Payment for the rental of halls or offices will be made through the Regional Officer's representative, after you submit the lessor's invoice in duplicate. These may be submitted periodically (monthly) during the period of occupancy. You must approve all invoices by writing "Certified for payment" on each copy, over your signature. If immediate payment is demanded by the lessor, you may make this payment and include the cost as an item of expense on your Statement of Expenses (Form 54) supported by a signed receipt for the amount.

## 9. Receipt and distribution of supplies

9.1  
Commissioner's  
supplies

A master list of all supplies being shipped to you for your District is contained on Form 40 (Commissioner's List of Supplies). This Form will be mailed to you with the shipment. As you



receive these supplies, check them against the entries on Form 40 to ensure that you have all the items listed.

9.2  
Enumerators'  
boxes of  
supplies

The majority of the enumeration supplies for each E.A. are packed in an individual box, with the E.A. Number marked on the outside. Check the number of boxes received with the number indicated on Form 40 to ensure that you have boxes for all E.A.'s. These boxes should be distributed to your Enumerators at the end of their training session, as outlined in the Training Manual.

9.3  
Enumerators'  
portfolios

The remaining items required by each Enumerator are packed in a portfolio which he will use as a carrying case during his enumeration. Also packed in this portfolio are the training materials required for the training session. Thus, the Enumerator will not have to open the box of supplies for this purpose. The portfolios containing training supplies should be distributed to your Enumerators immediately following their appointment. (See Section 13.4.)

9.4  
Identification  
of portfolios

Portfolios are interchangeable and can be distributed to Enumerators without regard to E.A. Numbers, except in the case of any District where: (1) some E.A.'s are to be enumerated in English and others in French; or (2) some E.A.'s require Agriculture Forms or Postal Check Cards, and others do not. To facilitate the correct distribution in these mixed Districts, all portfolios will have the E.A. Numbers entered on the outside. Further, the letter "F" will identify a portfolio containing French-language forms, the letter "A" one in which Agriculture Forms have been included, and "P" as one containing Postal Check Cards.

9.5  
Spare  
supplies

Listed on Form 40 (Commissioner's List of Supplies) are the extra quantities of Enumerators' equipment, as well as administrative and training forms, which are being shipped to you in bulk. Several different types of forms may be packed in the one carton, as indicated on Form 40. It is important, therefore, that you check the contents of each carton with the copy of Form 40. If you require additional supplies of any item, contact your Regional Officer's representative. Care must be taken not to waste materials as it may be difficult to obtain additional quantities.

9.6  
Maps of E.A.'s  
for Enumer-  
ators

Individual maps and descriptions of E.A.'s for the Enumerators' use are being shipped to you separately. In the Prairie Provinces, township plans are included also. There may be a few E.A.'s in some Districts where maps are not available, and the written descriptions must suffice. In such cases, it is important that Enumerators be made aware of the exact boundaries of their E.A.'s. Maps and descriptions are distributed to the Enumerators at their training session, as outlined in the Training Manual.

9.7  
Specified  
Farm Cards  
(Form 17)

In most rural Districts, Commissioners will be sent Specified Farm Cards (Form 17), i.e., cards representing special farms which must be checked with your List of Specified Farms (Form 16) at the conclusion of enumeration. (See Section 21.3.) Distribute these Cards to the Enumerators of the appropriate E.A.'s at the Training Session, as explained in the Training Manual.

10. Preparations for enumeration of "transient" accommodations

10.1  
Need for  
adequate  
preparation

The enumeration of all hotels, missions, tourist camps, motels, as well as those institutions where occupancy changes from day to day (e.g., general hospitals, city jails, etc.) must be completed on June 1. In most cases, this will mean starting the enumeration in the evening of May 31, so that all persons who sleep in the hotel, hospital, etc., on that night are included. Careful preparation on your part, beginning the 1st week of May, is required to ensure the success of this operation.

10.2  
Enumerators  
for large  
hotels and  
hospitals

Each hotel or general hospital, etc., having accommodation for 200 persons or more is a separate E.A. It is your duty to provide a qualified Enumerator recruited, wherever possible, from the hotel or institutional staff. Although these special Enumerators do not have to take the test or attend the training course, it will be your responsibility to see that they are adequately trained in their duties, and in the method of completing the questionnaires.

10.3  
Prepare list  
of small  
hotels,  
tourist  
camps, etc.

The enumeration of all hotels, missions, tourist camps, motels, etc., with accommodation for less than 200 persons (i.e., any which are not separate E.A.'s), must be completed by the Enumerators in whose areas they are located. Make a list before May 13 of all such establishments in each E.A. on Form 44 (List of Establishments with Accommodation for Transient Guests) at the back of this Manual. Use this list to advise the Enumerators and provide sufficient copies of Forms 5 where required, (see Section 10.5).

10.4  
Co-operation  
of management

In preparing the list of establishments on Form 44, you will have to interview the managers or officials-in-charge to ensure their co-operation when the Enumerators call. This interview must include questions as to the expected number of guests or inmates on the night of May 31, as well as advice on the best time to conduct the enumeration. In some cases, the copy of the Letter from the Canadian Hotel Association (Form 67) to its member hotels may be of assistance.

10.5  
Enumeration  
procedure

When the Enumerator cannot interview each guest or inmate, Forms 5 (Individual Population Form) will be used. These Forms should be distributed to the rooms, or placed in the room boxes only if more direct distribution is not possible. The Enumerator must transfer the information obtained on each Form 5 to a Form 2 or Form 3, as applicable. This will usually involve the distribution of Forms 5 in the evening of May 31, and their collection the following morning. Enumerators must station themselves so as to be available to assist persons in completing the Forms.

10.6  
E.A.'s with  
large numbers  
of hotels,  
etc.

In preparing your list of the smaller hotels, missions, tourist camps, etc., on Form 44, you may find that a few E.A.'s contain too many of these establishments for one Enumerator to complete on June 1. In this case, you must contact your Regional Officer's representative as soon as possible and he will advise on the type of assistance which should be given to the Enumerator of that E.A.



10.7  
Permanent  
residents  
in hotels,  
etc.

Some establishments which provide transient accommodation will also contain staff members and their families, permanent guests, etc., who live there. Their enumeration should be carried out by direct interview wherever possible. This can be done after all transient guests, temporary inmates, etc., have been accounted for. However, it is important that the entire enumeration of the hotel, tourist camp, institution, etc., be completed before starting any regular house-to-house visits.

10.8  
Enumeration  
of sanatoria,  
mental  
hospitals,  
etc.

Sanatoria, mental hospitals, homes for the aged, convents, penitentiaries, reformatories, and orphanages, are examples of institutions where inmates remain for relatively long periods of time. For Census purposes, the institution is considered to be the usual place of residence of all patients or inmates there on June 1. The enumeration by the special Enumerators for these institutions need not be completed on June 1, but as soon after that date as possible, and by direct interview wherever feasible.

# 11. Preparations for enumeration of other special E.A.'s

11.1  
Indian  
Reserves

Each Indian Reserve is a separate E.A. and the Enumerator will be the Indian Superintendent or a person selected by him. You will be advised of the names and addresses of any Enumerators of Indian Reserves in your District. You must inform them of the time and place of the training class, and be responsible for their instruction and the supervision and checking of their work. They will be employed under your supervision in the same way as all other Enumerators.

11.2  
Merchant  
ships

For merchant ships or boats of less than 1,000 tons, each ship or boat is a dwelling and must be entered as such in the Visitation Record (Form 1). Merchant ships of 1,000 tons or more are enumerated by a procedure in which you are not concerned. Therefore, if during the enumeration there are boats under 1,000 tons in dock or at anchor in any E.A., the Enumerator of that E.A. must complete a Form 2 for all Canadian residents on board who have no usual residence elsewhere in Canada. He will complete a Form 3 for persons with a usual residence elsewhere in Canada who were staying on the boat on the night of May 31.

11.3  
Military  
camps and  
establish-  
ments

Each military camp, station, etc., is a separate E.A., and all persons with a usual residence in Canada who sleep within its boundaries will be enumerated by military personnel appointed and trained by the Department of National Defence. Your responsibility is to see that your Enumerators are aware of the exact boundaries of the camp or station to avoid any duplications or omissions. Further, you must maintain close liaison with the military authorities by contacting the Camp Commandant and leaving him your name, address, and telephone number. Note carefully that any military or civilian personnel attached to the camp who live outside the camp boundaries will be enumerated by your Enumerators, as well as personnel residing in government-owned housing outside of military camps or stations, e.g., armouries, commanders' residences, etc.

## 12. Testing of Enumerator candidates

12.1  
All candidates  
must take  
test

Every candidate for the position of Census Enumerator is required to take the Personnel Selection Test (Form 33) before appointment. It is your duty to administer this test and mark the papers. Details of the method of administering the test are contained in Section 33 of Part IV of this Manual.

12.2  
Notice to  
report for  
test

Using Form 35 (Notice of Examination), notify each candidate to report on the day selected for the test. Candidates must report at their own expense. Make certain that you have at least one candidate for each E.A. If any candidates inform you that they have decided not to take the test, you must secure additional candidates as required. The test must be given during the week of May 8th to 12th inclusive, to allow sufficient time for marking papers, appointing Enumerators, and testing any additional candidates required.

12.3  
Test of  
candidates

Give the test to the candidates according to the instructions in Part IV of this Manual. After the test, collect and mark the papers using the "Answer Key" provided for this purpose. Enter the marks in Column 6 of Form 37 (List of Candidates and Enumerators). Retain the test papers (Form 33) for the duration of your field work, at which time they must be returned to your Regional Officer. (See Sections 13.2 and 23.4.)

## 13. Appointment of Census Enumerators

13.1  
Use of  
test results

Candidates who pass the test are likely to have the necessary qualifications to be Census Enumerators. A candidate who fails to pass the test, however, will generally not have these qualifications, and if employed could be a source of concern to you throughout the field work. In addition to the test results, you must satisfy yourself that the candidate has the required personality, tact, and good judgment needed for interviewing people, and the physical fitness for carrying out the work.

13.2  
Assign E.A.'s  
to Enumerators

As you make the appointments for the E.A.'s in your District, enter the E.A. Number assigned to each Enumerator in Column 7 of Form 37 (List of Candidates and Enumerators). Mail two copies of this Form to your Regional Officer's representative as soon as all appointments have been made, and retain one copy. (See Section 12.3.) Be sure to notify him of any subsequent changes.

13.3  
Notify  
Enumerators  
of training  
dates

Candidates appointed as Enumerators must be notified on Form 38 (Notice to Report for Training) of the date and place of their instruction. Notify those candidates whom you do not appoint as Enumerators on Form 36 (Notice to Candidates) which has been designed for this purpose.

13.4  
Distribute  
training  
supplies

Upon appointment, distribute to each Enumerator the portfolio of supplies required for training. (See Sections 9.3 and 9.4.) Just inside the portfolio flap are: (a) the Form of Oath, and (b) the Pre-Training Exercise. Extract these materials and inform the Enumerators that the Pre-Training Exercise must be completed before reporting



for training. Also, they should study the Enumeration Manual and the various forms in the portfolio. Stress the fact that they must bring all of these materials to the training class.

13.5  
Administer  
Oath to  
Enumerators

When you give each Enumerator the portfolio of training supplies (see preceding Section 13.4), you must administer the Oath of Office and have him (or her) sign the Form. Before doing so, however, you must explain the various points covered by the Oath and the penalties attached. Explain the rate of pay applicable to that E.A., as indicated on the Account Forms in the portfolio. Retain the signed Oath Forms for the duration of the field work. At the conclusion of your assignment, mail them to your Regional Officer. (See Section 23.4.)

13.6  
Resignation  
and dismissal  
of Enumerators

Section 34 of the Statistics Act provides that "after having taken the prescribed Oath", an Enumerator who "deserts from his duty" is guilty of an offence and is liable to fine or imprisonment. Resignation must be for a valid reason, such as sickness or accident, and have your approval. In the event of misconduct or gross inefficiency on the part of an Enumerator, you will be responsible for his dismissal and replacement.

13.7  
Replacement  
of Enumerators  
before  
start of  
enumeration

If any Enumerators resign with your approval before the start of enumeration on June 1, you must obtain replacements from your list of candidates who passed the test, or give the test to new candidates. If such resignation takes place during or after your training of Enumerators, your task is more difficult as you will have to instruct any replacements by means of additional training sessions. (For instructions on replacement of Enumerators after June 1, see Section 18.7.)

13.8  
Delegation  
of authority  
not permitted

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

13.9  
Interpreters  
and Guides

You must try to procure Enumerators who will take the Census in any E.A. without the aid of an Interpreter. In outlying Districts where E.A.'s are difficult of access, it may be necessary in extreme cases to employ Guides. Before employing either Interpreters or Guides you must obtain the written authorization of the Dominion Statistician. Address your request to your Regional Officer's representative stating the reasons for such an appointment, and the probable term of employment.

13.10  
Enumerators  
of Type "E"  
E.A.'s

If any E.A.'s in your District have been designated as Type "E" (see Section 27.4), you must advise your Regional Officer's representative by letter of the expected total costs and time required to complete each E.A. of this type. These estimates must be submitted immediately after the Enumerators for these E.A.'s have been appointed. You must give the closest estimate possible of the number of days required to complete the E.A., and the expected charges for transportation, or lodgings, etc.

#### 14. Training of Enumerators

##### 14.1 Importance of training

The importance of proper training of your Enumerators cannot be over-emphasized; on them depends the success or failure of the Census. Their training is your responsibility. If your Enumerators are adequately trained in every particular, you will save yourself a great deal of trouble during the course of the enumeration and when you check their completed work.

##### 14.2 Preparations for training

Your Training Manual outlines the various preparations you must make to organize your training classes. Also, the instructions on training procedure in the Training Manual are the result of much experience and study on the part of Census officials, and you must follow them closely. Make sure that you study the Manual thoroughly so that you can conduct your classes with ease and confidence.

##### 14.3 Size of training classes

Experience has shown that best results are obtained when training classes contain from 8 to 12 trainees. Since Commissioners may have up to 30 Enumerators to train, it will be necessary in nearly all cases to conduct 2 separate classes. Only in cases of extreme necessity should a training class consist of more than 15 Enumerators. You will find that the results from an additional class with fewer Enumerators will well repay the extra effort by reducing field problems.

##### 14.4 Dates of training

Training classes for Enumerators must be conducted during the week of May 22 to May 27, inclusive. This will allow a few extra days for training of last-minute replacements and interviews with individual Enumerators before the start of enumeration on June 1. (See Section 15.)

##### 14.5 Period of training in urban Districts

Each training class for urban Enumerators will consist of 4 half days of instruction from Monday to Thursday, inclusive. For all Districts requiring two classes, give the instructions to one group in the mornings and to the second group in the afternoons. (See Training Manual.) Be sure that each group clears the tables at the end of each morning or afternoon period, so that there will be no confusion or loss of supplies.

##### 14.6 Period of training in rural Districts

In Districts where instruction in Agriculture is required, 3 full days of training must be given to the Enumerators. One class will be held from Monday to Wednesday inclusive (see Training Manual). If a second class is required, this group will meet Thursday to Saturday, inclusive. If there are some E.A.'s in your District that do not require Agriculture Forms, the Enumerators of these E.A.'s are not to attend the class on the third day.

##### 14.7 Distribution of supplies to Enumerators

Enumerators must be reminded to bring their portfolio of supplies to the training class. (See Section 13.4.) After you have completed their training, distribute the E.A. boxes containing the additional forms required for the enumeration. (See Training Manual.)



14.8  
Shipment  
of "test"  
documents

Your Training Manual outlines the method of having your Enumerator trainees mark a "test" document during their training. At the conclusion of that day's training, package the completed "test" documents between the two cardboard covers, wrap securely, and ship at once by mail (Airmail wherever possible) or express to the Director of the Census Division, Dominion Bureau of Statistics, Ottawa. Obtain a receipt for the charges and attach it to your Statement of Expenses (Form 54).

14.9  
Advise  
Enumerators  
of "test"  
results

Documents with unsatisfactory marks will be returned to you immediately after they have been tested at Head Office. These documents are not to be returned to the Enumerators, but you must:

- (1) Advise any Enumerators concerned that marks on their "test" documents were not satisfactory.
- (2) Review marking instructions with the Enumerators and impress the importance of correct marks.
- (3) Check the work of these Enumerators frequently in the field to make certain they are following instructions.
- (4) Destroy the "test" documents.

#### 15. Interviews with Enumerators following training

15.1  
Purpose of  
interviews

Following the completion of your training classes, you must arrange to see your Enumerators individually before June 1 to ensure that each is now fully aware of the duties to be performed. Enumerators may have individual problems which could not be cleared up at the training class, or may have questions on certain aspects of their work which they did not fully understand.

15.2  
Boundary  
problems and  
routes of  
visitation

Since there is little time at the training class to discuss the coverage of individual E.A.'s, it is important that you make sure each Enumerator knows exactly his E.A. boundaries. In rural localities, discuss the best routes to follow to ensure complete coverage with a minimum of travel. In urban localities, advise the Enumerator of the proper sequence of listing dwellings where "block" enumeration is required. In all areas, point out, from the list you prepared earlier, any dwellings difficult to find, as well as special situations which might lead to dwellings, farms, or merchandising establishments being missed. (See Section 3.6.)

15.3  
Problems of  
enumeration  
procedure

Question the Enumerator carefully to make sure that he understands the procedures to be followed in completing each of the various questionnaires, and that he understands the concepts and definitions. You may be able to prevent the Enumerator making serious errors on points which were not fully grasped at the training class.

15.4  
Problems of  
"transient"  
accommoda-  
tions

Make sure that the Enumerators who have hotels, tourist camps, hospitals, etc., in their E.A.'s understand their procedures for completing this enumeration on June 1. (See Section 10.) Last-minute preparations must also be discussed with the special Enumerators employed to enumerate the large hotels and institutions which are separate E.A.'s. If you have any doubts or problems which might affect the success of this operation, contact your Regional Officer's representative immediately.

PART II. - DUTIES DURING AND FOLLOWING ENUMERATION

16. Supervision of "transient" enumeration

16.1  
First duty  
after enumer-  
ation starts

The first enumeration to get under way in any District is in the evening of May 31 for hotels, tourist camps, general hospitals, and other dwellings affording "transient" accommodations. (See Section 10.) Thus, your first duty when enumeration starts is to supervise this operation to ensure that complete coverage is obtained in all such establishments.

16.2  
Work out  
details with  
Regional  
Officer's  
representa-  
tive

Special instructions will have been given by the Regional Officer's representative, in advance of May 31, to those urban Commissioners whose Districts contain the major hotels and other "transient" types of accommodations. He will advise you on matters concerning the enumeration of these hotels, etc., and on working out the details of your enumeration plans. On May 31, make sure that your plans are in readiness, and that your preparations for the special enumeration are complete.

16.3  
Duties in  
evening  
of May 31

Visit in turn each "transient-type" establishment in your District requiring this special enumeration procedure in the evening of May 31. See that the Enumerators are on duty and that your plans are being carried out. Make certain that the Control List for T-Night Establishments (Form 46) is being used correctly for complete coverage of all rooms. Satisfy yourself that the guests, inmates, etc., are receiving the Forms 5 (Individual Population Form) where required. In discussion with the management, take any steps necessary to remedy any faults you find such as lack of co-operation by the staff, guests not receiving forms, etc.

16.4  
Duties on  
following  
morning

On the morning of June 1, contact the Enumerators again to check on their progress. Visit each of the larger establishments, and spend the most time where difficulties were observed the previous evening. Any problems should now be mainly in collecting the completed forms. Give any advice you can to the Enumerators to ensure complete returns. Make certain also that the Enumerators are familiar with the method of transcribing the information from Forms 5 to Forms 2A and 3.

16.5  
Clear up  
problems  
early

You have a most important function to perform on June 2 concerning the class review of the first day's enumeration. (See following Section 17.) You must make adequate preparations for conducting this review and be thoroughly familiar with the procedure as outlined in the Training Manual. It is important, therefore, that you clear up any problems in the enumeration of "transient" establishments as early as possible on June 1, to allow sufficient time to complete these preparations.

17. Class review of first-day enumeration

17.1  
Enumerators  
report June 2

Your Enumerators must report to the training centre on the morning of June 2 for a group review of the work completed on



the first day of enumeration. However, if you had sufficient Enumerators to hold two training classes, you should also hold two separate class reviews by having one group report in the morning and the 2nd group in the afternoon of June 2. (See Training Manual.)

17.2  
Purpose of  
class review

Most serious mistakes made by an Enumerator will occur on the first day or two of enumeration. If these are not corrected, the Enumerator may continue to make these same errors throughout the E.A. It is important that the Enumerators be made aware of their mistakes early, as the longer this is delayed the more difficult the corrections become. The class review is an effective means to ensure that Enumerators have started their work correctly and are using the right procedures.

17.3  
Method of  
conducting  
class review

Your Training Manual outlines the method of conducting this group session which is aimed at bringing to light any mistakes the Enumerators may be making. Follow the prescribed method carefully, so that as much ground can be covered as possible. If discussions are prolonged on any one issue, you may defeat the purpose of the review and be unable to complete the necessary checking operations.

17.4  
Avoid  
discussion  
of individual  
respondents

You must not allow Enumerators to discuss replies obtained from an individual in such a way that the person can be identified. Explain to Enumerators that while it is permissible to state, for example, that they had difficulty in obtaining answers from "a household", they must not discuss this in terms of "Mr. Brown's" or "Mr. Smith's" household. Any special problems concerning a particular respondent must be taken up with you privately, and not in group discussion.

17.5  
Collect  
Enumerators'  
Accounts for  
Instruction  
(Form 57)

At the conclusion of the Class Review, collect the Enumerators' Accounts for Instruction (Form 57), which Enumerators are expected to have filled in before they arrive. Following the Class Review, you must then check the accuracy of the entries on the Account Form for each Enumerator. Instructions on the method of checking and recommending these Accounts for payment are set forth in Section 28 of this Manual. When you have checked and approved the Enumerators' Accounts for Instruction they must be forwarded at once (including all three copies) to the Regional Officer for his approval and signature.

## 18. Supervision of Enumerators in the field

18.1  
Each Enumerator must be contacted

Following the re-call of Enumerators to review their work, you must see each Enumerator as often as necessary thereafter to check the quality and quantity of his or her work during enumeration. The training class, interviews, and review session should help you to assess the relative abilities of your Enumerators. Determine which ones require the most attention and follow their work more closely as the enumeration progresses.

18.2  
Prepare  
time-table

Experience has shown that it is very difficult to contact Enumerators in the field without making arrangements beforehand. In

urban areas, such a time-table should be prepared each evening, by contacting the Enumerators you intend to visit on the following day. In rural areas where the Enumerators are not so accessible, arrangements may have to cover a longer period.

18.3  
Record of  
visits with  
Enumerators

You must keep a record of your visits with each Enumerator in the field by completing a section of Form 45 (Field Check Record) at the back of this Manual. This will enable you to make notes of problems you encounter with different Enumerators, as well as remind you when they were last visited. Refer to this Record also in checking the returns of your Enumerators.

18.4  
Use of  
telephone

Enumerators should contact you as often as necessary by telephone provided that long distance calls are not required. Since your work involves travel and irregular hours, specify the times and places where Enumerators can reach you. If long distance calls are involved, Enumerators may call you only in an emergency. The Enumerator should reverse the charges, which must then be itemized on your Statement of Expenses (Form 54) with receipts attached.

18.5  
Problems of  
call-backs

Enumerators will encounter instances where they will have to make more than one call before finding someone at home. You must see that they do not allow these call-backs to accumulate. When you meet each Enumerator, find out the number of call-backs he has pending. If numerous, see that he takes time off from his regular enumeration to complete them. In certain sections of large cities the problem of call-backs may be a serious one. If there is danger of any enumeration being seriously delayed on this account, you must inform your Regional Officer's representative immediately.

18.6  
Enumerators  
completing  
two E.A.'s

Keep close check on those Enumerators whom you expect to call upon to do two E.A.'s, to ensure that they are completing their first E.A. and will have the necessary time to complete both within the allotted period. If, for any reason, a delay is encountered in the first E.A., you will have to decide whether the time schedule can better be met by training a new Enumerator to do the second E.A., or by waiting for the original Enumerator to complete his first E.A.

18.7  
Replacement  
of Enumerators

If the work or conduct of an Enumerator is unsatisfactory, or if an Enumerator has to resign because of illness or other valid reason, you will have to provide a replacement. It is your duty to see that any such replacements are properly trained to do an efficient enumeration. In certain instances it might be possible to wait for another Enumerator to complete his E.A. and assign him to finish the work of an Enumerator who has to be replaced. This may only be done if you are certain that both E.A.'s will be completed within the required time limit.

18.8  
Refusals  
to answer  
questions

The Enumeration Manual outlines the procedure for Enumerators to follow if individuals refuse to answer Census questions. If they fail to obtain the information, Enumerators must report the matter to you. In such cases, contact the person yourself, and stress to him the importance of obtaining a complete Census. Emphasize that all Census returns are confidential, and then point out that Section 35 of the Statistics Act makes it compulsory for every person to



answer the Census questions. Your call will generally clear up the situation, but if not, contact your Regional Officer's representative on how to proceed.

18.9  
Adhering  
to time  
schedule

Always keep in mind that you are responsible for ensuring that the time schedule for completing the enumeration will be met. Otherwise, the work of compiling the Census results will be held up. If you have reason to believe that any of your E.A.'s will be delayed, contact your Regional Officer's representative to determine the advisability of providing some form of assistance in that E.A. Any such action must, of course, receive his prior authorization.

19. Examination of Enumerators' work in the field

19.1  
Importance  
of field  
checking

When you meet your Enumerators in the field, check their work thoroughly and give them any assistance you can. Visit each one as soon as possible after the Class Review to make sure that no serious errors are building up in any E.A. This will save you a great deal of trouble in your final checking of the Enumerators' completed work. After your initial visit with each Enumerator, spend the most time with those who need the greatest assistance.

19.2  
Procedure  
for field  
checking

Discuss with Enumerators any problem cases which have arisen in their E.A.'s. Answer any questions they may ask concerning their work. Accompany the Enumerators on as many interviews as possible to observe their enumeration technique, method of approach, etc. Satisfy yourself that each Enumerator is respecting the boundaries of his E.A., and is obtaining complete coverage. Finally, examine the enumeration documents completed to date, and check carefully their completeness and accuracy.

19.3  
Examination  
of schedules  
and forms  
completed

Examine the forms completed by the Enumerator to determine whether he is making correct use of all documents, schedules, and supplies. Satisfy yourself that all entries are complete and appear to be accurate. Point out any errors which the Enumerator is making and advise him on their correction. (The method for checking the accuracy and consistency of individual entries on the various questionnaires is outlined at Appendices "C" and "D" of the Enumeration Manual.)

20. Reports on progress of enumeration

20.1  
Purpose  
of reports

In addition to visiting each of your Enumerators throughout the enumeration, you must obtain, once each week, a report of the progress of the enumeration in each E.A. This will enable you to assess your rate of progress in relation to the time schedule, and to take any necessary action to speed up the work in any E.A.'s which are lagging. By providing the Regional Officer with a copy of your weekly report, you will enable him to evaluate the progress in all Districts within his Region.

20.2  
Reporting  
dates

At the conclusion of enumeration each Tuesday (viz., June 6, June 13, to the completion of enumeration), contact each of your Enumerators to obtain a report of their progress as of these dates. In addition to obtaining the necessary information to complete your Report, take this as a further opportunity to inquire if the Enumerator has any problems in completing the E.A., and the expected date of completion.

20.3  
Entries on  
Field  
Progress  
Report  
(Form 47)

You must list all E.A.'s in your District on Form 47 (Field Progress Report) at each reporting date, even though some may be completed. Enter the total population enumerated in each E.A., the number of call-backs pending, as well as estimates of the proportion of the E.A. now completed (viz., 0, 1/10, 2/10, 3/10 ..... all), and the expected completion date of any not yet finished.

20.4  
Forward copy  
to Regional  
Officer

On Wednesday of each week, address one copy of Form 47 to your Regional Officer (not your Regional Officer's representative). These cards require two cents postage. Make sure that you forward each Form promptly on the date specified, to enable the Regional Officer to prepare his own report for all Districts.

21. Return of completed E.A.'s by Enumerators

21.1  
Arrange  
times for  
return of  
E.A.'s

As Enumerators complete their E.A.'s, you must arrange a time for them to return their materials to you. You will appreciate the advantage of having Enumerators bring in their completed work one at a time rather than in groups. This will enable you to make an initial check of each Enumerator's work in his presence. Very often the Enumerator can provide explanations without which you would have to contact him a second time. (See Section 21.3 on method of examining returns in Enumerator's presence.)

21.2  
Method of  
returning  
materials

In certain instances, Enumerators of rural E.A.'s are allowed return fare by train or bus, or automobile mileage, to return their completed work to you. (See Section 29.4.) In extreme cases where returns must be made by express or mail, the Enumerator will pay the postage and registration fee, or the express charges, and obtain a receipt. He will list the cost on his Account Form (Form 51), attaching the necessary receipts. Caution the Enumerator to see that the box is properly labelled, and securely bound to prevent any damage to the documents.

21.3  
Examine  
materials in  
presence of  
Enumerator

On receipt of the completed enumeration materials for an E.A., make the following checks while the Enumerator is still in your presence. Inform him that you will be making a detailed check of his returns later, and that you will have to contact him if you find errors requiring correction, or serious faults requiring re-enumeration.

- (1) Check the contents of the Enumerator's box with Form 13 (Enumerator's List of Supplies) to make certain that all completed forms and other necessary supplies have been returned.



- (2) Check the map of the E.A. and the boundary descriptions with the Enumerator, and by questioning him carefully satisfy yourself that the E.A. has been canvassed completely.
- (3) Check the Visitation Record entries with the list of out-of-the-way dwellings and other difficult cases, which you prepared on Form 43 prior to enumeration, to ensure that these dwellings have been included.
- (4) Verify that all call-backs have been made, that all Forms 4 and 5 have been collected, and that all information on Forms 5 has been transferred to the appropriate Population Documents (Forms 2A or 3).
- (5) Check carefully any dwellings marked "Closed" to ensure that the Enumerator has not indicated a dwelling as "Closed" where further call-backs might produce the information required for Forms 2A, etc.
- (6) In rural Districts, complete Form 16 (List of Specified Farms) where applicable, from the Enumerator's returns of Forms 17 (Specified Farm Card). Send in the completed Forms 16 to the Regional Officer at the end of your duties, as explained in Section 23.4.
- (7) In rural Districts, check the E.A. maps and township plans to ensure that the Enumerator has entered correctly the farm numbers and locations.
- (8) Examine carefully the Enumerator's completed questionnaires, schedules, and account forms to see if entries appear complete and accurate.

## 22. Final check of Enumerators' work

### 22.1 Importance of final checking

The importance of checking thoroughly the work turned in by your Enumerators cannot be over-emphasized. Final responsibility for the accuracy and completeness of the Census in your District rests on you. How well you have selected, trained, and supervised your Enumerators will all show up at this stage of your duties. If you have done these tasks well, you can expect big dividends in the amount of time and effort required to certify the work of your Enumerators.

### 22.2 Checking enumeration question- naires

Make a detailed check of each of the different types of questionnaires for accuracy and consistency of entries. Examine carefully all items requiring a check as outlined at Appendices "C" and "D" of the Enumeration Manual. The time required for this check will be governed largely by the quality of the work demonstrated by the Enumerator in the field. In order to adhere to the time schedule, you may have to carry out some of your checks on a sample basis. For example, in the case of Population and Agriculture Forms you might start out by checking thoroughly every fifth document. If you find any errors or omissions whatsoever, then a complete check of all schedules will be necessary.

22.3  
Checking  
Account  
Forms

In the final check of the Enumerators' Account Forms, examine each carefully as to the following:

- (1) Check the accuracy of the number of units of each completed document, schedule, etc., claimed, with the number actually submitted.
- (2) Check the reasonableness of any expense charges and verify that they are allowable under the Regulations.
- (3) Check the accuracy of the multiplications and additions made in arriving at the total payment.
- (4) Check to ensure that proper receipts are attached where required.

22.4  
Certify  
Accounts  
for payment

After you have checked thoroughly the work submitted by an Enumerator and have examined his Account, sign all three copies of the Enumerator's Account (Form 51) if you are satisfied that it is in order for payment. Replace the three copies inside the E.A. box at the top for return to the Regional Officer. If there are errors in the Account or charges which will not permit you to certify it, make the necessary changes in the "Units Submitted" column, change the total accordingly, and initial the Form beside the word "Total". You must advise the Enumerator of any changes.

23. Return of materials to Regional Office

23.1  
Returns to  
be made  
promptly

Commence your shipments of boxes for completed E.A.'s to the Regional Officer (not the Regional Officer's representative), as soon as you have checked thoroughly the first two or three E.A.'s from your Enumerators. As your checking proceeds, there must be no delay in forwarding the completed E.A.'s since this would retard the time schedule for the processing operations at the Regional Office.

23.2  
Method of  
shipments of  
E.A. returns

See that all E.A. boxes returned to the Regional Officer are securely closed and properly labelled. The Enumerator's Account and the Enumerator's List of Supplies must be inside each box at the top. Make sure that the District and E.A. Numbers are clearly visible on the outside of the box. The E.A. boxes should be delivered personally, expressed or mailed, depending on which is the most convenient and least costly method of return. When shipments have to be made by express or mail, the charges must be prepaid and the expense entered on your Statement of Expenses (Form 54) with receipts attached. (See Section 31.5.)

23.3  
Use of  
Form 42

For each shipment of returns to the Regional Officer, fill in two copies of Form 42 (Return Shipping Invoice), and retain one copy for your files. See that the Regional Office copy is despatched no later than the date when the shipment is made, so that the Regional Officer can check receipt of the shipment against your invoice.

23.4  
Return of  
other supplies

When you are returning the last boxes of completed E.A.'s gather together all spare supplies and materials in separate cartons



and forward them to the Regional Officer. Include as a separate shipment all administrative forms which were used in your District, such as the completed Oaths of Office (Form 30), Applications for Employment (Form 34), Personnel Selection Tests (Form 33), Instruction Attendance Records (Form 39), etc.

#### 24. Re-enumeration of unsatisfactory work

24.1  
Enumerators  
must correct  
unsatisfactory  
work

When the completed E.A.'s are received at the Regional Office, checks will be made of their completeness and accuracy. Should these checks reveal missing or erroneous information, you must contact the Enumerator and have him re-visit any households or farms as designated by the Regional Officer or his representative. A thorough check of the Enumerator's work before you forward his E.A. to the Regional Office should avoid this return of materials. Note that payments to Enumerators will be withheld until their returns are completed satisfactorily.

24.2  
Persons  
reporting  
they were  
missed

The Bureau may receive correspondence from persons reporting that they were not enumerated in the Census. A check will be made at the Regional Office to determine whether there are documents completed for these persons. It may be necessary to refer certain cases to you for investigation. Further, you must investigate any cases brought to your personal attention of persons being missed. It would be advisable for you to retain a number of blank copies of Forms 5 (Individual Population Form) for such persons to complete. Forward these Forms to the Regional Officer in regular mailing envelopes.

#### 25. Release of population figures

25.1  
No release  
before  
publication

Preliminary counts of population for individual cities, towns, incorporated villages, rural municipalities, etc., will be released by the Dominion Statistician as the figures become available in the months immediately following the Census date. A copy of these preliminary figures will be forwarded to you as published. Until the figures are officially released in this manner, you are under Oath not to divulge information concerning the counts of population in your District.

25.2  
Publicity  
given to  
figures

When you receive the official release, the more publicity that can be given to the preliminary counts of population the better. Your co-operation is enlisted in seeing that they get as wide circulation as possible, requesting persons who think they have not been enumerated to notify you immediately. All such reports should then be investigated. If persons have been overlooked, take the necessary action to see that they are included (see previous Section 24.2), and that the information is forwarded to the Regional Officer.

26. Postal Check in urban Districts

26.1  
Purpose of  
operation and  
Districts  
involved

In urban Districts where there is Letter Carrier service, postal authorities will check the completeness of dwelling coverage obtained by your Enumerators. You will be advised if this operation applies to your District when you receive your training. (See Section 6.) Letter Carriers will check the addresses of dwellings on the Postal Check Cards (Form 11) and will insert a Missed Dwelling Card (Form 14) for any dwelling where a Form 11 was not filled in by the Enumerator. You must then arrange to hire one or more of your best Enumerators to visit these dwellings and enumerate the persons in any which are found to have been missed by the original Enumerators.

26.2  
Extract  
Postal Check  
Cards from  
completed  
E.A.'s

As you check the completed E.A.'s returned to you by the Enumerators, extract the Postal Check Cards (Form 11) and hold in a temporary file (arranged in order of visitation within E.A.'s) until they are delivered to the local Postmaster as explained in Section 26.4. Make certain that you do not forward these Cards to the Regional Office in your regular shipments of completed E.A.'s. (See Section 23.) Do not delay forwarding the completed E.A.'s to the Regional Officer once you have extracted the Postal Check Cards.

26.3  
Collect Postal  
Check Cards  
from other  
E.A.'s on  
June 17

If, through some delay, all of your E.A.'s have not been turned in by June 17, you must collect on that date the Postal Check Cards (Form 11) completed to that point by the Enumerators of any unfinished E.A.'s. Add these Cards to your file of Postal Check Cards which you extracted from the completed E.A.'s.

26.4  
Deliver Postal  
Check Cards  
to Postmaster  
on June 19

On June 19, deliver to the local Postmaster all Postal Check Cards (Form 11) which you have on file, including any collected from unfinished E.A.'s. Take along the copies of the Missed Dwelling Cards (Form 14) sent to you with your supplies, and the sets of Letter Carrier's Accounts (Form 55). In cities where two or three Districts are served by the same Post Office, one Commissioner will be designated to deal directly with the Postmaster. Where this involves more than three Districts, your Regional Officer's representative will co-ordinate this function. You will be advised of any such arrangements when you receive your training. (See Section 6.)

26.5  
Procedure on  
completion  
of any E.A.'s  
after June 17

When the enumeration of any E.A.'s which were unfinished on June 17 is completed, check the Enumerators' work and forward the Census materials to the Regional Officer in the usual way. However, before doing so, be sure to extract the remaining Postal Check Cards (i.e., those filled in following your collection on June 17). Hold these Cards to check against addresses listed as missing by the Letter Carriers on the Missed Dwelling Cards (Form 14), as explained in following Section 26.6.

26.6  
Office check  
of "missed"  
addresses

The postal authorities will insert a Form 14 (Missed Dwelling Card) in its proper location in the deck of Forms 11 whenever they find that a Form 11 is missing for a dwelling. When the Forms 11 and inserted Forms 14 are obtained from the postal authorities (June 21-24), extract the Forms 14 and enter the District and E.A. Numbers for each address, using the Street Index for this



purpose, where necessary. The District and E.A. Numbers on the adjacent Postal Check Cards should assist you in identifying the E.A. location of a missed dwelling. Compare the Missed Dwelling Cards with any remaining Postal Check Cards (Form 11) turned in with the completed work of E.A.'s finished after June 17. This will ensure that any dwellings listed as "missing" on Form 14 are not ones which were enumerated after this date, and for which the Letter Carrier did not, therefore, have the corresponding Postal Check Cards.

26.7  
Field check  
of "missed"  
addresses

Start a field check of "missing" addresses immediately the office check has been completed. The number of special Enumerators you hire will depend on the number of addresses requiring a visit in relation to the scheduled date of completion of the Postal Check operation by June 28. If your regular Enumerators have done their work well, the re-hiring of one or two should be sufficient for the field work.

26.8  
Method of  
conducting  
field check

Give each field-check Enumerator a blank book of Forms 1 and 2, and an envelope of Forms 3. See that the Enumerator completes all identification entries on the outside covers, except that in the space for "E.A. No." the words "Postal Check" must be entered. As the Enumerator interviews households listed on Form 14 and finds any that were actually missed, he must list each such household in turn on consecutive lines of the Visitation Record and fill in Forms 2A or 3 for all persons in these households. However, the Enumerator will skip lines ending in "3" and "8" on the Visitation Record, and thus omit the sample questions on Forms 2B, and 4. At the same time, the Enumerators must:

- (1) enter the E.A. No. of each household enumerated, in Col. 1 of the Visitation Record;
- (2) start the enumeration of each "missed" household on a new sheet of Forms 2A, i.e., if there were 3 persons in the first "missed" household, leave the last section of that Form 2A blank, and start the next household on a new sheet;
- (3) enter the results of the field check on Form 14 for each dwelling visited, (e.g., whether household was already enumerated, reason household was missed, etc.).

26.9  
Check of  
Letter  
Carrier's  
Account  
(Form 55)

Letter Carriers will submit their Accounts (Form 55) with the return of the Postal Check Cards. Examine carefully these Account Forms to ensure that the Cards checked, and addresses listed, agree with the amounts claimed. Check the multiplications and additions for any errors in the total claim. When you are satisfied of their accuracy, recommend each Account for payment by signing in the space reserved for your signature.

26.10  
Dispatch of  
Postal Check  
materials

After checking the work of the Special "Postal Check" Enumerators when they complete their assignments, forward all materials used in this procedure to the Regional Officer. Note carefully that three separate shipments are required, as follows:

- (1) Enclose all Forms 1, 2, and 3 completed by the Enumerators in the one shipment, and label the box as "Postal Check Enumeration Forms, District No. ....".
- (2) Enclose all Special Enumerators' Accounts (Form 56) and Letter Carriers' Accounts (Form 55), in one large envelope, and label it as "Postal Check Account Forms, District No. ....".
- (3) Forward all completed Postal Check Cards (Form 11) and Missed Dwelling Cards (Form 14), as a separate boxed shipment, or two if necessary, and label the boxes as "Postal Check Cards, District No. ....".



PART III. - RATES OF PAY AND ALLOWANCES

27. Types of E.A.'s for payment purposes

27.1  
Five types  
of E.A.'s

You will note in the descriptions of the E.A.'s in your District that each E.A. is designated in the margin as being Type "A", "B", "C", or "D", or in a few special cases, Type "E". This grouping divides the E.A.'s into five distinct types for payment purposes, based on factors such as density of population.

27.2  
Type "A"  
Enumeration  
Areas

E.A.'s designated as Type "A" are chiefly in urban localities which require a minimum of travel. Enumerators are to be paid the basic unit rates for each document, schedule, etc., (see Section 29.1), but will receive no allowance for travelling or other expenses for enumeration. However, if an Enumerator has to travel outside his headquarters area he will receive allowable expenses to: (a) attend the training class (see Section 28.2); and (b) return the completed Census materials to you at the finish of enumeration (see Section 29.4).

27.3  
Types "B",  
"C", and "D"  
Enumeration  
Areas

Areas which are designated as Type "B", "C", or "D", are located mainly in rural Districts. The same basic unit rates, as well as allowable expenses, apply as for Type "A" areas, but in addition, an allowance in lieu of travelling expenses is granted to the Enumerators in carrying out the enumeration. This additional allowance is progressively higher from Type "B" areas through to Type "D". (See Section 29.2.)

27.4  
Type "E"  
Enumeration  
Areas

In a few regions of extremely sparse population, which present special difficulties of terrain, communications, etc., a number of E.A.'s are designated as Type "E" for payment purposes. Unit rates do not apply for this small group of E.A.'s, and payment is based on a daily rate plus actual travel expenses in accordance with Government Travel Regulations. (See Sections 29 and 32.) Census Commissioners who have any Type "E" areas in their Districts must submit to their Regional Officer's representative, in advance of the Census date, an estimate of the expected total costs and time required by the Enumerator appointed to complete each Type "E" area. (See Section 13.10.)

28. Payments to Enumerators for instruction

28.1  
Rates of  
pay for  
instruction

Enumerators who are instructed in both Population and Agriculture receive 3 full days of training, while those of E.A.'s where Agriculture is not required are trained for 4 half days. (See Section 14.) A further half day of review training is required of all Enumerators on June 2. (See Section 17.) An allowance of \$25.00 may be claimed on Form 57 by Enumerators who receive the 4 half days of instruction, and \$35.00 by those who attend the 3 full-day sessions, providing they attend all training classes, as well as the training review on June 2. Note that you must forward the Enumerators' Accounts for Instruction (Form 57) to the Regional Officer following this training review. (See Section 17.5.)

28.2  
Travelling  
expenses to  
attend  
instruction

Transportation expenses are allowable only to Enumerators who have to travel outside their headquarters area to attend the training class, (i.e., outside the area served by local street car or bus transportation). Train or bus fare will be allowed under these conditions. In cases where public transportation is not convenient, however, a mileage rate of 9 cents per mile is allowed. When two or more Enumerators travel in the same automobile, only one person will be allowed to claim mileage.

28.3  
Living  
expenses to  
attend  
instruction

Claims for room and board are not allowable to Enumerators who receive the 4 half-day periods of instruction. Enumerators receiving the 3 full days of training will be allowed their living expenses only if they have to travel outside their headquarters area to attend the class. If, because of distance or travel difficulties, an Enumerator must remain overnight at the place of instruction, he will be allowed room and board. Wherever possible, training centres should be so chosen that Enumerators receiving full-day instruction will require, at most, expenditure for their mid-day meals.

28.4  
Your duty  
to check  
expenses

It is your duty to see that all charges made by your Enumerators are warranted and reasonable for the locality, and that receipts are attached for all lodgings and any other expenditure except meals, and rail or bus transportation. You must satisfy yourself that all entries on the Enumerator's Account for Instruction (Form 57), relating to expenses (i.e., transportation, room, or board) for instruction purposes, are accurate in all respects.

28.5  
Enumeration  
required  
to receive  
payment

Only in exceptional cases will an Enumerator be paid for receiving instruction if he does not also proceed with enumeration. When an Enumerator resigns, either during or after training, and does not start any enumeration, you must decide whether his reasons are valid (such as sickness or accident) and whether his Account should be submitted for payment. Any Accounts, submitted with a claim for instruction only, must be supported by a statement from you giving the reasons for recommending payment.

28.6  
Instruction  
Attendance  
Record  
(Form 39)

Use Form 39 (Instruction Attendance Record) to record each Enumerator's attendance during the periods of instruction and the class review. Every Enumerator must attend all training classes, with the possible exception of the special Enumerators for large hotels and institutions, as outlined at Section 10.2. You must retain the completed copies of Form 39 to check attendance with the Enumerators' Accounts for Instruction (Form 57).

## 29. Payments to Enumerators for enumeration

29.1  
Basic unit  
rates of pay

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



	<u>Form No.</u>	<u>Unit</u>	<u>Rate</u> \$
(1) Listing of occupied, vacant, and under-construction dwellings	1	per dwelling	.06
(2) Population	2A	per person	.17 →
(3) Housing	2B	per dwelling	.17 →
(4) Temporary residents	3	per person	.17
(5) Population (Sample)	4	per person	.10
(6) Agriculture (Form 6)	6	per farm	1.15
(7) Agriculture (Form 7)	7	per holding	.07
(8) Irrigation	8	per farm	.15
(9) Woodland	9	per farm	.15
(10) Merchandising establishments	10	per establishment	.10
(11) Postal Check Card	11	per dwelling	.04

Note that unit rates do not apply to the completion of Form 5 (Individual Population Form). This particular Form is designed as an aid to the Enumerator in obtaining the required information for Forms 2A and 3. Unit rates apply only when the Enumerator transfers the information obtained on Form 5 to either Form 2A or 3, as applicable.

29.2  
Extra  
allowances  
for Types "B",  
"C", and "D"  
areas

An allowance in lieu of travelling expenses will be paid to Enumerators of:

- (1) Type "B" areas. - An additional 8 cents per person enumerated on the Population Documents (Forms 2A, 3, and 4).
- (2) Type "C" areas. - An additional 16 cents per person enumerated on the Population Documents (Forms 2A, 3, and 4).
- (3) Type "D" areas. - An additional 24 cents per person enumerated on the Population Documents (Forms 2A, 3, and 4).

29.3  
Extra  
allowance  
for Forms 6

In cases where the Enumerator obtains the information required to complete an Agriculture Questionnaire (Form 6) from a farm operator who lives outside the E.A. in which the holding is situated, an allowance of \$1.00 per questionnaire so completed will be granted in lieu of travel expenses. The Enumerator must complete a Form 51A (Listing of Non-Resident Farm Operators) to support any claims made on Form 51 for this additional allowance.

29.4  
Allowance  
to return  
completed  
work

Enumerators who have to travel outside their headquarters area to return their completed work to you will be paid return fare by train or bus, or mileage at 9 cents per mile. This applies only to distances not greater than 25 miles each way. Also, mileage allowance will be paid only when there are no convenient public transportation services. For distances greater than 25 miles each way, the Enumerator should forward his returns by express or registered mail. He will pay the charges and enter the cost on his Account Form (Form 51), attaching the necessary receipt.

29.5  
Payments for  
Type "E"  
areas

Enumerators of Type "E" areas will receive an allowance of \$10.00 per day plus travelling expenses, in accordance with the Government Travel Regulations (to include the cost of food, etc., required in special circumstances). Enumerators must submit their accounts on Form 52 (Enumerator's Account - Type "E" Areas). They must itemize their expenses on Form 54 (Statement of Expenses). Receipts must be furnished for lodgings and all other expenditures, but are not required for meals and transportation by bus or train. (See Section 32.)

29.6  
Payments for  
Interpreters  
and Guides

An allowance not in excess of \$8.00 per day plus expenses is authorized as payment to an Interpreter or Guide. The employment of an Interpreter or Guide requires written authority (see Section 13.9). Such authority must be obtained through your Regional Officer's representative, to whom you must outline the reasons for the appointment, the probable term of employment, and the estimated total cost for these services.

29.7  
Payments  
for Special  
Enumerators  
(Postal  
Check)

Special Enumerators hired for the purposes of the Postal Check operation in urban Districts, or for such duties as may be authorized, will be paid at the rate of \$1.50 per hour. Such authority must be obtained through your Regional Officer's representative. In addition, they will be paid a mileage rate of 9 cents per mile, in order that the field check of "missed" dwellings can be completed as soon as possible. Accounts of these Special Enumerators must be rendered on Form 56 (Special Enumerator's Account).

### 30. Payments to Census Commissioners

30.1  
Payments  
in three  
instalments

As a Census Commissioner you will be paid the sum of \$1,200 in three instalments as follows:

- (1) \$300 on the 31st day of March, 1961;
- (2) \$300 on the 31st day of May, 1961;
- (3) \$600 on completion, to the satisfaction of the Dominion Statistician, of the field work in your District.

At the end of your assignment, you must complete and submit two copies of Form 50 (Commissioner's Account) before you will receive your final payment.

30.2  
Allowable  
expenses

In addition to the foregoing payments, you will be allowed such living and travelling expenses as outlined in Section 31. All expenses must be listed on Form 54 (Statement of Expenses) which is



to be submitted in duplicate each month, together with such receipts as may be required, to the Regional Officer. (See Section 31.6.)

30.3  
Income Tax  
deductions

You must forward in duplicate a Tax Deduction Declaration (Form T.D. 1, and also T.P.D. 1 in the Province of Quebec) to the Regional Officer as soon as possible after appointment. If the income is taxable, deductions at the source will be made from your remuneration in accordance with the tax deduction table. If you fail to submit the necessary declaration, you will be taxed as a single person without dependents.

30.4  
Unemployment  
Insurance

No deductions for Unemployment Insurance will be made from the payments you receive for your services as a Census Commissioner.

31. Allowable expenses for Census Commissioners

31.1  
Travelling  
expenses  
to attend  
instruction

If you are required to travel outside your headquarters area to receive instructions from an Officer of the Dominion Bureau of Statistics (see Section 6), you will be allowed return train, bus, or boat fare from your home to the training centre. (Travel outside your headquarters area means outside the area served by local street car or bus facilities.) If public transportation is not convenient, you may use your own car, for which an allowance of 9 cents per mile, payable to one person only, may be claimed. No allowance will be paid for extra passengers.

31.2  
Mileage to  
supervise  
enumeration

No additional allowance can be granted to a Commissioner for travel within his headquarters area to supervise enumeration. For any travel required outside of the headquarters area, a mileage rate of 9 cents per mile will be allowed.

31.3  
Living  
expenses

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

31.4  
Long distance  
telephone  
charges

In cases of emergency, you may contact an Enumerator by long distance telephone. Moreover, you may authorize your Enumerators in such cases to reverse the charges. Enter the charges for any long distance calls on your expense account and support them with receipts. You are reminded, however, that long distance calls must be used only when absolutely necessary.

31.5  
Office  
expenses

Most of the supplies required for your duties will be provided to you, but occasions may arise where small expenditures are required for items of office supplies with which you have not been provided. Such expenditures must be for essentials only (e.g., postage stamps for correspondence, shipping charges, etc.). They must be supported by receipts, regardless of amount, and itemized on your Statement of Expenses (Form 54).

31.6  
Accountable  
advance and  
monthly  
statements

An accountable advance of funds to provide for a portion of your estimated travel expenses may be issued on or after April 1, 1961, if requested by a letter from you to the Regional Officer. Regardless of whether you request an accountable advance, you must submit at the end of each month two copies of Form 54 (Statement of Expenses) to the Regional Officer. Should you not request this advance, you will be paid the approved amounts submitted on your monthly Statements of Expenses.

31.7  
Reimbursement  
of account-  
able advance  
and final  
refund

If you have an accountable advance, advise your Regional Officer when you submit each monthly Statement of Expenses whether you prefer:

- (1) to be reimbursed the amount on your Statement to bring the advance up to its original amount; or
- (2) to have the amount on your Statement credited to reduce the amount of the advance.

Any balance of the advance not accounted for on your final monthly Statement of Expenses must be refunded by certified cheque, postal or money order, payable to the Receiver General of Canada. This refund must accompany the final claim for your services submitted on Form 50 (Commissioner's Account).

32. Government Travel Regulations

32.1  
Regulations  
regarding  
travel  
expenses

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

- (1) All statements must show in detail, and in chronological order, the actual expenditures made. The charges must be reasonable and in compliance with the prevailing rates for the area.
- (2) Authority in writing must be obtained through your Regional Officer's representative for any unusual expenditures (e.g., boat hire, or other special means of transportation).
- (3) Travel must be by the shortest direct route. Return tickets are to be purchased and advantage taken of any reduced fares or special rates.

32.2  
Receipts  
must be  
furnished

Receipts must be submitted for all expenditures except meals, and bus or train transportation. They must show the place of payment, the date and details of the expenditure, and be signed by the person to whom payment was made. Receipts for lodgings must show the number of days and rate per day. In the case of Enumerators, all receipts must be attached to their Account Forms. Receipts submitted with Statements of Expenses (Form 54) must be numbered consecutively in the order entered on the Statement, and these numbers entered in the "Receipt" column.



32.3  
Special  
means of  
transportation

Expenditures for special means of transportation such as boat or aircraft hire, may be required in Type "E" areas. You must request authorization by letter through your Regional Officer's representative, giving all details. Where the payment may involve an expenditure which the Enumerator cannot be expected to pay, he will obtain an invoice in duplicate from the provider of the services, certify on both copies of the invoice that the services have been rendered, and forward them to you. Forward both copies of the invoice to the Regional Officer for direct payment.

PART IV. - PERSONNEL SELECTION TEST FOR ENUMERATORS

33. Instructions for administering the test

33.1  
General  
instruc-  
tions

Every candidate for Enumerator is required to take a Personnel Selection Test (Form 33) before he is accepted. (See Section 12.) It is one of your duties to administer this test, mark the papers, and enter the results on Form 37 (List of Candidates and Enumerators). The test must be administered during the week of May 8-12.

33.2  
Confidential  
nature of  
test

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

33.3  
Accommoda-  
tion and  
seating  
arrangements

You are responsible for seeing that suitable accommodation is provided for candidates taking this test (see Section 8). It is preferable to give the test to all candidates in your District at the same time. However, when circumstances make this impracticable, as in some rural areas, it is permissible to give the test to two or more groups of candidates at different times. Chairs, and tables or desks must be provided, and the room in which the test is held must be well lighted and ventilated. Candidates must be seated at approximately five-foot intervals, and you must exercise close supervision during the test.

33.4  
Have  
sufficient  
test papers  
available

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

33.5  
Rules for  
presiding  
over test

The Personnel Selection Test is of 45 minutes duration. No additional time may be granted to a candidate. However, candidates who complete the test in less than the stipulated time may be permitted to hand in their papers and leave. Caution the Enumerators that once the test has commenced you are not permitted to answer questions concerning it. As test papers are handed in, make certain that the candidate's name appears on the first page.

33.6  
Marking  
instructions

The answers to the test questions are listed on the following page. For convenience in marking you may wish to place the "Answer Key" beside the test papers being marked. You will note that the answer to each question on the "Key" appears in the same position as the answer space on the test. Following is the method of marking the test papers:



- (1) Enter a check mark in the answer column beside each correct answer on the test paper.
- (2) Count the correct answers on the five pages of the test.
- (3) Multiply the correct answers by four to obtain the "Score" for each Candidate.
- (4) Enter this "Score" on the front cover of the test paper in the box provided.

Note carefully that "part" marks are not to be given, even when the calculations are correct but the answer has not been recorded correctly.

33.7 Answer Key

Page 5	Page 6	Page 7	Page 8	Page 9																								
<div>1. <div>(a) 10,584</div> <div>(b) 111</div></div>																												
<div>2. <div>7/10 or 7</div></div>				<div>14. <div>A</div></div>																								
<div>3. <div>(a) Married (Include separated)</div></div>			<div>10. <div>B</div></div>																									
<div>(b) Married (Include separated)</div>	<div>6. <div>(a) 19</div> <div>(b) 6</div></div>			<div>15. <div>C</div></div>																								
	<div>7. <div>(a) No <input checked="" type="checkbox"/></div> <div>(b) Yes <input checked="" type="checkbox"/></div></div>	<div>9. <table><thead><tr><th>Mr. Ryka</th><th>Mrs. Ryka</th><th>John J.</th><th>Miss Doe</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr></tbody></table></div>	Mr. Ryka	Mrs. Ryka	John J.	Miss Doe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<div>11. <div>A</div></div>	
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				<div>17. <div>A</div></div>																								
<div>5. <div>3,000</div></div>	<div>8. <div>13</div></div>		<div>13. <div>D</div></div>																									
<div>200</div>																												





[illegible]



## LIST OF ESTABLISHMENTS WITH ACCOMMODATION FOR TRANSIENT GUESTS

[illegible]

**Note:** List all hotels, etc., which are separate E.A.'s, as well as all smaller hotels, motels, tourist camps, missions, etc., which are parts of other E.A.'s.

[illegible]



## FIELD CHECK RECORD

**Note:** Census Commissioners must visit each Enumerator in the field at least twice following the Class Review to check the completeness and accuracy of the work being done.

E.A. No.	Inter- view No. and Date	Record of quality of work checked, types of errors and problems found			
		Population and Housing (Forms 1 - 5)	Agriculture (Forms 6 - 9)	Merchandising (Form 10)	Report of progress (Percent of E.A. completed, call-backs outstanding, etc.)
	1				
	2				
	1				
	2				
	1				
	2				
	1				
	2				
	1				
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# FIELD CHECK RECORD

**Note:** Census Commissioners must visit each Enumerator in the field at least twice following the Class Review to check the completeness and accuracy of the work being done.

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	1				
	2				
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E.A. No.	Inter- view No. and Date	Record of quality of work checked, types of errors and problems found			
		Population and Housing (Forms 1 - 5)	Agriculture (Forms 6 - 9)	Merchandising (Form 10)	Report of progress (Percent of E.A. completed, call-backs outstanding, etc.)
	1				
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## FIELD CHECK RECORD

E.A. No.	Inter- view No. and Date	Record of quality of work checked, types of errors and problems found			
		Population and Housing (Forms 1-5)	Agriculture (Forms 6-9)	Merchandising (Form 10)	Report of progress (Percent of E.A. completed, call-backs outstanding, etc.)
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E.A. No.	Inter- view No. and Date	Record of quality of work checked, types of errors and problems found			
		Population and Housing (Forms 1 - 5)	Agriculture (Forms 6 - 9)	Merchandising (Form 10)	Report of progress (Percent of E.A. completed, call-backs outstanding, etc.)
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# TIME-TABLE OF PRINCIPAL DUTIES OF CENSUS COMMISSIONERS

## Part II. - Duties during and following enumeration

Principal duties	Dates in which duties must be performed	Section of Manual
14. Supervise enumeration of "transient" establishments	May 31 - June 1	16
15. Conduct class review of first day's enumeration	June 2	17
16. Supervise and check work of Enumerators in the field	June 3 to completion of E.A.'s	18, 19
17. Prepare progress reports of enumeration	June 6, 13, to completion of E.A.'s	20
18. Check completed E.A.'s received from Enumerators	June 3 to completion of E.A.'s	21, 22
19. Return materials to Regional Officer	June 5 to completion of E.A.'s	23
20. Arrange for enumeration of missed persons and re-enumeration of unsatisfactory work	June 15 to end of duties	24
<u>Postal Check in urban Districts</u>		
21. Extract Postal Check Cards from E.A.'s completed to June 17	June 5 - June 17	26
22. Collect Postal Check Cards from any E.A.'s unfinished by June 17	June 17	26
23. Deliver Cards and Accounts (Forms 11, 14, 55) to Postmaster	June 19	26
24. Extract Postal Check Cards from E.A.'s finished after June 17	June 19 to completion of E.A.'s	26
25. Obtain materials from Postmaster after Letter Carriers' check	June 21-24	26
26. Conduct office check of "missed" addresses	June 21-24	26
27. Conduct field check of "missed" addresses	June 26-28	26
28. Return Postal Check materials to Regional Officer	June 28-30	26

NOTE: See inside front cover for Time-table of principal duties prior to enumeration (Part I).



