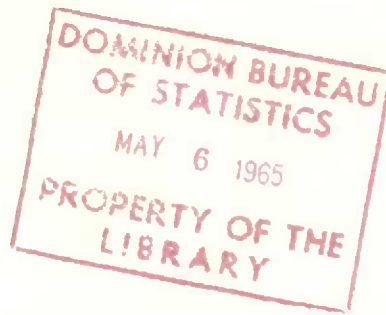


CATALOGUE No.

34-214

ANNUAL



HAT AND CAP INDUSTRY
1962

ANNUAL CENSUS
OF MANUFACTURES

Published by Authority of
The Minister of Trade and Commerce

DOMINION BUREAU OF STATISTICS
Industry Division

April 1965
6521-623

Price: 50 cents



SYMBOLS

The following standard symbols are used in Dominion Bureau of Statistics publications:

- .. figures not available.
- ... figures not appropriate or not applicable.
- nil or zero.
- amount too small to be expressed.
- p preliminary figures.
- r revised figures.

HAT AND CAP INDUSTRY

1962

Under the New Establishment Concept, this industry is defined as comprising those "Establishments primarily engaged in manufacturing hats of straw, cloth, fur felt and wool felt; hat and cap materials and millinery".

For the 1962 survey, a change was made to the total activity approach as fully outlined in the Explanatory Notes contained at the end of this report. These total data were also collected in the 1961 survey, but were not published at that time. Many tables in this report reflect this increase in activity coverage, presenting both 1961 and 1962 figures.

It will be noted that Table 1 presents the manufacturing activity principal statistics for the years 1957 to 1961, inclusive, whereas Table 1A shows most of the same statistics for 1961 and 1962.

No detailed information is collected on manufacturing materials and supplies used by this industry so that Table 4 presents these data with a minimum of breakdown. The shipments by the industry proper of goods of own manufacture are shown in as much detail as possible in Table 6. Table 1G shows the 1961 and 1962 breakdown of the principal statistics of the four groups of manufacturers comprising this industry. It has not been possible to continue in 1962 the publication of the table showing the breakdown of shipments by these four groups because such shipments would be identical, by section, in most cases, with those shown in Table 6 and, where not identical, would be confidential under the Statistics Act.

A list of the establishments classified to the industry in the 1962 survey will be found at the end of this report.

TABLE 1. Principal Statistics — Manufacturing Activity,¹ 1957-61
 Basis: Revised Standard Industrial Classification and New Establishment Concept²

Year	Estab-lish-ments	Employees						Cost of fuel and elec-tricity ⁴	Cost of materials and supplies used ⁴	Value of shipments of goods of own manu-facture ⁴	Value added ⁴
		Production and related workers ⁴		Administrative and office employees ²		Total ⁴					
		Number	Wages	Number	Salaries	Number	Salaries and wages				
	No.		\$'000		\$'000				\$'000		
1957.....	145	3,696	8,140	604	2,725	4,300	10,865	287	13,883	30,678	..
1958.....	140	3,485	7,991	588	2,757	4,073	10,748	286	12,529	29,154	16,427
1959.....	129	3,447	8,256	552	2,675	3,999	10,931	292	12,781	29,804	16,847
1960.....	130	3,435	8,280	568	2,777	4,003	11,057	282	13,005	30,200	16,883
1961.....	130	3,411	8,566	539	2,652	3,950	11,218	282	13,267	31,475	17,885

See footnotes following Table 3 A.

TABLE 1 A. Principal Statistics — Manufacturing Activity and Total Activity,¹ 1961 and 1962
 Basis: Revised Standard Industrial Classification and New Establishment Concept²

Year and province	Estab-lish-ments	Manufacturing activity							Total activity				
		Production and related workers ⁴			Cost of fuel and elec-tricity ⁵	Cost of materials and supplies used ⁴	Value of shipments of goods of own manu-facture ⁴	Value added ⁴	Working owners and partners ⁴		Total employees ⁷		Total value added ⁴
		Number	Man-hours paid	Wages					Number	Withdrawals	Number	Salaries and wages	
	No.		'000			\$'000			\$'000		\$'000		
1961													
Nova Scotia.....	2	} 96	202	188	26	319	636	292	—	—	105	224	292
New Brunswick.....	1												
Quebec.....	63	1,780	3,384	4,379	128	6,903	16,600	9,621	28	115	2,183	6,473	9,916
Ontario.....	49	1,194	2,276	3,307	116	5,168	11,951	6,616	26	124	1,489	4,779	6,728
Manitoba.....	12	} 373	609	692	12	802	2,289	1,441	10	10	450	958	1,433
Alberta.....	1												
British Columbia.....	2												
Totals.....	130	3,443	6,472	8,566	282	13,192	31,475	17,971	56	240	4,227	12,434	18,368
1962													
Nova Scotia.....	2	} 119	238	220	21	396	758	372	—	—	128	254	372
New Brunswick.....	1												
Quebec.....	65	1,666	3,335	4,673	130	7,646	17,979	10,216	22	108	2,079	6,978	10,268
Ontario.....	48	1,125	2,192	3,278	111	5,138	11,561	6,410	20	118	1,404	4,666	6,526
Manitoba.....	12	} 346	692	736	10	982	2,313	1,305	10	10	406	985	1,357
Alberta.....	1												
British Columbia.....	2												
Totals.....	131	3,256	6,457	8,907	273	14,163	32,611	18,303	44	228	4,017	12,883	18,522

See Table 2 and footnotes following Table 3 A.

TABLE 1 B. Principal Statistics classified by Size Groups based on Shipments of Goods of Own Manufacture, 1961 and 1962
 Basis: Revised Standard Industrial Classification and New Establishment Concept²

Size group	Estab- lish- ments	Manufacturing activity							Total activity				
		Production and related workers ⁴			Cost of fuel and elec- tricity ⁵	Cost of materials and supplies used ⁴	Value of shipments of goods of own manu- facture ⁴	Value added ⁴	Working owners and partners ⁶		Total employees ⁷		Total value added ⁸
		Number	Man- hours paid	Wages					Number	With- drawals	Number	Salaries and wages	
No.	'000	'000	'000	'000	'000	'000	'000	'000	'000	'000	'000		
1961													
Under \$10,000	8	8	13	7	--	16	45	29	8	17	9	8	29
\$ 10,000 to \$ 24,999	10	24	51	42	2	66	154	91	12	31	24	42	91
25,000 " 49,999	16	58	105	120	6	237	559	317	12	55	80	174	321
50,000 " 99,999	28	253	458	585	12	870	2,101	1,218	14	68	329	844	1,266
100,000 " 199,999	26	433	799	1,027	22	1,759	3,899	2,157	9	64	561	1,486	2,296
200,000 " 499,999	27	1,096	1,989	2,397	63	3,560	8,480	4,841	1	7	1,283	3,252	5,019
500,000 " 999,999	6	380	760	1,010	38	1,617	4,100	2,432	--	--	515	1,678	2,504
1,000,000 " 4,999,999	9	1,191	2,296	3,378	139	5,066	12,137	6,886	--	--	1,426	4,950	6,843
5,000,000 and over	--	--	--	--	--	--	--	--	--	--	--	--	--
Head offices, sales offices and auxiliary units
Totals	130	3,443	6,472	8,566	282	13,192	31,475	17,971	56	240	4,227	12,434	18,368
1962													
Under \$10,000	10	1	6	7	1	25	71	45	9	25	1	7	45
\$ 10,000 to \$ 24,999	14	16	37	42	2	77	239	155	10	36	22	56	155
25,000 " 49,999	13	50	108	135	5	217	483	263	7	38	58	160	269
50,000 " 99,999	24	171	349	442	10	802	1,823	1,034	12	64	235	639	1,053
100,000 " 199,999	27	416	821	1,102	20	1,807	4,016	2,211	6	65	526	1,531	2,221
200,000 " 499,999	26	995	1,954	2,431	53	3,946	8,408	4,406	--	--	1,180	3,317	4,456
500,000 " 999,999	11	843	1,722	2,424	82	3,741	8,694	4,892	--	--	1,036	3,424	4,988
1,000,000 " 4,999,999	6	764	1,461	2,324	101	3,548	8,877	5,298	--	--	959	3,748	5,334
5,000,000 and over	--	--	--	--	--	--	--	--	--	--	--	--	--
Head offices, sales offices and auxiliary units
Totals	131	3,256	6,457	8,907	273	14,163	32,611	18,303	44	228	4,017	12,883	18,522

See footnotes following Table 3 A.

TABLE 1 C. Principal Statistics classified by Size Groups based on Manufacturing Value Added, 1961 and 1962
 Basis: Revised Standard Industrial Classification and New Establishment Concept²

Size group	Estab- lish- ments	Manufacturing activity							Total activity				
		Production and related workers ⁴			Cost of fuel and elec- tricity ⁵	Cost of materials and supplies used ⁴	Value of shipments of goods of own manu- facture ⁴	Value added ⁴	Working owners and partners ⁶		Total employees ⁷		Total value added ⁸
		Number	Man- hours paid	Wages					Number	With- drawals	Number	Salaries and wages	
No.	'000	'000	'000	'000	'000	'000	'000	'000	'000	'000	'000		
1961													
Under \$10,000	15	21	41	32	2	66	146	83	16	37	22	32	83
\$ 10,000 to \$ 24,999	20	76	147	153	7	302	679	371	17	68	94	200	375
25,000 " 49,999	20	180	315	383	10	678	1,453	760	11	54	234	536	809
50,000 " 99,999	28	392	717	943	19	1,555	3,587	2,043	7	55	516	1,456	2,184
100,000 " 199,999	23	727	1,404	1,661	53	2,582	5,840	3,223	5	27	867	2,223	3,274
200,000 " 499,999	14	762	1,386	1,726	35	2,643	6,816	4,098	--	--	950	2,638	4,285
500,000 " 999,999	10	1,284	2,462	3,669	157	5,365	12,955	7,392	--	--	1,544	5,349	7,358
1,000,000 " 4,999,999													
5,000,000 and over	--	--	--	--	--	--	--	--	--	--	--	--	--
Head offices, sales offices and auxiliary units
Totals	130	3,443	6,472	8,566	282	13,192	31,475	17,971	56	240	4,227	12,434	18,368
1962													
Under \$10,000	17	7	20	26	2	62	163	97	14	43	8	29	97
\$ 10,000 to \$ 24,999	19	52	114	135	6	257	593	332	12	58	66	174	337
25,000 " 49,999	19	109	219	283	8	620	1,311	682	13	83	148	390	700
50,000 " 99,999	31	436	870	1,160	21	1,909	4,239	2,328	3	24	554	1,648	2,342
100,000 " 199,999	22	781	1,558	1,850	47	3,121	6,439	3,303	2	20	918	2,461	3,360
200,000 " 499,999	13	691	1,320	1,915	46	3,147	7,230	4,031	--	--	881	2,835	4,127
500,000 " 999,999	10	1,180	2,357	3,538	143	5,048	12,636	7,531	--	--	1,442	5,346	7,559
1,000,000 " 4,999,999													
5,000,000 and over	--	--	--	--	--	--	--	--	--	--	--	--	--
Head offices, sales offices and auxiliary units
Totals	131	3,256	6,457	8,907	273	14,163	32,611	18,303	44	228	4,017	12,883	18,522

See footnotes following Table 3 A.

TABLE 1 D. Principal Statistics classified by Size Groups based on Total Value Added, 1961 and 1962
Basis: Revised Standard Industrial Classification and New Establishment Concept²

Size group	Estab-lish-ments	Manufacturing activity						Total activity					
		Production and related workers ⁴			Cost of fuel and elec-tricity ⁵	Cost of materials and supplies used ⁴	Value of shipments of goods of own manu-facture ⁴	Value added ⁴	Working owners and partners ⁶		Total employees ⁷		Total value added ⁸
		Number	Man-hours paid	Wages					Number	With-drawals	Number	Salaries and wages	
No.	'000				\$'000		\$'000		\$'000				
1961													
Under \$10,000	15	21	41	32	2	66	146	83	16	37	22	32	83
\$ 10,000 to \$ 24,999	19	71	137	141	7	292	649	351	17	68	88	179	349
25,000 "	18	143	282	313	9	541	1,194	641	9	43	179	424	647
50,000 "	30	419	778	985	21	1,640	3,745	2,115	9	66	560	1,490	2,154
100,000 "	21	680	1,329	1,572	49	2,447	5,354	2,866	5	27	788	2,054	2,858
200,000 "	17	824	1,464	1,855	38	2,840	7,432	4,523	-	-	1,046	2,906	4,921
500,000 "	10	1,285	2,462	3,669	157	5,385	12,955	7,392	-	-	1,544	5,349	7,358
1,000,000 "													
5,000,000 and over	-	-	-	-	-	-	-	-	-	-	-	-	-
Head offices, sales offices and auxiliary units
Totals	130	3,443	6,472	8,566	282	13,192	31,475	17,971	56	240	4,227	12,434	18,368
1962													
Under \$10,000	17	7	20	26	2	62	163	97	14	43	8	29	97
\$ 10,000 to \$ 24,999	19	52	114	135	6	257	593	332	12	58	66	174	337
25,000 "	18	101	204	263	8	605	1,251	640	13	83	129	355	648
50,000 "	32	444	885	1,180	21	1,924	4,298	2,370	3	24	573	1,683	2,393
100,000 "	21	734	1,433	1,722	42	2,865	6,048	3,164	2	20	866	2,288	3,152
200,000 "	14	738	1,445	2,043	51	3,404	7,621	4,170	-	-	933	3,007	4,335
500,000 "	10	1,180	2,357	3,538	143	5,048	12,636	7,531	-	-	1,442	5,346	7,559
1,000,000 "													
5,000,000 and over	-	-	-	-	-	-	-	-	-	-	-	-	-
Head offices, sales offices and auxiliary units
Totals	131	3,256	6,457	8,907	273	14,163	32,611	18,303	44	228	4,017	12,883	18,522

See footnotes following Table 3 A.

TABLE 1 E. Principal Statistics classified by Size Groups based on Total Employed,² 1961 and 1962
Basis: Revised Standard Industrial Classification and New Establishment Concept²

Size group	Estab-lish-ments	Manufacturing activity						Total activity					
		Production and related workers ⁴			Cost of fuel and elec-tricity ⁵	Cost of materials and supplies used ⁴	Value of shipments of goods of own manu-facture ⁴	Value added ⁴	Working owners and partners ⁶		Total employees ⁷		Total value added ⁸
		Number	Man-hours paid	Wages					Number	With-drawals	Number	Salaries and wages	
No.	'000				\$'000		\$'000		\$'000				
1961													
Under 5 employees	24	37	73	72	5	187	440	255	25	77	44	86	254
5- 14 employees	33	218	412	538	15	943	2,124	1,165	20	97	282	749	1,179
15- 49 "	50	1,107	2,056	2,590	73	4,362	9,769	5,399	11	67	1,377	3,676	5,765
50- 99 "	13	809	1,491	1,803	35	2,784	6,899	4,041	-	-	958	2,682	3,998
100-199 "	7	775	1,581	2,169	110	2,654	6,926	4,141	-	-	918	3,042	4,220
200-499 "	3	497	858	1,395	44	2,262	5,318	2,969	-	-	648	2,199	2,951
500 employees and over	-	-	-	-	-	-	-	-	-	-	-	-	-
Head offices, sales offices and auxiliary units
Totals	130	3,443	6,472	8,566	282	13,192	31,475	17,971	56	240	4,227	12,434	18,368
1962													
Under 5 employees	29	28	66	65	6	214	532	308	23	89	37	109	310
5- 14 employees	36	242	488	675	15	1,276	2,774	1,519	17	105	302	922	1,528
15- 49 "	40	902	1,776	2,359	40	4,187	8,758	4,557	4	33	1,132	3,305	4,568
50- 99 "	16	876	1,729	2,215	58	3,835	8,712	4,834	-	-	1,048	3,201	4,892
100-199 "	10	1,208	2,398	3,574	154	4,671	11,835	7,085	-	-	1,498	5,347	7,224
200-499 "													
500 employees and over	-	-	-	-	-	-	-	-	-	-	-	-	-
Head offices, sales offices and auxiliary units
Totals	131	3,256	6,457	8,907	273	14,163	32,611	18,303	44	228	4,017	12,883	18,522

See footnotes following Table 3 A.

TABLE 1 F. Principal Statistics classified by Type of Organization, 1961 and 1962
Basis: Revised Standard Industrial Classification and New Establishment Concept²

Type of organization	Estab- lish- ments	Manufacturing activity							Total activity				
		Production and related workers ⁴			Cost of fuel and elec- tricity ⁵	Cost of materials and supplies used ⁴	Value of shipments of goods of own manu- facture ⁴	Value added ⁴	Working owners and partners ⁶		Total employees ⁷		Total value added ⁸
		Number	Man- hours paid	Wages					Number	With- drawals	Number	Salaries and wages	
	No.		'000			\$'000			\$'000			\$'000	
1961													
Individual ownerships	32	184	343	396	9	637	1,518	881	34	134	210	462	878
Partnerships	11	68	125	158	3	386	826	446	22	106	75	178	452
Incorporated companies	87	3,191	6,004	6,012	270	12,168	29,132	16,644	3,942	11,794	17,038
Cooperatives	-	-	-	-	-	-	-	-	-	-	-
Head offices, sales offices and auxiliary units
Totals	130	3,443	6,472	8,566	282	13,192	31,475	17,971	56	240	4,227	12,434	18,368
1962													
Individual ownerships	32	134	291	397	9	660	1,533	652	30	149	153	453	852
Partnerships	8	29	58	72	2	197	418	217	14	80	35	88	228
Incorporated companies	91	3,093	6,109	8,436	262	13,305	30,660	17,234	3,829	12,343	17,442
Cooperatives	-	-	-	-	-	-	-	-	-	-	-
Head offices, sales offices and auxiliary units
Totals	131	3,256	6,457	8,907	273	14,163	32,611	18,303	44	228	4,017	12,883	18,522

See footnotes following Table 3 A.

TABLE 1 G. Principal Statistics, by Sections, 1961 and 1962
Basis: Revised Standard Industrial Classification and New Establishment Concept³

Sections	Estab- lish- ments	Manufacturing activity							Total activity				
		Production and related workers			Cost of fuel and elec- tricity ⁵	Cost of materials and supplies used ⁴	Value of shipments of goods of own manu- facture ⁴	Value added ⁴	Working owners and partners ⁶		Total employees ⁷		Total value added ⁸
		Number	Man- hours paid	Wages					Number	With- drawals	Number	Salaries and wages	
	No.		'000			\$'000			\$'000			\$'000	
1961													
Hats, men's	8	531	990	1,587	62	2,752	6,121	3,261	-	-	705	2,531	3,265
Hats, women's and children's	65	1,654	3,027	4,098	83	6,658	15,718	9,068	30	117	2,039	6,112	9,354
Caps	48	875	1,655	1,867	37	2,563	6,356	3,704	20	87	1,074	2,615	3,628
Hat and cap makers' materials	9	383	800	994	100	1,198	3,261	1,939	6	36	409	1,177	1,921
Totals	130	3,443	6,472	8,566	282	13,192	31,475	17,971	56	240	4,227	12,434	18,368
1962													
Hats, men's	10	561	1,065	1,632	66	2,987	6,556	3,591	3	13	749	2,551	3,665
Hats, women's and children's	63	1,512	2,962	4,263	82	7,255	16,763	9,394	21	110	1,882	6,417	9,367
Caps	48	809	1,653	1,969	32	2,675	6,068	3,379	15	68	984	2,673	3,562
Hat and cap makers' materials	10	374	778	1,043	94	1,246	3,224	1,939	5	38	402	1,243	1,929
Totals	131	3,256	6,457	8,907	273	14,163	32,611	18,303	44	228	4,017	12,883	18,522

See Table 2 and footnotes following Table 3 A.

TABLE 2. Industry Outputs, Inputs and Value Added, 1961 and 1962
Basis: Revised Standard Industrial Classification and New Establishment Concept²

Item	1961		1962	
	\$'000			
Manufacturing activity:				
Value of shipments - Goods of own manufacture		31,475		32,611
Add: Closing inventory - Goods in process	523		705	
Finished goods	1,422	1,945	1,371	2,076
Deduct: Opening inventory - Goods in process	550		565	
Finished goods	1,425	(1,975)	1,383	(1,948)
Gross output - Manufacturing activity		31,445		32,739
Deduct: Cost of materials and supplies used in manufacturing activity	13,192		14,163	
Cost of fuel and electricity used	282	(13,474)	273	(14,436)
Value added - Manufacturing activity		17,971		18,303
Non-manufacturing activities:				
Value of shipments - Goods not of own manufacture		1,443
Add: All other revenue		5	
Closing inventory - Goods purchased for resale	134	..	169	174
Deduct: Purchases of goods for resale as such		1,118	
Opening inventory - Goods not of own manufacture	145		152	
Cost of all other materials and supplies used	(..)	128	(1,398)
Value added - Non-manufacturing activities		397		219
Total value added		18,368		18,522

See footnote following Table 3 A.

TABLE 3. Employment and Payroll, 1961 and 1962
Basis: Revised Standard Industrial Classification and New Establishment Concept²

Year and province	Employees										Salaries and wages				
	Production and related workers				Adminis- trative and office ^{8,9}		Sales, and distribution ⁹		Total employees ⁹		Production and related workers		Adminis- trative and office	Sales, and distribution	Total salaries and wages
	Manufacturing ⁴		Other ⁹		Male	Female	Male	Female	Male	Female	Manufacturing	Other			
	Male	Female	Male	Female											
1961	number										\$'000				
Nova Scotia	} 55	41	62	43	188	224
New Brunswick															
Quebec	612	1,168	903	1,280	4,379	6,473
Ontario	609	585	828	661	3,307	4,779
Manitoba	} 51	322	104	346	692	958
Alberta															
British Columbia															
Totals	1,327	2,116	1,897	2,330	8,566	12,434
1962	number										\$'000				
Nova Scotia	} 67	52	-	-	6	3	-	-	73	55	220	-	35	-	255
New Brunswick															
Quebec	594	1,072	8	32	143	81	123	26	868	1,211	4,673	61	1,296	948	6,978
Ontario	561	564	-	-	114	64	100	1	775	629	3,278	-	866	522	4,666
Manitoba	} 55	291	2	2	21	17	18	-	96	310	736	5	200	44	985
Alberta															
British Columbia															
Totals	1,277	1,979	10	34	284	165	241	27	1,812	2,205	8,907	65	2,396	1,515	12,883

See footnotes following Table 3 A.

TABLE 3 A. Production and Related Workers,⁴ - Manufacturing Activity, by Months, 1962
Basis: Revised Standard Industrial Classification and New Establishment Concept¹

Month	Establishments reporting monthly detail	
	Male	Female
	number	
January	1,146	1,773
February	1,151	1,824
March	1,156	1,840
April	1,163	1,832
May	1,174	1,765
June	1,238	1,805
July	1,251	1,834
August	1,273	1,833
September	1,266	1,827
October	1,258	1,823
November	1,199	1,788
December	1,200	1,756
Average for establishments reporting monthly detail (collected only for large establishments)	1,206	1,811
Average for small establishments (only annual averages collected)	71	168
Average for all establishments	1,277	1,979

¹ See Table 2 and Explanatory Notes concerning manufacturing and non-manufacturing activities.

² See Explanatory Notes.

³ This category, in this table only, includes working owners and partners. Since administrative and office employees are engaged in a variety of activities they have been excluded from manufacturing activity beginning with the revised 1961 series shown in the following tables. They are included here for purposes of comparison with the tabulations of previous years.

⁴ Conceptually identical to previous years. See Explanatory Notes.

⁵ Cannot be reported separately for manufacturing and non-manufacturing activities but related substantially to manufacturing activity. Identical concept to previous years.

⁶ Working owners and partners were included with administrative and office employees in the "Manufacturing series" published in former years. See Explanatory Notes.

⁷ Includes production and related workers, administrative and office employees, sales distribution and other employees. See Explanatory Notes for the treatment of head office employees and those employed in auxiliary units.

⁸ Value of total shipments and other operational revenue less total cost of materials, supplies, fuels used and purchases of products and materials for resale in the same condition; all adjusted for inventory changes where required. See Table 2 and Explanatory Notes.

⁹ Sales and distribution workers and production workers (non-manufacturing) are included for the first time as a result of the full implementation of the new definition of the establishment. The figures for production workers (non-manufacturing), administrative and office employees and sales and distribution workers are not yet available for 1961 but form part of total employees. Sales and distribution workers may include some employees that are reported as part of a manufacturing establishment but are not working at the establishment's location. Head offices, sales offices, etc., which report separately are included in the figures for the province in which they are located.

¹⁰ Confidential data.

¹¹ Includes paid employees and working owners but excludes unpaid family workers.

Note: Figures may not add due to rounding.

TABLE 4. Materials and Supplies Used in Manufacturing Activity, 1962
Basis: Revised Standard Industrial Classification and New Establishment Concept¹

Description	Cost
	\$'000
I. Materials used:	
All materials and components used ²	13,088
2. Containers and other packaging materials and supplies used	465
3. Operating, maintenance and repair supplies used (excluding fuel)	398
4. Amount paid out to others for work done on materials owned by establishments	212
Total	14,163

¹ See Explanatory Notes.

² No detailed information on materials used was collected from small establishments, the estimated costs for which are included here. In 1962 these estimated costs were \$1,113,423.

TABLE 5. Fuel and Electricity Used¹ in Manufacturing Activity,² 1962

Basis: Revised Standard Industrial Classification and New Establishment Concept³

Description	Quantity	Cost
		\$'000
1. Large establishments which reported commodity detail:		
Bituminous coal:		
(a) From Canadian mines	ton 240	2
(b) Imported	" 2,699	33
Sub-bituminous coal (from Alberta mines only)	-	-
Anthracite coal	-	-
Lignite coal	-	-
Coke	-	-
Gasoline (including gasoline used in cars and trucks)	Imp. gal. 52,397	22
Fuel oil including kerosene or coal oil	" 710,852	65
Wood	-	-
Gas:		
(a) Liquefied petroleum gases	Imp. gal. 2,944	1
(b) Other manufactured gas	-	-
(c) Natural gas	M cu. ft. 9,238	9
Other fuel	-	-
Electricity purchased	kwh. 5,453,810	94
Steam purchased	30
2. Estimate for small establishments for which no data were collected:		
Fuel and electricity	18
3. All establishments:		
Total fuel and electricity used	273

¹ Does not include fuel and electricity produced for own use.

² Includes only fuel and electricity purchased. Conceptually identical to previous years in that it also includes relatively small amounts used in non-manufacturing activities since these cannot be reported separately.

³ See Explanatory Notes.

TABLE 6. Shipments of Goods of Own Manufacture, 1962

Basis: Revised Standard Industrial Classification and New Establishment Concept¹

Description	Quantity	Value
	doz.	\$'000
1. Products:		
Caps and helmets:		
Cloth	300,918	2,920
Uniform	18,833	652
Advertising and shop		
Fur	2,518	72
Leather	1,118	16
Sport	101,823	975
Other	428
Hats, men's:		
Felt:		
Fur	86,178	5,171
Wool	21,689	447
Straw	44,963	834
Panama		
Cotton		
Other	373
Hats, women's:		
Felt:		
Fur	33,358	2,051
Wool	58,246	1,367
Velour	54,928	2,742
Straw	105,121	3,957
Panama	1,850	108
Fabric:		
Cotton	7,150	150
Silk and rayon	30,829	1,091
Wool		
Velvet	32,519	1,096
Linen	1,630	74
Other	2,293

See footnote at end of table.

TABLE 6. Shipments of Goods of Own Manufacture, 1962 - Concluded

Description	Quantity	Value
	doz.	\$'000
1. Products - Concluded:		
Hats, children's:		
Felt:		
Fur	"	"
Wool	8,067	137
Straw	22,634	309
Fabric:		
Silk and rayon	"	"
Cotton	16,416	164
Wool	"	"
Velvet	"	"
Other	563
Headwear, other:		
Headwear, infants	-	-
Tams and berets	3,005	34
Other	716
Hat and cap makers' materials, made for sale to others:		
Hat bodies in the rough:		
Fur felt - Men's	56,624	1,144
Fur felt - Women's	15,438	287
Wool felt	"	"
All other products	2,586
2. Amount received in payment for work done on materials and products owned by others		
Less adjustment for value of sales taxes, excise duties and outward transportation charges which could not be deducted from individual commodity items described above		(150)
Total adjusted value of shipments and work done		32,611

¹ See Explanatory Notes.

² Included in "Caps and helmets, other".

³ Included in "Hats, men's, other".

⁴ Included in "Hats, women's, other".

⁵ Included in "Hats, children's, other".

⁶ Included in "All other products". Production of all hat bodies during the year, whether for own use or for sale as such: 1961, men's 107,968 dozen, women's 24,297 dozen; 1962, men's 111,723 dozen, women's 17,427 dozen.

TABLE 7. Industry Inventories, 1962¹

Base: Revised Standard Industrial Classification and New Establishment Concept²

Province	Manufacturing				Non-manufacturing	Total inventories
	Raw materials and supplies	Goods in process	Finished goods of own manufacture	Total manufacturing	Products or materials purchased for resale	
book value \$'000						
Opening:³						
Nova Scotia	189	36	51	276	-	276
New Brunswick						
Quebec	1,425	236	492	2,152	72	2,224
Ontario	1,250	165	573	1,988	79	2,067
Manitoba	451	129	268	847	-	847
Alberta						
British Columbia						
Totals⁴	3,313	565	1,383	5,262	152	5,413
Closing:						
Nova Scotia	174	64	54	293	-	293
New Brunswick						
Quebec	1,476	257	483	2,217	86	2,303
Ontario	1,524	276	560	2,360	83	2,443
Manitoba	470	108	274	840	-	840
Alberta						
British Columbia						
Totals⁴	3,644	705	1,371	5,720	169	5,889

¹ Values represent book values of inventories owned in Canada.

² See Explanatory Notes.

³ The opening inventories may differ from the closing inventories for the previous survey year because of changes in classification, the receipt of revised data, the inclusion of new establishments and the removal of establishments which did not operate during the survey year.

⁴ Figures may not add due to rounding.

List of Establishments, 1962

Name	Location
(a) Hats, Men's	
Nova Scotia:	
Lewis, J. & Sons Ltd.	Court St., Truro
New Brunswick:	
Bardsley Hats Ltd.	211 Union St. Saint John
Quebec:	
	Montreal
Buckley Brooks Hat Mfg.	271 Ann St.
Magill Hat Mfg.	4060 St. Lawrence Blvd.
Ontario:	
Biltmore Hats, Ltd.	139 Morris St., Guelph
Crean, Robert & Co. Ltd.	18 Balmuto St., Toronto
Shuttleworth, J.R. & Sons, Ltd.	377 Dundas St., London
New Style Headwear	122 Pearl St., Toronto
Stetson, John B. Co., (Canada) Ltd.	Hamilton St., Brockville
Alberta:	
Smithbilt Hats Ltd.	3rd Ave. & 5th St., W., Calgary
(b) Hats, Women's and Children's	
Quebec:	
	Montreal
Acme Hat Co. Ltd.	950 St. Urbain St.
Andrea Novelties	4201 Hotel de Ville St.
Artistic Headwear Mfg. Co. Inc.,	124 McGill St.
Belmore Hat Co. Ltd.	710 Notre Dame St., W.
Charm Hats Inc.	651 Notre Dame St. W.
Canadian Hat Mfg. Co. Ltd.,	1250 St. Alexander St.
Carnival Creations Co.,	3400 Metropolitan Blvd.
Charlebois Hat Inc.	710 Notre Dame St. W.
Cute Hat Mfg. Co., The	4388 St. Lawrence Blvd.
D.E.M. Mfg. Co.	937 Victoria Square
Doree Hats Inc.	1485 Bleury Street
Elmo Hat Inc.	2101 St. Lawrence Blvd.,
Eric Dolls Reg'd.	751 Liege St., W.
European Hat Shop	2075 Mountain St.
Fashion Headwear, Ltd.	989-991 Cote St.
F. & B. Hat Mfg. Co.	4881A St. Lawrence Blvd.
Jade Hat Mfg.	12280 Letellier St.
Justine Hat Mfg. Co. Ltd., The	423 Mayor St.
Kates Millinery Ltd.	395 Mayor St.
La Mode Millinery Inc.	686 Notre Dame St., W.
Lennox Hat Mfg. Co. Ltd.	1485 Bleury St.
Leone, Joseph, Jr.	1187 Bleury St.
Leopold Inc., Henry	423 Mayor Street
Ludor Hats	62 Rachel St. E.
Luxor Millinery Ltd.	5240 St. Lawrence Blvd.
Major Headwear Inc.	4318A St. Lawrence Blvd.
Metro Hat Mfg. Co. Ltd.	9200 Meilleur St.
Midway Industries Ltd.	9699 Foucher St.
Mitchell Hat Fashions Ltd.	6560 Espianade Ave.
Nadelle Inc.	7250 Clark St.
National Novelty, Ltd.	70 De Ramesay St., Sorel
Nugget Novelties Reg'd.	185 Fairmont St., W.
Oberfeld, Jack, Inc.	177 St. Paul St., W.
Palmer Hat Mfg. Co.	627 Notre-Dame W.,
Progress Hat Mfg. Co. Ltd.	2070 Clark St.
Rio Hat Co.	400 Dowd St.
Ros-Ann Mfg. Co. Inc.	3643 St. Lawrence Blvd.
Snappy Hat Mfg. Co. Ltd.	1877 St. Antoine St.
Sterling Children's Hats	4428 St. Lawrence Blvd.
Topper Hat Co.	209 St. Catherine St. E.
Unity Mfg. Co. Ltd.	5655 Christophe Colomb St.
Ontario:	
	Toronto
Abel Sales Mfg. Co.	89 Niagara St.
American Hat Co. Ltd.	71 York Street
Baron Hats	312 Adelaide St. W.,
Blossom Hat Company	3 Beverley St.
Bond Hat Mfg. Co., The	54 Wellington St. W.
Canadian Felt & Straw Hats Ltd.	312 Adelaide St. W.
Charu-Canton Hat Co. Ltd.	317 Adelaide St. W.
Fashion Hat Mfg. Co. Ltd.	317 Adelaide St. W.
G. & G. Hat Mfg. Co.	312 Adelaide St. W.
Lanning, G.T. Ltd.	257 Coleman St., Belleville
Lynne Hat Co. Ltd.	4 Kensington Ave.
Merson Hat Co.	54 Wellington St. W.
Novelty Hat Ltd.	972 Queen St. W.
Peggy Anne Hat Co.	54 Wellington St. W.
Rainbow Hats Ltd.	317 Adelaide St. W.
Ritz Hat Co.	317 Adelaide St. W.
Spencer Hats Ltd.	54 Wellington St. W.
Superior Hat Co.	54 Wellington St. W.

List of Establishments, 1962 - Concluded

Name	Location
(b) Hats, Women's and Children's - Concluded	
Ontario - Concluded:	
Toronto - Concluded	
Variety Hat Ltd.	317 Adelaide St. W.
York Hat & Novelty Co. Ltd.	312 Adelaide St. W.
Young Fashion Headwear	204 Spadina Ave.
Zippin Hat Co. Ltd.	317 Adelaide St. W.
British Columbia:	
Mark-Sheri	8879 Granville St., Vancouver
(c) Caps	
Quebec:	
Montreal	
Coronet Headwear	736 Notre Dame W.,
Federal Caps & Hats Co. Ltd.	686 Notre Dame St., W.
Gomberg Mfg. Co., Sam	1615A St. Lawrence Blvd.
J.M. Fur Cap Mfg. Co.	3443 St. Lawrence Blvd.
Maple Leaf Hat & Cap Mfg. Co.	5758 St. Lawrence Blvd.
Mosani Cap Mfg. Co.	1410 Panet St.
Paramount Nu-Line Mfg., Corp.	5505 St. Lawrence Blvd.
Prince Hat & Cap Mfg. Co.	91 King St.
Principal Cap & Sportswear Inc.	4026 Ontario St. E.
Roseman Cap Co.	5908A Park Ave.
Scully, William Ltd.	50 Craig St. W.
Service Hat & Cap	3430 Park Ave.
Sofin's Sportswear	108 Mount Royal E.
Sport Cap Co.	3700 St. Lawrence Blvd.
Standard Cap. Co., Ltd.	408 St. James St., W.
Star Cap Uniform Regd.	1067 Bleury St.
Supreme Hat & Cap Co.	1598 St. Lawrence Blvd.
Ontario:	
Toronto	
Adam Sportswear Co. Ltd.	18 Balmuto St.
Capital Caps & Headwear Co.	312 Adelaide St. W.
Fashion Hat & Cap Co. Ltd.	90 Chestnut St.
Hamilton Uniform Cap Co. Ltd.	214 King William St., Hamilton
Harris Cap & Textiles Co. Ltd.	178 Front St. E.
Hewer, A.B. Uniform Caps Ltd.	214 King William St., Hamilton
Imperial Hat & Cap Co. Ltd.	225 Richmond St. W.,
Krystal Cap Co.	16 Plymouth Ave.,
Majestic Cap Co.	888 College St.
Muir Cap & Regalia, Ltd.	51 Sincoe St.
Ottawa Imperial Cap Co.	116 York St., Ottawa
Parktown Hat & Cap Ltd.	333 Adelaide St. W.
Rich Cap & Novelty Co.	366 Adelaide St. W.
Stokes Cap & Regalia Ltd.	296 Richmond St. W.
Travers Aprons Ltd.	911 Bank St., Ottawa
Uniform Cap Co.	388 Albert St., Ottawa
Victory Cap Co. Ltd.	174 Catharine St. N., Hamilton
Manitoba:	
Winnipeg	
Beaver Headwear Ltd.	164 Isabel St.
Brill Hat & Cap Co. Ltd.	281 McDermot Ave.
Buffalo Cap & Neckwear, Ltd.	250 McDermot Ave. W.
Crown Cap Mfg. Ltd., The	113 Market Ave. E.
Dominion Hat & Cap Co. Ltd.	296 McDermot Ave.
Dressler Headwear Ltd.	246 McDermot Ave.
Dressler Headwear Ltd.	Morden
Gerb. Mfg. Co. Ltd.	290 McDermot Ave.
M & G. Cap Mfg. Co.	405-130 Princess St.
Manitoba Cap Mfg. Co. Ltd.	288 McDermot Ave.
Modern Headwear Ltd.	88 Arthur St.
Twentieth Century Headwear Ltd.	332 Bannatyne Ave.
British Columbia:	
Western Cap. Co. Ltd., The	456 E. Hastings St., Vancouver
(d) Hat and Cap Makers' Materials	
Nova Scotia:	
Eastern Felt Corporation Ltd.	Court and Prince Streets, Truro
Quebec:	
Montreal	
Canadian Hatters Supply Co. Ltd.	360 Recollet St.
Hubbard Felt Co. Ltd.	425 Marien Avenue, E.
J & J Hat Mfg.	3893 St. Lawrence Blvd.
New York Hat Frame Ltd.	690 Notre Dame St. W.
Selco Hat Frame Ltd.	619 Notre Dame St. W.
Ontario:	
Gordie's Hat Frame & Novelties	126 Wellington St., W., Toronto
Lancashire Felt Co. of Canada, Ltd.	139 Morris St., Guelph
New Style Hat Frame Co.	312 Adelaide St. W. Toronto
Selrite Hat & Frame Co.	51-53 Bulwer St. Toronto

EXPLANATORY NOTES

This report is one in a series of about 140 publications which present the results of the 1962 Census of Manufactures. Most reports in this series refer to specific industries, but there are summary reports for Canada and the provinces and special reports on geographical distribution and on type of ownership and size of establishments.

With the publication of the results of the 1962 Census of Manufactures, the Bureau has completed a major revision in the classification and concept of its annual census of manufacturing establishments. Because of its size and complexity, this project had to be carried out in three stages. The first stage was the change in classification and the results of the 1960 Census, together with the re-compilation of the 1957, 1958 and 1959 Censuses were published in the 1960 reports on the basis of the revised Standard Industrial Classification. This part of the project was confined entirely to a re-coding of existing reporting units. The second stage consisted of the implementation of the new definition of the reporting unit i.e. "establishment" as it applied to **manufacturing activities** of manufacturing establishments (See following note on "Establishment"). Results of the 1961 Census reflected this change in concept and, in order to provide comparability of data for recent years, the 1961 reports contained principal statistics on the basis of the new establishment definition for years back to 1957.

The third stage which was the extension of the definition of the establishment to cover **total activities** of manufacturing establishments is reflected in the statistics for 1961 and 1962 contained in this report. This full implementation of the new definition of the establishment has resulted in an extension of the data to non-manufacturing activities of manufacturing establishments and in additional changes in the 1961 statistics of manufacturing activities. Statistics on manufacturing activities will continue to be shown separately as in the past but, beginning with 1961, data on all operations (total activity) of manufacturing establishments will also be given. By definition "total activity" relates to all operational data and excludes such non-operational items as rent, interest and dividends. In addition, statistics on man-hours paid will be included as part of the regular series of industry statistics. For many industries, adjustments and revisions were made to the 1961 data on **manufacturing activities** which were published during the second stage to bring them in line with reporting procedures followed in the 1962 Census and to reflect the final application of the new concept. The 1961 statistics on manufacturing activities contained in this report are thus not entirely comparable with those published in the 1961 reports. However, the 1961 statistics are shown in this publication in both their original and revised forms in order to provide a link with the immediate past. A more complete account of recent changes and additions and brief descriptions of the principal industry statistics are given in following sections of these notes.

Standard Industrial Classification

The revised Standard Industrial Classification which was introduced with the 1960 Census of Manufactures and applied to the results of the 1957, 1958 and 1959 censuses provides for a breakdown of the manufacturing universe into 140 industries arranged in 20 major groups. Custom Tailoring Shops is the only industry class in the Manufacturing Industries Division of the classification which is not covered in the annual Census of Manufactures. It is surveyed as part of the Decennial Census of Merchandising and Service Establishments. Of the 140 "three-digit" industry classes in the Manufacturing Industries Division, 21 are further broken down into 67 "four-digit" sub-classes. With the exception of the Wood Preservation and Sound Recording industries, the figures for which are at present confidential and have to be included with those of related industries, the statistics for all of the "four-digit" sub-classes are published regularly. Thus, at the Canada level, principal statistics are compiled for 183 industries. These cannot all be published separately by province because of the confidential nature of the data in certain provinces.

Reporting establishments are classified or allotted to specific industries in the classification system on the basis of the value of principal products made or shipped. In general, establishments primarily engaged in repair work (Shoe Repair Shops, Motor Vehicle Repair Shops etc.) are not included in manufacturing industries. Exceptions are establishments primarily engaged in furniture, ship, boat, aircraft and railroad rolling stock repairs which are classified to the manufacturing industries producing the products involved. Establishments primarily engaged in assembling parts into complete units have always been included in manufacturing industries.

Full details concerning the revised classification system are contained in the Standard Industrial Classification Manual, Catalogue No. 12-501, which is available from either the Queen's Printer or the Dominion Bureau of Statistics.

It should be noted that two new industries (Poultry Processors and Dental Laboratories) and three new groups of establishments (book publishers in the Publishing Industry, electro-plating establishments in the Metal Stamping, Pressing and Coating Industry and prescription branches in the Ophthalmic Goods Manufacturers Industry) have been included in the 1961 (revised) and 1962 Census statistics and will continue to be included thereafter. They were surveyed for the first time in the 1960 Census (1961 Census in the case of prescription branches) in line with the revised classification but, since they did not represent new production, they were removed from the 1960 and 1961 compilations published in the 1961 Census reports in order to provide complete comparability of data over the period 1957-61. Statistics for this period are repeated in the 1962 reports to supply a link with the revised 1961 data and the new 1962 statistics.

Establishment

The reporting unit in the Census of Manufactures is the **establishment**. The majority of establishments are firms, but many firms have more than one manufacturing establishment. Such firms are requested to submit a separate Census of Manufactures report for each manufacturing establishment which can meet the reporting requirements described below.

Beginning with the 1961 Census of Manufactures the establishment is defined as follows:

"The smallest unit which is a separate operating entity capable of reporting all the following principal statistics:

Materials and supplies used,
Goods purchased for resale as such,
Fuel and power consumed,
Number of employees and salaries and wages,
Inventories,
Shipments or sales."

Following is a description of the main features of the new establishment concept introduced in the 1961 Census, how they differ from those of the old "activity" concept and the steps taken to correct for breaks in continuity.

(a) The establishment is to be distinguished from smaller subdivisions or departments which do not have records that permit them to report all items required of an establishment. Prior to 1961, some establishments were required to submit two or more separate reports when they were engaged in activities which were classifiable to different industries. Beginning with 1961, separate reports for such activities are required only in cases where accounting records can provide the necessary input and output elements of principal statistics. Special reporting arrangements were made with respondents when the acceptance of combined reports would have seriously affected the statistics for particular industries or areas. Where continuity of industry statistics was affected by this change in reporting procedures, adjustments to the data were made back to 1957 in order to maintain comparability of the series for recent years.¹

(b) A manufacturing establishment is typically a factory, mill or plant principally engaged in manufacturing activities. Prior to 1961, the Census of Manufactures attempted to cover the manufacturing activities of all establishments, whether or not they were primarily engaged in manufacturing. Beginning with the 1961 Census, establishments (accounting entities) which are not primarily engaged in manufacturing are no longer included as manufacturing establishments in the basic industry statistics.¹

¹ Most of these adjustments were made when the results of the 1961 Census were being compiled. Since publication of these results in the 1961 reports additional adjustments were made to the 1961 data, as noted earlier, and these are reflected, where applicable, in the revised 1961 statistics contained in this report.

Again, adjustments were made to reflect the removal of such reporting units for the period 1957-60. These reporting units are now listed as establishments in other Bureau surveys, such as Wholesale Trade, Construction etc. This has resulted in a somewhat smaller universe represented by the Census of Manufactures. In terms of overall 1960 Census results, the number of establishments transferred to other industries totalled 2,786 or 8% but these represented only 0.7% of total employment and of total value of shipments of manufactured products. In order, however, to maintain complete coverage of certain commodity items produced mainly in manufacturing establishments, many non-manufacturing establishments are now surveyed by the Industry Division for commodity shipments only and the latter are included in those tables of industry reports showing shipments of certain commodities "from all industries".

(c) A manufacturing establishment may be, and often is, engaged in other activities in addition to its principal manufacturing activity. Prior to 1961 the main emphasis in the Census of Manufactures was on manufacturing activity. Beginning with 1961, each establishment reports on all the activities carried out within its accounting boundaries (except income from investments such as rent, interest and dividends) and data on different activities (manufacturing, trading in goods not of own manufacture, construction by own labour force, revenue from services etc.) are requested separately. However, the statistics published in the 1961 reports were confined to manufacturing activity only in order to maintain comparability with previous years and to permit a more thorough audit of the new data. The 1962 reports contain principal statistics on total activities of manufacturing establishments for 1961 and 1962 with the main elements of manufacturing activity shown separately as in the past. It should be noted that the statistics for separate activities are not completely consistent. Some respondents cannot distinguish in their records materials, shipments and inventories relating to own manufacturing activities from those relating to goods not of their own manufacture or to other activities and can report operational data in total only under manufacturing activity. This situation has always existed, however, and is not considered important enough to invalidate the use of the data in the measurement of manufacturing as an "activity". The values assigned by the respondent to materials and shipments of own manufactured goods include costs in varying degrees that relate to internal (to the establishment) transportation, warehousing and selling activities, but it is not possible to make adjustments to arrive at a uniform valuation for manufacturing activity only; although valuation at the establishment "boundary" must be accepted, the items valued under manufacturing activities still relate, in most cases, to "goods of own manufacture". In the case of employment only data on manufacturing production workers and manufacturing man-hours can be assigned, in total, to manufacturing activity; administrative and office employees can seldom be allocated to separate activities.

Complete consistency, therefore, can be obtained only at the "all operations" (total activity) level, and for studies or statistical measures requiring accurate co-ordinated data, the "total" statistics should be used.

(d) Additional changes resulted from intensive editing and follow-up consistent with the introduction of the new concept. An example of such changes is the provision for the elimination, in total, of sales taxes and outward transportation charges from value of shipments. Prior to 1961, although the value of shipments for each product was requested excluding taxes and transportation charges, no allowance had been made for the reporting of these items in total when the respondents' records did not permit their deduction from the values of the individual products. Another example is a change in the valuation of shipments where, prior to 1961, a manufacturing company operating warehouses or sales outlets was reporting value of shipments in terms of an estimated manufacturer's price in accordance with the old activity concept, even though his records were not kept on this basis. Since the accounting boundary in such cases extends to distribution operations, the respondent was instructed in 1961 to report shipments at the final selling price in order to obtain more realistic and accurate data.² Adjustments were made to the value of shipments for the period 1957-60 to reflect such changes and maintain continuity of the shipments data. Since no actual data to make these corrections were available for back years, 1961 adjustment ratios were applied to the previous years for each industry affected, on the assumption that the valuation changes in 1961 applied in equal proportions to the preceding period.³

(e) The new concept also demands that inventories held apart from plant be included with plant inventories if establishment boundaries extend to warehouses and sales outlets. Prior to 1961, compilations took into account only the inventories held at plant. In this case, however, most of the missing data were available from supplementary questions in the Annual Census and from the Monthly Inventories and Shipments Survey and actual corrections could be made for previous years.

² Some manufacturing firms operate sales branches or selling warehouses as separate sales establishments for which complete accounting records of receipts, expenses, employment and sales are maintained. In such cases the plants, in effect, "sell" to the sales outlets on much the same basis as they would to independent buyers. The value of plant shipments is based on factory prices and the "boundary" of the manufacturing establishment does not extend beyond the plant. The sales outlets in such cases constitute separate sales establishments and are classified to wholesale or retail trade. Some sales outlets of manufacturing firms, although they physically handle products of the plants, do not maintain separate accounts and are generally treated for statistical purposes as extensions of manufacturing operations. Special arrangements were made for separate reporting in a few cases where the treatment of such outlets as manufacturing extensions would seriously affect the significance of statistics for particular manufacturing and trade industries.

³ See footnote 1.

(f) Prior to 1961 the Census of Manufactures did not have complete coverage of head and administrative offices and had never surveyed separate sales offices, warehouses or laboratories operated by manufacturing firms. Beginning with the 1961 survey, complete coverage of these auxiliary units was effected. In the past the employment and salaries and wages of those head and administrative offices that were surveyed were either coded in total to the industry in which the greatest portion of the company's manufacturing activities was classified or else, in the case of certain large multi-unit firms with establishments in several industries, were pro-rated among the different industries involved. In the original 1961 statistics published in 1961 reports, the same coverage and treatment of head offices was applied to maintain comparability over the 1957-61 period. Beginning with the revised 1961 statistics, all head offices and auxiliary units are covered and are processed according to the methods described below.

1. Single-Establishment Companies

In the great majority of cases central administrative and executive personnel of companies consisting only of one establishment are generally located at the site of the manufacturing plant and are automatically included in the plant reports. Where head offices and auxiliary units are geographically separate from plant locations and employ a sizeable number of workers they are surveyed on special questionnaires.

Separately located head offices, sales offices, administrative offices and other separate auxiliary units (laboratories, warehouses, etc.) do not usually constitute separate establishments⁴ for purposes of industry statistics since they do not normally generate operational revenues but give rise only to costs of operation (mainly salaries and wages) which make up part of the selling price of manufactured products and which are thus included in the value of shipments or sales. Where such units belong to single-establishment companies, they will be considered as extensions of the establishment's boundaries and their operations consolidated with the establishment's total activity.

2. Multi-Establishment Companies

In the case of companies with more than one establishment the following rules are applied:

(i) Where all the establishments of a company are classified to the same (three-digit) industry, the head office and other auxiliary units are coded to that same industry.

(ii) Where the establishments of a company are not all classified to the same (three-digit) industry but are coded to different industries, or industries in different industry groups or even different divisions

⁴ See footnote 2 for exceptions.

of the Standard Industrial Classification, the inclusion of data for head office and auxiliary units in any one of the (three-digit) industries concerned would distort the relationship between items of principal statistics. In such cases, the auxiliary units are coded at the group (two-digit) level in tabulations of industry statistics. Where multi-establishment companies cut across group or major division lines of the Classification, the head office and auxiliary units will be coded to the (two-digit) industry group in which the major part of the company's operations are classified. Although this may result in some distortion of (two-digit) industry group statistics it will eliminate distortion within groups as it will leave statistics at the (three-digit) industry level free of these company-wide data.

Period Covered

Respondents are asked to submit figures for the calendar year, if at all possible, and most reports are on this basis. Financial year reports for periods differing from the calendar year are accepted in instances where respondents find it impossible to supply calendar year data from accounting records. However, the data on employees, salaries, wages and man-hours are requested on a calendar year basis in all cases.

When establishments are operated for only a portion of a year, a report is required covering the period of operation.

Working Owners or Partners

Beginning with the revised 1961 statistics working owners and partners of unincorporated businesses are shown as a separate category in the principal statistics and are neither included in the number of employees nor in salaries and wages; there is some duplication in numbers when a person owns more than one establishment and is reported as a working owner on each census return. In all previous reports of the Census of Manufactures these workers were included as part of the number of administrative and office employees and their withdrawals were included as part of salaries. Withdrawals are defined as amounts withdrawn by owners or partners for normal living expenses, excluding withdrawals for payment of income tax.

Number of Establishments

The number of establishments represents the number of operating units (accounting entities as per the new definition of the establishment) for which separate reports are submitted. Head offices located apart from establishments and which are surveyed separately and separate sales and administrative auxiliaries that are treated as extensions of manufacturing activities are not included in the establishment count. However, the operational statistics (employment, salaries etc.) of such auxiliary units which are coded at the "three-digit"

level are included in the principal statistics of industries coded at the same level; those units coded at the "two-digit" level are included with the statistics for groups of industries.

Employees

As noted above, the number of working owners and partners are excluded from the number of employees, beginning with the revised 1961 statistics. This change brings the definition of "employees" in the Census of Manufactures in line with that of "employees" in the Bureau's monthly Employment Survey and with that of "paid workers" in the Bureau's Labour Force Survey. For purposes of historical comparisons, the number of working owners and partners should be added to total employees (beginning with the revised 1961 data) in order to correspond with the figure of "total employees" published in previous reports concerned with the Annual Census of Manufactures.

In addition to production and related workers engaged in manufacturing activities, total employees include administrative, office, sales and distribution workers as well as any production workers employed in non-manufacturing activities such as construction undertaken for the use of the establishment by its own employees (when these are treated as a separate work force) or logging (mostly in connection with sawmills or planing mills). Number of employees represents as closely as possible equivalent annual full-time employment. Adjustments are made when reported figures indicate the existence of part-time or seasonal employment.

Administrative and office employees include all executive and supervisory officials such as presidents, vice-presidents, controllers, secretaries, treasurers etc., together with managers, professional, technical and research employees, superintendents and factory supervisors above the working foreman level, and clerical staffs. Also included are employees in activities such as advertising, credit collections, purchasing, personnel, legal, medical etc. Sales and distribution workers include office personnel whose salaries are charged to selling expense, travelling salesmen, driver salesmen, truck drivers and their helpers, etc. They exclude persons working on a commission basis who are not considered regular employees.

Production and related workers in manufacturing activities include, in addition to those engaged in processing and assembling, those employed in storing, inspecting, handling, packing, warehousing, etc. They also include employees in related activities such as maintenance, repair, janitorial and watchman services. Working foremen doing similar work to that of employees they supervise are also included. Production workers employed in non-manufacturing activities such as construction undertaken for the use of the establishment, logging

employees or outside piece-workers employed in certain industries are excluded from the number of production and related workers but are part of the total number of employees in those industries.

Production and related workers are reported as those receiving pay during the last pay period of each month, an average for the year being obtained by summing the monthly figures and dividing by twelve. This procedure is followed even though the plant did not operate in all months in order to derive equivalent annual full-time employment. The numbers are somewhat affected by turn over, in that employment is overstated when an employee changes employment within the same industry during a pay period. Other categories of workers are reported in the form of annual averages. Figures on employment and man-hours refer to the calendar year whether or not some establishments report other data on a financial year basis.

Man-hours of production and related workers in manufacturing activities represent total man-hours paid (total hours at work during the calendar year plus hours not worked but nevertheless paid for, such as paid vacations, sick leave, statutory holidays etc.). In reporting overtime hours, respondents are requested to report only hours actually at work. It should be noted that the division of hours paid into production and related workers payrolls results in **average** hourly earnings and does **not** represent hourly wage rates which are collected and published by the Department of Labour and which are based on selected occupations.

Salaries and Wages

Salaries and Wages refer to gross earnings of the employees described above, **before** deductions for income tax and employees' contributions to social services such as sickness, accident and unemployment insurance, pensions etc. They include all salaries, wages, bonuses, profits shared with employees, the value of room and board where provided, commissions (paid to regular employees only), as well as any other allowance forming part of the workers' earnings. Payments for overtime are included.

Wages refer to amounts paid to production and related workers engaged in manufacturing operations as defined above. Salaries refer to amounts paid to all other categories of employees including relatively small numbers of production workers engaged in construction and extractive operations or who are employed as outside piece-workers. Figures on salaries and wages refer to the calendar year whether or not some establishments reported other data on a financial year basis.

Fuel and Electricity

Figures for fuel refer to amounts actually used (including fuel used in cars, trucks, locomotives etc.) not to purchases unless the quantities are

substantially the same. **Any fuel and electricity produced by establishments for internal consumption are not included in the total cost.** Values represent laid-down cost at the establishment including freight, duty etc.

Materials and Supplies

(a) Used in manufacturing activities. Figures represent quantities and laid-down cost values, at the establishment, of materials, supplies and purchased components owned and used during the year in manufacturing activities and related processes. The statistics represent only commodity items or physical goods (costs of services or overhead charges such as advertising, insurance, depreciation etc. are not included) whether purchased from others or received as transfers (in the form of materials, components or semi-processed goods) from other establishments of the reporting company. Respondents are required to report materials and supplies **used not purchased**. Included are maintenance and repair supplies not chargeable to fixed assets accounts and any amounts charged by other establishments for work done on materials owned by the reporting establishment. Cost of repairs or maintenance done by outside contractors and cost of returnable containers are not included.

(b) Purchases for resale as such. Figures represent the cost of materials or products purchased from others by the reporting establishment (or received as transfers from other establishments of the reporting company) for re-sale as such in the same condition as purchased. Included are any finished products received on consignment from other countries.

(c) Other materials and supplies used. Figures represent the cost of materials and supplies, if any, used in new construction and in the production of machinery and equipment (for the use of the reporting establishment) by the establishment's own employees. Included are materials used for any capital repairs and alterations carried out by the establishment's employees. Value of construction and repair work done by outside contractors is not included nor is the cost of purchased machinery and equipment. Also included is the cost of office supplies not chargeable to fixed assets accounts and the cost of such other items of materials and supplies used as food, beverages and supplies for establishment-operated cafeterias and lunch counters, first aid medical supplies, laboratory supplies etc.

Shipments

In general the figures represent revenue from all production, sales, services and related activities of reporting establishments. Non-operating revenues such as rent, interest and dividends and the sale of used fixed assets are excluded.

(a) Shipments of goods of own manufacture

These figures represent shipments of goods made from own materials either in the reporting establishments or by other manufacturers on the basis of a charge to the reporting establishments for work done. Included are revenue from repair and custom work, amounts received in payment for work done on materials owned by other establishments and the cost of any goods shipped on a rental basis.

All products and by-products of own manufacture shipped from the establishment are covered, including transfer shipments to sales outlets, distributing warehouses or to other manufacturing plants of the reporting firm when such units are treated as separate establishments. (See notes on "Establishment").

Such shipments are net of returned goods, and value figures at the establishment exclude discounts, returns, allowances, sales taxes and excise duties, returnable containers, and charges for outward transportation by common or contract carriers. Transportation or delivery expenses incurred by the reporting establishments' own carriers are not deducted.

The unsold portion, at year-end, of consignment shipments in Canada, is treated as inventory and not as shipments, but all shipments to foreign countries, for which form B.13 "Customs Canada, Export Entry" has been completed, are treated as shipments.

In four industries, viz. Fabricated Structural Metal Industry, Aircraft and Parts Manufacturers, Railroad Rolling Stock Industry and Shipbuilding and Repair, where work on principal products extends over a relatively long period, the value of production, rather than the value of shipments, is recorded. For these industries value of production is computed from the value of deliveries of complete units during the year plus the value of work done during the year on unfinished units less the value of work done in previous years on units delivered in the year under review. Adjustments to the value of shipments are also made for firms in these industries and in some other industries which operate on the basis of progress payments. The latter are treated as sales and not as inventory, so that for firms which use a progress payments account, an adjustment to the value of shipments is made for the net change in this account during the year.

(b) Shipments of goods not of own manufacture

These figures represent the net selling value at the establishment (less discounts, returns, allowances, sales taxes and excise duties and transportation charges by common or contract carriers) of all products or materials (including products transferred from other establishments of the reporting firm) sold as such in the same condition as purchased or received as transfers. For those industries which ship goods on a rental basis value of shipments represents the book value of such goods. All sales of consignment goods from other countries are included.

(c) Other revenue

Figures represent the book value of fixed assets, if any, (new construction and machinery and equipment including major repairs and alterations, additions, modifications, installation and assembly work) produced during the year for the use of reporting establishments by the establishments' own employees and for which depreciation accounts are maintained. Included also are any revenues from the sale of electricity and from any operations performed by the establishments' own employees, such as revenue from goods produced for rental (the book value of such goods are included as part of factory shipments), servicing revenues, commissions on sales (when not included in value of sales), revenue from company-operated cafeterias and lunch counters and revenue from outside installation or construction work not related to the establishments' own products, sale of used materials (excluding sale of used fixed assets), research and development work etc. As mentioned previously the figures do not include non-operating revenue such as rent, dividends, interest, etc.

Inventories

(a) Manufacturing inventory

Values represent the book value of manufacturing inventory owned in Canada. The value of inventory held for which progress payments have been received is treated as shipments and is not included in inventory owned. Figures consist of inventory owned at the plant and at warehouses or selling outlets which are treated as extensions of establishments for the purpose of reporting shipments. Inventory owned in transit in Canada or on consignment in Canada is included. Inventory owned abroad has already been reported as shipments and is excluded.

(b) Inventory of goods purchased for re-sale

Figures represent the book value of inventory of goods purchased for re-sale as such without further processing, owned by reporting establishments and held at the plants and at any warehouses or selling outlets which are treated as extensions of establishments. Inventory owned in transit in Canada or on consignment in Canada is included.

Because of changes in classification, the receipt of revised data, the inclusion of new establishments or the removal of old establishments which did not operate during the latest year, the opening inventory for the latest year does not necessarily coincide with the closing inventory of the preceding year.

Value Added

(a) By manufacturing activities

Figures are compiled by deducting the cost of materials and fuel and electricity consumed from the value of production (value of shipments adjusted for changes in the value of inventories of finished goods and goods in process).

(b) By total activities

Figures consist of value added by manufacturing activities plus value added by non-manufacturing activities and is compiled by deducting the cost of goods purchased for re-sale and the cost of other materials and supplies used from the value of shipments of goods not of own manufacture plus other revenue, adjusted for changes in the value of inventories of goods purchased for re-sale.

"Value added" is sometimes referred to as net production. However, to arrive at the National Accounts concept of net production, or "Gross domestic product at factor cost", it would be necessary to subtract also the cost of advertising, insurance and other business expenses which are not collected in the annual Census of Manufactures. "Value added" figures for the primary industries, manufacturing and construction are published in DBS publication Catalogue No. 61-202, Survey of Production.

Short Forms

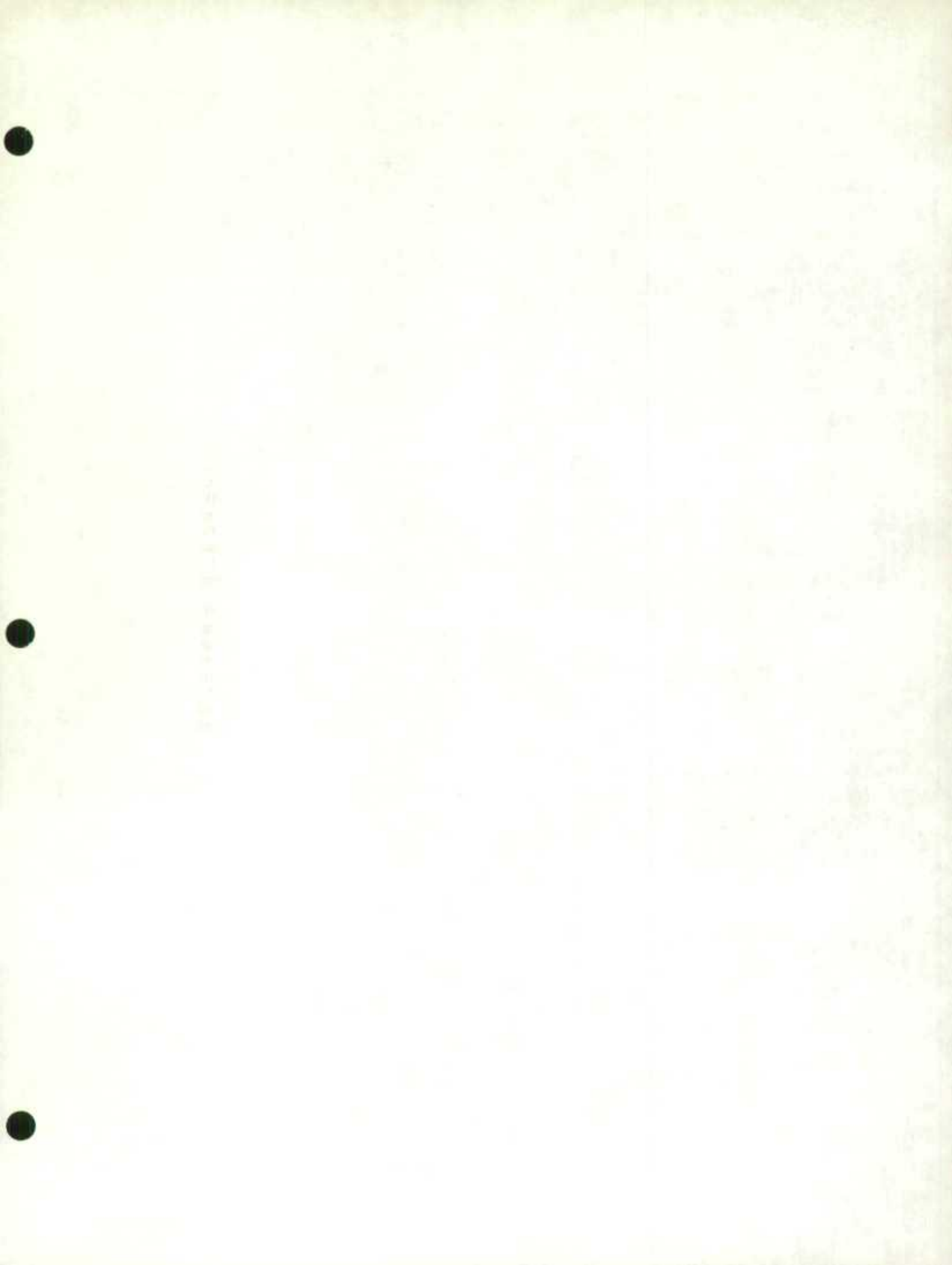
Since 1949, in order to ease the reporting burden for smaller firms, a one-page short form has been used asking for only a limited amount of detail. For purposes of publication, missing data were estimated on the basis of appropriate ratios. Beginning with the 1959 census, the general limit for short forms was raised from \$50,000 (the limit used since 1949) to \$100,000 value of shipments and a new medium form was used. This form is a shortened version of the long form in that some of the general questions were pared down and the detailed lists of materials and products were limited to the more important items. The general limits for firms in this category were set at between \$100,000-\$500,000 value of shipments, but in the case of both the

short and medium forms there are lower cut-offs for a number of industries in which the smaller firms account for a larger share of total shipments.

Prior to 1961, the short form was limited to a question on the principal items of factory shipments. In the 1961 and 1962 censuses, in addition to the question on shipments of goods of own manufacture, general questions on employment and payroll and on total revenue were added on all short forms. The other elements of principal statistics, viz. value of materials, fuel and electricity and inventories, were estimated by using ratios based on the change in the value of shipments reported in 1961 and 1962. This was done to permit the complete compilation of basic industry statistics by industry and by geographic location. The proportions of the estimated data was generally less than 5 per cent of the total in each category of principal statistics.

Beginning with the 1963 census, general questions on total purchases of materials, fuel and electricity and on total inventory were added on the short forms. The two questions, however, were designed so that the data can be easily derived from respondents' regular accounting records. This will permit a complete tabulation of principal statistics without the necessity of estimating missing items and will result in increased accuracy for rural area statistics where small firms account for a relatively important part of industrial output.

The addition of extra questions on the short form in recent years has also permitted an increase in the cut-off limits for short forms in many industries. This has meant that many more firms are now receiving the short form instead of the long or medium form. It has also resulted in the withdrawal of the medium form in a number of industries, thus further simplifying collection and tabulation procedures.



STATISTICS CANADA LIBRARY
BIBLIOTHÈQUE STATISTIQUE CANADA



1010758620