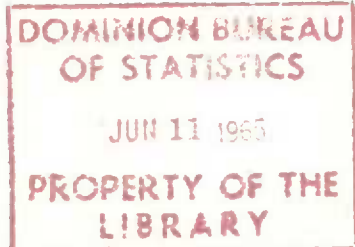


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PEN AND PENCIL AND TYPEWRITER
SUPPLIES MANUFACTURERS
1962

ANNUAL CENSUS
OF MANUFACTURES

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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.
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- * preliminary figures.
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PEN AND PENCIL AND TYPEWRITER SUPPLIES MANUFACTURERS

1962

SECTION 1. PEN AND PENCIL MANUFACTURERS, 1962

Under the New Establishment Concept, this industry is defined as comprising those "Establishments primarily engaged in manufacturing fountain pens and parts; ball-point pens; lead and mechanical pencils; and crayons".

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.

The general level of activity within the industry was higher in 1962 than in the former year. Table 4 presents the details of materials used in manufacturing, whereas Table 6 gives the shipments of goods of own manufacture by the industry.

A list of the establishments classified to the industry in the 1962 survey will be found at the end of this section of the 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 ⁵		Total ⁴					
		Number	Wages	Number	Salaries	Number	Salaries and wages				
	No.		\$'000		\$'000				\$'000		
1957.....	18	842	1,985	321	1,494	1,163	3,479	88	5,891	13,343	..
1958.....	17	827	1,947	331	1,498	1,158	3,444	88	5,545	12,767	6,989
1959.....	15	780	1,954	314	1,644	1,094	3,598	87	5,550	13,249	7,735
1960.....	19	778	1,978	323	1,739	1,101	3,717	85	5,912	13,940	7,656
1961.....	18	765	1,997	317	1,733	1,082	3,730	91	6,445	15,051	8,350

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 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													
Quebec.....	9	379	774	949	35	2,887	6,668	3,585	12	12	501	1,609	3,576
Ontario.....	9	386	787	1,048	56	3,556	8,383	4,766	—	—	687	2,642	4,792
Totals.....	18	765	1,561	1,997	91	6,445	15,051	8,350	12	12	1,188	4,251	8,368
1962													
Quebec.....	9	375	776	998	36	2,903	7,197	4,285	12	12	486	1,727	4,284
Ontario.....	9	398	848	1,139	61	3,970	9,069	5,108	—	—	690	2,815	5,155
Alberta.....	1												
Totals.....	19	773	1,623	2,138	97	6,873	16,266	9,392	12	12	1,176	4,542	9,439

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 ⁶	Value of shipments of goods of own manu- facture ⁴	Value added ⁴	Working owners and partners ⁴		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	—	—	—	—	—	—	—	—	—	—	—	—	—
\$ 10,000 to \$ 24,999	4	32	62	65	5	128	331	221	12	12	41	100	229
25,000 " 49,999													
50,000 " 99,999													
100,000 " 199,999													
200,000 " 499,999	4	87	164	198	12	751	1,572	777	—	—	146	466	794
500,000 " 999,999	5	245	489	568	29	1,609	3,605	1,742	—	—	366	1,165	1,794
1,000,000 " 4,999,999	5	401	847	1,166	45	3,957	9,543	5,610	—	—	596	2,269	5,557
5,000,000 and over	—	—	—	—	—	—	—	—	—	—	—	—	—
Head offices, sales offices and auxiliary units ¹⁰	39	251	(5)
Totals	18	765	1,561	1,997	91	6,445	15,051	8,350	12	12	1,188	4,251	8,368
1962													
Under \$10,000	—	—	—	—	—	—	—	—	—	—	—	—	—
\$ 10,000 to \$ 24,999	4	21	42	46	4	122	279	157	12	12	27	63	157
25,000 " 49,999													
50,000 " 99,999													
100,000 " 199,999													
200,000 " 499,999	5	95	204	261	14	768	1,690	889	—	—	139	539	934
500,000 " 999,999	5	249	507	613	30	1,660	3,896	2,203	—	—	363	1,197	2,271
1,000,000 " 4,999,999	5	408	871	1,218	48	4,322	10,401	6,143	—	—	606	2,460	6,094
5,000,000 and over	—	—	—	—	—	—	—	—	—	—	—	—	—
Head offices, sales offices and auxiliary units ¹⁰	41	282	(17)
Totals	19	773	1,623	2,138	97	6,873	16,266	9,392	12	12	1,176	4,542	9,439

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 ⁶	Value of shipments of goods of own manu- facture ⁴	Value added ⁴	Working owners and partners ⁴		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	—	—	—	—	—	—	—	—	—	—	—	—	—
\$ 10,000 to \$ 24,999	4	32	62	65	5	127	331	221	12	12	41	100	229
25,000 " 49,999													
50,000 " 99,999													
100,000 " 199,999													
200,000 " 499,999	8	292	565	666	38	2,045	4,356	1,980	—	—	448	1,369	1,989
500,000 " 999,999	6	441	935	1,266	48	4,273	10,364	6,149	—	—	660	2,532	6,155
1,000,000 " 4,999,999													
5,000,000 and over	—	—	—	—	—	—	—	—	—	—	—	—	—
Head offices, sales offices and auxiliary units ¹⁰	39	251	(5)
Totals	18	765	1,561	1,997	91	6,445	15,051	8,350	12	12	1,188	4,251	8,368
1962													
Under \$10,000	—	—	—	—	—	—	—	—	—	—	—	—	—
\$ 10,000 to \$ 24,999	4	21	41	46	4	122	279	156	12	12	27	64	157
25,000 " 49,999													
50,000 " 99,999													
100,000 " 199,999													
200,000 " 499,999	4	73	160	204	8	619	1,202	557	—	—	100	384	604
500,000 " 999,999	4	159	319	380	25	1,293	2,700	1,393	—	—	236	757	1,398
1,000,000 " 4,999,999	3	171	356	448	17	1,581	3,631	2,090	—	—	262	942	2,143
5,000,000 and over	4	349	747	1,060	42	3,257	8,455	5,195	—	—	510	2,113	5,154
Head offices, sales offices and auxiliary units ¹⁰	41	282	(17)
Totals	19	773	1,623	2,138	97	6,873	16,266	9,392	12	12	1,176	4,542	9,439

See footnotes following Table 3 A.

TABLE 1D. 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 ⁶	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	—	—	—	—	—	—	—	—	—	—	—	—	—
\$ 10,000 to \$ 24,999	4	32	62	65	5	127	331	221	12	12	41	100	229
25,000 " 49,999													
50,000 " 99,999													
100,000 " 199,999	8	292	565	666	38	2,045	4,356	1,980	—	—	448	1,369	1,989
200,000 " 499,999													
500,000 " 999,999	6	441	935	1,265	48	4,273	10,364	6,149	—	—	660	2,532	6,155
1,000,000 " 4,999,999													
5,000,000 and over	—	—	—	—	—	—	—	—	—	—	—	—	—
Head offices, sales offices and auxiliary units ¹⁰	39	251	(5)
Totals	18	765	1,561	1,997	91	6,445	15,051	8,350	12	12	1,188	4,251	8,366
1962													
Under \$10,000	—	—	—	—	—	—	—	—	—	—	—	—	—
\$ 10,000 to \$ 24,999	4	21	41	46	5	122	279	156	12	12	27	64	157
25,000 " 49,999													
50,000 " 99,999													
100,000 " 199,999	3	46	105	136	6	461	846	358	—	—	64	240	371
200,000 " 499,999	6	247	497	607	34	1,614	3,762	2,101	—	—	362	1,190	2,130
500,000 " 999,999	3	188	402	503	24	1,937	4,442	2,629	—	—	294	1,119	2,637
1,000,000 " 4,999,999	3	271	579	645	28	2,739	6,917	4,147	—	—	388	1,647	4,161
5,000,000 and over	—	—	—	—	—	—	—	—	—	—	—	—	—
Head offices, sales offices and auxiliary units ¹⁰	41	282	(17)
Totals	19	773	1,623	2,138	97	6,873	16,266	9,392	12	12	1,176	4,542	9,439

See footnotes following Table 3 A.

TABLE 1E. Principal Statistics classified by Size Groups based on Total Employed,¹¹ 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 ⁶	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	3	22	42	41	4	93	226	153	12	12	26	52	153
5- 14 employees													
15- 49 "		5	97	184	13	786	1,677	845	—	—	161	513	870
50- 99 "	6	300	635	830	36	3,272	7,021	3,785	—	—	416	1,487	3,837
100-199 "	4	346	700	904	38	2,295	6,127	3,567	—	—	546	1,947	3,514
200-499 "	—	—	—	—	—	—	—	—	—	—	—	—	—
500 employees and over	—	—	—	—	—	—	—	—	—	—	—	—	—
Head offices, sales offices and auxiliary units ¹⁰	39	251	(5)
Totals	18	765	1,561	1,997	91	6,445	15,051	8,350	12	12	1,188	4,251	8,368
1962													
Under 5 employees	4	21	41	46	4	122	279	156	12	12	27	64	157
5- 14 employees													
15- 49 "		5	95	204	14	768	1,690	889	—	—	139	539	934
50- 99 "	7	385	805	1,038	44	3,617	8,303	4,754	—	—	552	1,889	4,813
100-199 "	3	272	572	793	35	2,366	5,994	3,592	—	—	417	1,769	3,552
200-499 "	—	—	—	—	—	—	—	—	—	—	—	—	—
500 employees and over	—	—	—	—	—	—	—	—	—	—	—	—	—
Head offices, sales offices and auxiliary units ¹⁰	41	282	(17)
Totals	19	773	1,623	2,138	97	6,873	16,266	9,392	12	12	1,176	4,542	9,439

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	Establishments	Manufacturing activity							Total activity				
		Production and related workers ⁴			Cost of fuel and electricity ⁵	Cost of materials and supplies used ⁴	Value of shipments of goods of own manufacture ⁴	Value added ⁴	Working owners and partners ⁶		Total employees ⁷		Total value added ⁸
		Number	Man-hours paid	Wages					Number	Withdrawals	Number	Salaries and wages	
	No.		'000			\$'000				\$'000		\$'000	
1961													
Individual ownerships	18	765	1,561	1,997	91	6,445	15,051	8,350	12	12	1,149	4,000	8,373
Partnerships													
Incorporated companies													
Cooperatives	-	-	-	-	-	-	-	-	-	-	-	-	-
Head offices, sales offices and auxiliary units ¹⁰	39	251	(5)
Totals	18	765	1,561	1,997	91	6,445	15,051	8,350	12	12	1,188	4,251	8,368
1962													
Individual ownerships	19	773	1,623	2,138	97	6,873	16,266	9,392	12	12	1,135	4,260	9,456
Partnerships													
Incorporated companies													
Cooperatives	-	-	-	-	-	-	-	-	-	-	-	-	-
Head offices, sales offices and auxiliary units ¹⁰	41	282	(17)
Totals	19	773	1,623	2,138	97	6,873	16,266	9,392	12	12	1,176	4,542	9,439

See 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		15,051		16,266
Add: Closing inventory—Goods in process	936		971	
Finished goods	1,315	2,251	1,387	2,358
Deduct: Opening inventory—Goods in process	1,116		925	
Finished goods	1,301	(2,417)	1,337	(2,262)
Gross output—Manufacturing activity		14,885		16,362
Deduct: Cost of materials and supplies used in manufacturing activity	6,445		6,873	
Cost of fuel and electricity used	91	(6,536)	97	(6,970)
Value added—Manufacturing activity		8,350		9,392
Non-manufacturing activities:				
Value of shipments—Goods not of own manufacture		815
Add: All other revenue		47	
Closing inventory—Goods purchased for resale	90	..	68	115
Deduct: Purchases of goods for resale as such		668	
Opening inventory—Goods not of own manufacture	72		90	
Cost of all other materials and supplies used	(..)	126	(884)
Value added—Non-manufacturing activities		18		48
Total value added		8,368		9,439

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 ^{6,8}		Sales, and distribution ⁹		Total employees ^{7,9}		Production and related workers		Admin- istrative and office	Sales, and distri- bution	Total salaries and wages
	Manufacturing ⁴		Other ⁸												
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Manufac- turing	Other			
	number										\$'000				
1961															
Quebec	134	245	212	289	949	1,609
Ontario	94	292	289	398	1,048	2,642
Totals	228	537	501	687	1,997	4,251
1962															
Quebec	133	242	7	8	29	33	32	4	201	285	998	17	479	233	1,727
Ontario	121	277	4	3	104	97	77	7	306	384	1,139	4	1,117	555	2,815
Alberta															
Totals	254	519	11	9	133	130	109	11	507	669	2,138	20	1,596	788	4,542

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 Concept²

Month	Establishments reporting monthly detail ¹¹	
	Male	Female
	number	
January	271	505
February	268	482
March	268	486
April	266	500
May	269	512
June	259	508
July	241	513
August	243	574
September	246	569
October	238	566
November	233	555
December	229	456
Average for all establishments	254	519

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 re-sale 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 These data cover the activities reported by separately located units such as head offices, sales offices, administrative offices, laboratories, warehouses, etc. Such units do not usually constitute separate "establishments" as they do not normally generate all the necessary elements of input and output statistics. However, they are treated as extensions of manufacturing establishments and, in the case of individual industries, may be located in provinces where no processing plants are situated. For the most part, these units contribute only to costs of operations (mainly salaries and wages) and they are included here to provide completeness and consistency of the statistics. See Explanatory Notes which deal with Single and Multi establishments for a complete explanation of procedures.

¹¹ The monthly detail of production workers was not collected from small establishments. Annual averages reported by these establishments were included in each month's total.

¹² Confidential data.

¹³ 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	Quantity	Cost
		\$'000
1. Materials used:		
Rubber	lb. 99,668	63
Plastics	" 1,182,253	408
Crayon materials	177
Gold	31
Gold leaf	6
Silver	oz. 11,211	13
Iridium	" 32	3
Leads	570
Ink and ink ingredients	127
Pen and pencil parts	3,373
Glue	lb. 37,115	13
Lacquer	gal. 11,637	89
Wood	458
All other materials and components used ²	331
2. Containers and other packaging materials and supplies used		953
3. Operating, maintenance and repair supplies used (excluding fuel)		213
4. Amount paid out to others for work done on materials owned by establishments		45
Total		6,873

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 \$47,178.

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	—	—
(b) Imported	ton 479	8
Sub-bituminous coal (from Alberta mines only)	—	—
Anthracite coal	—	—
Lignite coal	—	—
Coke	—	—
Gasoline (including gasoline used in cars and trucks)	Imp. gal. 16,364	7
Fuel oil including kerosene or coal oil	" 270,905	31
Wood	—	—
Gas:		
(a) Liquefied petroleum gases	Imp. gal. 2,264	--
(b) Other manufactured gas	—	—
(c) Natural gas	M cu. ft. 195	--
Other fuel	—	—
Electricity purchased	kwh. 3,363,887	50
Steam purchased	—
2. Estimate for small establishments for which no data were collected:		
Fuel and electricity	1
3. All establishments:		
Total fuel and electricity used	97

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
			\$'000
1. Products:			
Fountain pens	doz.	153,266	2,309
Fountain pen nibs, holders and other parts	294
Ball point pens	doz.	4,089,047	5,763
Refills for ball point pens and liquid lead pencils	"	2,422,035	1,124
Non-mechanical pencils, black lead	gross	510,611	2,357
Non-mechanical pencils, other		2	2
Pencils, mechanical	doz.	79,352	484
Leads for pencils	156
Desk sets	doz.	12,396	269
Other stationery supplies	3,243
All other products	250
2. Amount received in payment for work done on materials and products owned by others			55
Less adjustment for value of sales taxes, excise duties and outward transportation charges which could not be deducted from individual commodity items described above			(39)
Total adjusted value of shipments and work done			16,266

¹ See Explanatory Notes.

² Included in "Other stationery supplies".

TABLE 7. Industry Inventories, 1962¹
Basis: 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						
Quebec	576	252	491	1,319	8	1,327
Ontario	1,121	672	847	2,640	82	2,722
Alberta						
Totals ⁴	1,698	925	1,337	3,960	90	4,050
Closing:						
Quebec	817	284	487	1,588	5	1,593
Ontario	1,280	686	901	2,867	63	2,930
Alberta						
Totals ⁴	2,097	971	1,387	4,454	68	4,522

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	Address
Quebec:	
Eagle Pencil Co. of Canada Ltd.	201 St. Jean St., Drummondville
Eberhard Faber (Canada) Ltd.	1100 Bernard St., Acton Vale
The Jacomar Pen	2555 Ave De Vitre, Quebec 3
La Manufacture Canadienne de Crayons Inc.	101 St. Charles, Marieville
Lion Pen Co.	636 St. Paul St. W., Montreal 3
National Merchandise Mfg. Co., Inc.	180 Bates Rd., Town of Mount Royal
North-Rite Ltd.	105 Rene-Philippe, Ville Lemoyne
Pronto Precision Products Ltd.	180 Bates Rd., Town of Mount Royal
L.E. Waterman Pen Co. Ltd.	2 Waterman St., St. Lambert
Ontario:	
Canada Crayon Company Ltd.	95 Lindsay St. N., Lindsay
Dixon Pencil Company Limited	531 Davis Drive, Newmarket
The Esterbrook Pen Co. of Canada Ltd.	110 Jutland Rd., Toronto 18
Parker Pen Co. Ltd.	45 Green Belt Drive, Don Mills
Frank Rice Sales Limited	60 Front St. W., Toronto
Scripto of Canada Ltd.	161 Barkley Drive, Toronto 16
W.A. Sheaffer Pen Co. of Canada Ltd.	Huron Rd. Goderich
Truform Industries Limited	1822 Weston Rd., Weston
Venus Pencil Co. Limited	1325 The Queensway, Toronto 18
Alberta:	
Truline Pen Co. Ltd.	222-9 Ave. S.W., Calgary

SECTION 2. TYPEWRITER SUPPLIES MANUFACTURERS, 1962

Under the New Establishment Concept, this industry is defined as comprising those "Establishments primarily engaged in manufacturing carbon paper, stencil paper, inked ribbons and other typewriter supplies".

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.

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. The differences between the 1961 figures in the two tables result from the receipt of

amending information during the carrying out of the 1962 survey and the subsequent re-working of the 1961 data.

The 1962 level of activity in this industry was somewhat higher than in 1961. Table 4 presents the detail of materials used in manufacturing and Table 6, covering shipments of goods of own manufacture, has been somewhat abridged in presentation. The two main products of the industry, namely, carbon paper and machine equipment ribbons, are also made by firms not classified to this industry, and this abridgement of Table 6 was necessary in order to present the shipments of these two commodities by all industries in Table 8.

A list of the establishments classified to the industry in the 1962 survey will be found at the end of this section of the 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.....	9	301	776	134	638	435	1,414	48	3,151	6,135	..
1958.....	9	293	775	125	630	418	1,405	52	2,979	6,043	2,987
1959.....	9	297	817	121	637	418	1,454	56	3,290	6,563	3,264
1960.....	10	313	935	121	656	434	1,591	56	3,647	6,626	3,000
1961.....	10	325	958	113	682	438	1,640	58	3,871	6,953	3,035

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	Establishments	Manufacturing activity							Total activity				
		Production and related workers ⁴			Cost of fuel and electricity ⁵	Cost of materials and supplies used ⁴	Value of shipments of goods of own manufacture ⁴	Value added ⁴	Working owners and partners ⁶		Total employees ⁷		Total value added ⁸
		Number	Man-hours paid	Wages					Number	Withdrawals	Number	Salaries and wages	
	No.		'000			\$'000				\$'000		\$'000	
1961													
Quebec.....	3	54	118	140	14	601	1,212	598	-	-	101	340	599
British Columbia.....	1												
Ontario.....	6		271	626	819	44	3,269	6,488	3,184	-	442	1,806	3,193
Totals.....	10		325	745	958	58	3,871	7,700	3,782	-	543	2,146	3,792
1962													
Quebec.....	3	63	135	175	13	806	1,348	565	-	-	114	413	647
British Columbia.....	1												
Ontario.....	6		291	626	889	51	3,847	7,042	3,116	-	469	1,830	3,152
Totals.....	10		354	761	1,064	64	4,653	8,390	3,681	-	583	2,243	3,790

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 Concept¹

Size group	Estab- lish- ments	Manufacturing activity							Total activity				
		Production and related workers ⁶			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	—	—	—	—	—	—	—	—	—	—	—	—	—
\$ 10,000 to \$ 24,999	—	—	—	—	—	—	—	—	—	—	—	—	—
25,000 " 49,999	—	—	—	—	—	—	—	—	—	—	—	—	—
50,000 " 99,999	5	50	115	140	9	504	970	457	—	—	81	281	476
100,000 " 199,999													
200,000 " 499,999													
500,000 " 999,999	5	275	631	818	49	3,366	6,730	3,325	—	—	462	1,865	3,316
1,000,000 " 4,999,999													
5,000,000 and over	—	—	—	—	—	—	—	—	—	—	—	—	—
Head offices, sales offices and auxiliary units
Totals	10	325	745	958	58	3,871	7,700	3,782	—	—	543	2,146	3,792
1962													
Under \$10,000	—	—	—	—	—	—	—	—	—	—	—	—	—
\$ 10,000 to \$ 24,999	—	—	—	—	—	—	—	—	—	—	—	—	—
25,000 " 49,999	—	—	—	—	—	—	—	—	—	—	—	—	—
50,000 " 99,999	5	65	150	188	15	622	1,203	585	—	—	112	444	717
100,000 " 199,999													
200,000 " 499,999													
500,000 " 999,999	5	289	610	876	49	4,031	7,187	3,096	—	—	471	1,799	3,081
1,000,000 " 4,999,999													
5,000,000 and over	—	—	—	—	—	—	—	—	—	—	—	—	—
Head offices, sales offices and auxiliary units
Totals	10	354	761	1,064	64	4,653	8,390	3,681	—	—	583	2,243	3,799

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 Concept¹

Size group	Estab- lish- ments	Manufacturing activity							Total activity					
		Production and related workers ⁶			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	—	—	—	—	—	—	—	—	—	—	—	—	—	
\$ 10,000 to \$ 24,999	5	50	115	140	9	504	970	457	—	—	81	281	476	
25,000 "														49,999
50,000 "														
100,000 "	5	275	631	818	49	3,366	6,730	3,325	—	—	462	1,865	3,316	
200,000 "														499,999
500,000 "														
1,000,000 "	4,999,999	—	—	—	—	—	—	—	—	—	—	—	—	
5,000,000 and over	—	—	—	—	—	—	—	—	—	—	—	—	—	
Head offices, sales offices and auxiliary units	
Totals	10	325	745	958	58	3,871	7,700	3,782	—	—	543	2,146	3,792	
1962														
Under \$10,000	—	—	—	—	—	—	—	—	—	—	—	—	—	
\$ 10,000 to \$ 24,999	5	66	151	188	11	749	1,265	523	—	—	102	358	570	
25,000 "														49,999
50,000 "														
100,000 "	5	288	610	875	52	3,904	7,125	3,157	—	—	481	1,885	3,229	
200,000 "														499,999
500,000 "														
1,000,000 "	4,999,999	—	—	—	—	—	—	—	—	—	—	—	—	
5,000,000 and over	—	—	—	—	—	—	—	—	—	—	—	—	—	
Head offices, sales offices and auxiliary units	
Totals	10	354	761	1,064	64	4,653	8,390	3,681	—	—	583	2,243	3,799	

See footnotes following Table 3 A.

TABLE 1D. Principal Statistics classified by Size Groups based on Total Value Added, 1961 and 1962

Basis: Revised Standard Industrial Classification and New Establishment Concept¹

Size group	Estab- lish- ments	Manufacturing activity							Total activity				
		Production and related workers ²			Cost of fuel and elec- tricity ³	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	-	-	-	-	-	-	-	-	-	-	-	-	-
\$ 10,000 to \$ 24,999	-	-	-	-	-	-	-	-	-	-	-	-	-
25,000 " 49,999	5	50	115	140	9	504	970	457	-	-	81	281	476
50,000 " 99,999													
100,000 " 199,999													
200,000 " 499,999													
500,000 " 999,999	5	275	631	818	49	3,366	6,730	3,325	-	-	462	1,865	3,316
1,000,000 " 4,999,999													
5,000,000 and over	-	-	-	-	-	-	-	-	-	-	-	-	-
Head offices, sales offices and auxiliary units
Totals	10	325	745	958	58	3,871	7,700	3,782	-	-	543	2,146	3,792
1962													
Under \$10,000	-	-	-	-	-	-	-	-	-	-	-	-	-
\$ 10,000 to \$ 24,999	-	-	-	-	-	-	-	-	-	-	-	-	-
25,000 " 49,999	5	66	151	188	11	749	1,265	523	-	-	102	358	570
50,000 " 99,999													
100,000 " 199,999													
200,000 " 499,999													
500,000 " 999,999	5	288	610	875	52	3,904	7,125	3,157	-	-	481	1,885	3,229
1,000,000 " 4,999,999													
5,000,000 and over	-	-	-	-	-	-	-	-	-	-	-	-	-
Head offices, sales offices and auxiliary units
Totals	10	354	761	1,064	64	4,653	8,390	3,681	-	-	583	2,243	3,799

See footnotes following Table 3 A.

TABLE 1E. Principal Statistics classified by Size Groups based on Total Employed,¹⁰ Employees, 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 ²			Cost of fuel and elec- tricity ³	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	-	-	-	-	-	-	-	-	-	-	-	-	-
5- 14 employees	3	16	40	58	3	177	353	172	-	-	23	113	193
15- 49 "	3	51	118	145	16	687	1,214	526	-	-	85	336	523
50- 99 "	4	258	588	755	39	3,007	6,133	3,084	-	-	435	1,697	3,076
100- 199 "													
200- 499 "													
500 employees and over	-	-	-	-	-	-	-	-	-	-	-	-	-
Head offices, sales offices and auxiliary units
Totals	10	325	745	958	58	3,871	7,700	3,782	-	-	543	2,146	3,792
1962													
Under 5 employees	-	-	-	-	-	-	-	-	-	-	-	-	-
5- 14 employees	6	89	192	250	22	1,073	1,813	737	-	-	135	497	763
15- 49 "													
50- 99 "	4	265	569	813	41	3,580	6,576	2,943	-	-	448	1,746	3,015
100- 199 "													
200- 499 "													
500 employees and over	-	-	-	-	-	-	-	-	-	-	-	-	-
Head offices, sales offices and auxiliary units
Totals	10	354	761	1,064	64	4,653	8,390	3,681	-	-	583	2,243	3,799

See footnotes following Table 3 A.

TABLE 1F. Principal Statistics classified by Type of Organization, 1961 and 1962

Basis: Revised Standard Industrial Classification and New Establishment Concept¹

Type of organization	Establishments	Manufacturing activity							Total activity				
		Production and related workers ⁴			Cost of fuel and electricity ⁵	Cost of materials and supplies used ⁴	Value of shipments of goods of own manufacture ⁴	Value added ⁴	Working owners and partners ⁶		Total employees ⁷		Total value added ⁸
		Number	Man-hours paid	Wages					Number	Withdrawals	Number	Salaries and wages	
	No.		'000			\$'000				\$'000		\$'000	
1961													
Individual ownerships	—	—	—	—	—	—	—	—	—	—	—	—	—
Partnerships	—	—	—	—	—	—	—	—	—	—	—	—	—
Incorporated companies	10	325	745	958	58	3,871	7,700	3,782	543	2,146	3,792
Cooperatives	—	—	—	—	—	—	—	—	—	—	—
Head offices, sales offices and auxiliary units
Totals	10	325	745	958	58	3,871	7,700	3,782	—	—	543	2,146	3,792
1962													
Individual ownerships	—	—	—	—	—	—	—	—	—	—	—	—	—
Partnerships	—	—	—	—	—	—	—	—	—	—	—	—	—
Incorporated companies	10	354	761	1,064	64	4,653	8,390	3,681	583	2,243	3,799
Cooperatives	—	—	—	—	—	—	—	—	—	—	—
Head offices, sales offices and auxiliary units	—	—	—	—	—	—	—	—	—	—	—	—	—
Totals	10	354	761	1,064	64	4,653	8,390	3,681	—	—	583	2,243	3,799

See footnotes following Table 3 A.

TABLE 2. Industry Outputs, Inputs and Value Added, 1961 and 1962

Basis: Revised Standard Industrial Classification and New Establishment Concept¹

Item	1961	1962
	\$'000	
Manufacturing activity:		
Value of shipments—Goods of own manufacture	7,700	8,390
Add: Closing inventory—Goods in process	320	250
Finished goods	251	359
Deduct: Opening inventory—Goods in process	312	320
Finished goods	248	281
Gross output—Manufacturing activity	7,711	8,398
Deduct: Cost of materials and supplies used in manufacturing activity	3,871	4,653
Cost of fuel and electricity used	58	64
Value added—Manufacturing activity	3,782	3,681
Non-manufacturing activities:		
Value of shipments—Goods not of own manufacture	307
Add: All other revenue	—	—
Closing inventory—Goods purchased for resale	10	13
Deduct: Purchases of goods for resale as such	170
Opening inventory—Goods not of own manufacture	16	10
Cost of all other materials and supplies used	22
Value added—Non-manufacturing activities	10	118
Total value added	3,792	3,799

See footnote following Table 3 A.

TABLE 3. Employment and Payroll, 1961 and 1962
Basis: Revised Standard Industrial Classification and New Establishment Concept¹

Year and province	Employees										Salaries and wages					
	Production and related workers				Adminis- trative and office ^{4,5}		Sales, and distribution ⁶		Total employees ^{7,8}		Production and related workers		Admin- istra- tive and office	Sales, and distri- bution	Total salaries and wages	
	Manufacturing ⁴		Other ⁵													
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Manufac- turing	Other				
	number										\$'000					
1961																
Quebec	}	32	22	66	35	140	340
British Columbia																
Ontario		173	98	297	145	819	1,806
Totals		205	120	363	180	959	2,146
1962																
Quebec	}	38	25	—	—	19	15	17	—	74	40	175	—	149	89	238
British Columbia																
Ontario		187	104	3	1	61	29	71	13	322	147	889	22	520	399	1,830
Totals		225	129	3	1	80	44	88	13	396	187	1,064	22	669	487	2,243

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 ¹¹	
	Male	Female
	number	
January	216	124
February	216	124
March	222	126
April	221	129
May	223	129
June	235	137
July	231	132
August	222	136
September	222	122
October	224	127
November	230	125
December	230	126
Average for all establishments	225	129

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 re-sale 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 Includes paid employees and working owners but excludes unpaid family workers.

¹¹ The monthly detail of production workers was not collected from small establishments. Annual averages reported by these establishments were included in each month's total.

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	Quantity	Cost
		\$'000
1. Materials used:		
Ribbon cloth, imported: (a) Cotton	491
(b) Other fibres.....	...	181
Paper, carbonizing: (a) Domestic	ton 1,782	836
(b) Imported	" 693	769
Paper, other	" 674	294
Wax, carbauba.....	lb. 258,480	160
Wax, other	" 587,573	102
Carbon black.....	" 211,344	44
Colours and dyes	" 330,196	381
Ribbon spools	120
Mylar and polyethylene film	176
Carbon and ribbon inks	lb. 54,050	73
Oils	gal. 59,846	24
All other materials and components used ²	956
2. Containers and other packaging materials and supplies used		219
3. Operating, maintenance and repair supplies used (excluding fuel)		76
4. Amount paid out to others for work done on materials owned by establishments		-
Total		4,633

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 \$253,263.

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.....	-	-
(b) Imported	-	-
Sub-bituminous coal (from Alberta mines only)	-	-
Anthracite coal	ton 357	8
Lignite coal.....	-	-
Coke	-	-
Gasoline (including gasoline used in cars and trucks).....	Imp. gal. 4,892	2
Fuel oil including kerosene or coal oil.....	" 215,131	24
Wood	-	-
Gas:		
(a) Liquefied petroleum gases	-	-
(b) Other manufactured gas	-	-
(c) Natural gas	M cu. ft. 1,629	1
Other fuel.....	-	-
Electricity purchased.....	kwh. 1,607,499	25
2. Estimate for small establishments for which no data were collected:		
Fuel and electricity	4
3. All establishments:		
Total fuel and electricity used.....	...	64

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	Value
	\$'000
1. Products:	
Carbon paper, all types ²	8,400
Ribbons, office equipment (typewriter, etc.) ³	
All other products	
2. Amount received in payment for work done on materials and products owned by others	3
Less adjustment for value of sales taxes, excise duties and outward transportation charges which could not be deducted from individual commodity items described above	(10)
Net adjustment for establishments receiving progress payments ³	
Total adjusted value of shipments and work done	8,390

¹ See Explanatory Notes.

² See Table 8.

³ Included in "All other products".

TABLE 7. Industry Inventories, 1962¹
Basis: 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						
Quebec	222	30	38	290	8	298
British Columbia						
Ontario		291	243	1,189	2	1,191
Totals⁴	877	320	281	1,479	10	1,489
Closing:						
Quebec	267	38	66	371	11	382
British Columbia						
Ontario		212	293	1,348	2	1,350
Totals⁴	1,110	250	359	1,719	13	1,732

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.

TABLE 8. Shipments of Goods of Own Manufacture - All Industries, 1961 and 1962¹

Description	Value	
	1961	1962
	\$'000	
Carbon paper, regular	4,233	2,586
Carbon paper, one-time		2,136
Ribbons, office equipment (typewriter, etc.)	2,042	2,495

¹ Includes shipments from other industries which manufacture, as a secondary activity, the commodities listed above.

List of Establishments, 1962

Name	Address
Québec:	
Budge Carbon and Ribbons Ltd.	529, Cathedral St., Montreal 3
Kores Manufacturing Corporation	3465 Côte-De-Liesse Rd., St. Laurent, Montreal 9
Mid-city Ribbon and Carbon Mfg. Ltd.	400 Dowd St., Montréal 1
Ontario:	
Atlas Carbon and Ribbon Co. Ltd.	431 Dundas St. E, Toronto, 2B
Burroughs Business Machines Ltd.	35 Bertrand Ave. Scarborough
Canada Carbon and Ribbon Co. Ltd.	55 Bridgeland Ave., Toronto 19
Capital Carbon and Ribbon Co. Ltd.	120 John St., Eastview
John Underwood (Canada) Ltd.	90 Richmond St. E, Toronto 1
Peerless Carbon and Ribbon Co. Ltd.	100 Industry St., Toronto 15
British Columbia:	
Kolok Pacific Carbon & Ribbon Ltd.	Granville Island, Vancouver 9

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

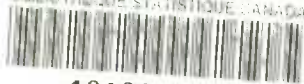
short and medium forms there are lower cut-offs for a number of industries in which the smaller firms account for a larger share of total shipments.

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.

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