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DOMINION BUREAU OF STATISTICS

SIXTH CENSUS OF CANADA

1921

INSTRUCTIONS TO  
COMMISSIONERS AND  
ENUMERATORS

*Approved by Order in Council, February 23, 1921*

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## INSTRUCTIONS TO COMMISSIONERS AND ENUMERATORS

### GENERAL PROVISIONS

**1. Sixth General Census.** The Sixth General Census of the Dominion is required to be taken in the year 1921 under the provisions of the Statistics Act, so as to ascertain with the utmost possible accuracy for the various territorial divisions of the country their population and the classing or grouping of it as regards age, sex, social condition, religion, education, race, occupation and otherwise, and whatever other matters are specified in the forms and instructions to be issued and used as the Act provides.

**2. Provisions by Order in Council.** The Act does not specify the plan of the Census concerning details of information, forms to be used, procedure to be followed, or the dates with reference to which the Census is to be taken; but it provides that they are to be such as the Governor in Council shall by Proclamation direct.

**3. Date for recording population.** The date selected for recording the population in the present Census is Wednesday, the first day of June, 1921. The decisive hour of reckoning is 12 o'clock or midnight on the night of 31st May to 1st June, so that every one born before that hour and every one dying after it are to be counted in the population. Unless otherwise instructed for particular localities, enumerators must begin the canvass of their respective districts on Wednesday, the first day of June, and to prosecute it continuously from day to day, except Sundays, until the work is completed.

**4. The de jure system.** In providing that the Census of the people is to be taken by the *de jure system*, the proclamation does not define that term. Neither does the Statistics Act, nor any other statute. Its meaning must be determined largely by usage, and therefore the practice of former censuses in Canada should be followed with reasonable closeness. Briefly, it means that the home or

usual place of abode is the place where the majority of persons should be counted. Definite instructions are given on this point further on. See Instruction No. 48.

**5. Districts and subdistricts.** Census districts are required to conform as nearly as may be with the districts for the representation of the people in the House of Commons at Ottawa, and Census subdistricts to the cities, towns, incorporated villages, townships and parishes which constitute an electoral district. Where towns, villages, townships, etc., are of small extent, or their population few, two or more may be assigned to one enumerator. Indian Reserves shall not form part of any enumeration area; their enumeration will be made by officials of the Indian Department.

**6. Officers for the outside service.** Two classes of officers will be provided for the outside service. The first class are The Commissioners. They will receive instructions from an officer of the Bureau of Statistics at suitable and convenient places to be selected for that purpose in each province, and will have direction of the work in the several Census districts for which they have been appointed. They are required to instruct enumerators in the details of recording the Census as required in the schedules, to examine the enumerators as to their qualifications and fitness, to revise the work when it is done (on which a Special Letter of Instructions will be forwarded), and to transmit all papers to the Bureau of Statistics, with which they will conduct all necessary correspondence. The second class are The Enumerators, to whom will be entrusted the actual work of the Census, and upon whose judgment, discretion and intelligence the completeness and accuracy of it will to a very large degree depend. The Census must be taken and all the returns be made to the office in Ottawa before the end of the month of June, or within a time to be fixed in Special Instructions to each commissioner; and unless otherwise provided in the instructions, every enumerator shall begin his work on Wednesday, the 1st day of June, and he shall continue it day by day (except Sundays) until the canvass of his area is completed.

**7.** Each commissioner is empowered to appoint an enumerator or enumerators in the field in the event of a

vacancy occurring for any cause during the time of instruction or thereafter; he shall also, in case of a sub-district being ascertained to be too large to permit of the completion of the work within the time specified in the special instructions, be empowered to make a division of the subdistrict and appoint with the consent of the Minister one or more enumerators thereto.

**8. Public Institutions.** In the enumeration of inmates of asylums, hospitals, penitentiaries, prisons and educational or other institutions, each enumerator, unless otherwise instructed, will take the Census for his own enumeration area. See Instructions No. 46, 47, 48.

**9. Supplies for enumerators.** The Commissioners of Census districts will be supplied from the Bureau of Statistics at Ottawa with schedules, instructions, and all other printed matter necessary for the taking of the Census, to be distributed to enumerators when these are called together to receive directions for their work.

**10. Portfolios for supplies.** A set of papers sufficient for the requirements of each enumerator, according to the extent and population of the territory assigned to him, will be put in a portfolio furnished for the purpose of keeping them in a safe and cleanly state throughout the progress of his work. It may frequently happen in localities that some of the schedules are not required at all, or only in a very limited quantity, and it will be the duty of the commissioner in consultation with each enumerator to ascertain the kinds of schedules and the number of sheets of each that may be wanted.

**11. Directions for enumerators.** Care will be exercised by commissioners to so direct the enumerators that they will fully and clearly understand every detail of their duties,—(1) As regards the portion of country or unit of enumeration each one is to canvass; (2) as to the entries to be made in the several schedules, and (3) as to making returns to the commissioners of all schedules and papers when the canvass of the portion of country assigned to each enumerator is finished.

**12. Duties of commissioners.** One of the special duties of Commissioners is to ascertain and define by written

description, for the guidance of each enumerator, the boundaries of the territory allotted to him, so that no part of the Census district may be missed, or be taken by more than one enumerator.

**13. Starting point for enumeration.** The work of taking the Census should begin at some well established starting point, whether it is in a township or parish, or in a city, town or village, and should be carried on continuously and regularly, whether it be one or more polling subdivisions or a tract of larger extent; and the Census of every township, parish, city, town or village must be finished before passing to the next one. See Instructions No. 15 and 55. In compiling the records into tables every township, parish, city, town and village will be kept apart.

**14. Records to be kept separate for township, parish, etc.** In a township, parish or other country district, where the houses are scattered, it is advisable to start on a road or highway at the border line of the subdivision and visit in succession every house or place until the other side of the area is reached, when the next road may be taken in the same way, and so on until the whole area assigned to the enumerator is covered, taking care to finish the Census of one farm or lot before proceeding to the next.

**15. Rural and village enumeration to be kept separate.** If an unincorporated village is included in the enumerator's district he should take the Census of it separately from the rural portion proper, but on the same schedule. A short line drawn across the left hand margin above the number of the first family and another below the number of the last family of the village as entered on the schedule, will be a sufficient mark of separation. But if the village have a distinct name it should be written along the left hand margin of the schedule, between the upper and lower lines, on each page until the enumeration of such village is completed. This separation will facilitate the tabulation of the statistics, and it will have value as a record for historical use in tracing the origin and rise of future towns in the country. (See *Specimen Schedule*.)

**16. Enumeration of cities, towns and villages.** In cities, towns and incorporated villages, where the land is usually laid out in blocks or squares bounded on four sides

by streets, the enumerator should start at one corner of the block and proceed around and through it, entering every house or building in regular order, and collecting all the information called for in the schedules before proceeding to the next block or square, and should so continue until the whole of his subdistrict is finished.

**17. Separation of town and country.** If the enumerator's subdistrict is partly in an incorporated town or village and partly in the country, he should take the two portions separately as described in No. 15, and distinguish the portions so carefully that no mistake of mixing rural and urban statistics can be made in the tabulation work of the Bureau of Statistics, Ottawa. See Instructions No. 15 and 55.

**18. Census of crops and live stock in cities, towns and villages.** Where grain, fruit and root crops are grown, and domestic animals are kept, and fruit trees, small fruits, etc., are planted, in cities, towns and villages, the statistics of them (including values) should be taken as carefully as the statistics of crops and animals on farms; as also the area of land occupied and the number of barns and other buildings in use by the head of each family or household, or by any member of it.

**19. Complete particulars of information to be taken.** The head of every family or household (or whoever gives the information for it) should be asked particulars concerning all the schedules, in order that full and complete particulars may be gathered covering the whole scope of the Census for every part of the country.

**20. Census of produce and live stock to be taken separately for any member of a family besides the Head who is on his own account an owner or producer.** If any member of a family or household besides the head thereof is on his own behalf an owner, occupier or tenant of lands or buildings, or an owner of live stock, or a producer of crops or fruits separate from the head of the family or household, a Census of such articles shall be enumerated under his own name on schedules No. 2 or 3.

**21. Oath of office.** Every commissioner, enumerator or other person employed in the execution of the Statistics Act must take and subscribe an oath binding him to the

faithful and exact discharge of his duties under the provisions of the Act, and in all respects as required by the forms and instructions issued by the Minister of Trade and Commerce; and every such person who, after having taken the prescribed oath shall desert from his duty or who makes wilful default in any matter required of him by the Act or the Instructions, or who wilfully makes a false declaration touching any such matter, is guilty of a misdemeanour and is liable to a fine of \$300 or six months imprisonment or both. (See Sec. 38, Statistics Act.)

**22. Secrecy of Census information provided for.** Every officer or other person employed in any capacity on Census work is required to keep inviolate the secrecy of the information gathered by the enumerators and entered on the schedules or forms. An enumerator is not permitted to show his schedules to any other person, nor to make or keep a copy of them, nor to answer any questions respecting their contents, directly or indirectly; and the same obligation of secrecy is imposed upon commissioners and other officers or employees of the outside service, as well as upon every officer, clerk or other employee of the Bureau of Statistics at Ottawa. No officer or employee of the Census is permitted to make a search among the records for information relating to an individual return. The facts and statistics of the Census may not be used except for statistical compilations, and positive assurance should be given on this point if a fear is entertained by any person that they may be used for taxation or any other object.

The enumerator must not combine with his work as Census enumerator any other occupation, but must devote his whole time to the work of enumeration, in order that the Census of the area assigned to him may be expeditiously and thoroughly covered. **HE MUST NOT COLLECT, OBTAIN, NOR SEEK TO OBTAIN ANY INFORMATION NOT REQUIRED TO ANSWER QUESTIONS CONTAINED ON THE CENSUS SCHEDULES.**

**23. Who may give information of the Census.** No result of the enumeration may be given to the public in advance of the printed bulletins or reports except by the Dominion Statistician acting under the authority and direction of the Minister of Trade and Commerce.

**24. No employee can farm out his work.** It is not permitted to a commissioner, enumerator or other employee of the Census to engage a substitute or farm out his work to another. The position to which he is appointed must be filled by himself, and his duties must be performed by himself. Prompt and expeditious service is required from the time that the work is commenced until it is finished. **COMMISSIONERS AND ENUMERATORS MUST NOT DELEGATE THEIR AUTHORITY TO ANY OTHER PERSON.** (See Sec. 36, Statistics Act.)

**25. Civility and diligence required of an enumerator.** It is the duty of an enumerator on entering a house to act with civility, to state his business in a few words, to ask the necessary questions, to make the proper entries, and to leave the premises as soon as his business has been transacted. His conduct must be judicious, and it is only when persons refuse to answer questions or to give the required information that legal proceedings may be taken against them.

**26. Day's work and daily earnings.** The day's work of Census officers, commissioners, enumerators and other employees for the taking of the Census is not limited by hours of service unless otherwise specified, as payment is made upon a scale of rates and allowances. They are required to use all practicable expedition to complete the service in the shortest time consistent with accuracy, efficiency and fullness, and their daily earnings will depend on the amount of Census work completed each day.

**27. The Statistics Act.** The Statistics Act published with these Instructions (pp. 50 to 55, Appendix) should be referred to for other duties of Census officers of the several classes, especially as provided in sections, 38, 39, and 40 of the Act; and also for the authority under which they may proceed to collect every particular of information called for in the schedules, as provided in the Act.

## INSTRUCTIONS RELATING TO ALL SCHEDULES

**28. Preparation of schedules for enumerators.** The Commissioner will fill in the blanks in the heading of at least one of each schedule with the name of the province, the name of the electoral district, the number of the polling subdivision or other unit of enumeration, and the name of the city, town, village, township or parish in which the polling subdivision or unit of enumeration is situated, according as the blanks in each schedule heading requires; and he will furnish each enumerator with a written or printed copy of the boundaries of the area assigned to him, whether a polling subdivision or an area of greater or less extent. See Instruction No. 57.

**29. Boundaries of enumerator's territory.** The enumerator will study with great care the written description of the boundaries of the territory assigned to him as provided in Instructions 12 and 28, so that he may have a thorough knowledge of it. He should make himself acquainted not only with the precise boundaries of his territory, but with every portion of it which may be rural or urban, so that farm lands may be distinctly separated from towns, villages and hamlets, or parts of such centres of population. He should be careful to set at rest any doubt that may arise as to boundaries between his own and adjoining enumeration territories in order to assure himself that no single house or portion of land is omitted from the enumeration, and that none is included which belongs to the territory of another enumerator.

**30. Grouping of townships or parishes.** In some sparsely settled regions several townships or parishes may be grouped to form one polling subdivision or unit of enumeration assigned to one enumerator, and where this occurs the name of each township or parish should be entered in the blank line. But in every such case the name of each township or parish should also be written by the enumerator on the left hand margin of the sheet as required in No. 15 of these Instructions in order that the Census of each may be kept separate and distinct.

**31. In the case of united townships.** Where two or more townships or parishes are united to form one municipality the same instruction should be followed for the

purpose of future reference and comparison when each one of such townships or parishes may become organized as a distinct municipality.

**32. Pagination of sheets.** The number of each page will be entered consecutively on the sheets in the blanks left for it in the headings, and in the exact order in which they are filled as the work of enumeration progresses. The page number on the left and right hand sides of each sheet will be the same. When a page is filled the enumerator will sign his name in the blank left for it in the heading. He should also enter after the word "Enumerator" the day or days on which the sheet was filled, thus: June 2, or June 3-5, or as the case may be. See Instruction No. 58.

**33. Clear and legible records.** The enumerator is required to make all entries on the schedules in ink of good quality, and every name, word, figure or mark should be clear and legible. If a schedule cannot be read, or if the entries are made with a poor quality of ink, or in pencil, or if they are blurred or blotted, the work of the enumerator may be wholly wasted. The Census is intended to be a permanent record, and its schedules will be stored in the Archives of the Dominion. See Instruction No. 54.

**34. Specimen schedules.** Illustrative examples of the method of making returns on the general Population schedule Form 1 and Agriculture schedule Form 2 are supplied for the guidance of the enumerators.

**35. Abbreviations.** The names of the provinces and territories will be denoted as follows:—

Alb. for Alberta.  
B.C. for British Columbia.  
Man. for Manitoba.  
N.B. for New Brunswick.  
N.S. for Nova Scotia.  
N.W.T. for Northwest Territories.  
O. for Ontario.  
P.E.I. for Prince Edward Island.  
Q. for Quebec.  
Sask. for Saskatchewan.  
Yuk. for Yukon.

Other contractions will be explained in the Instructions for the several schedules wherever the use of them appears to be required.

## RATES AND ALLOWANCES FOR EMPLOYEES

**36. Commissioners.** The commissioner of each Census district will be entitled to payment at a rate of one cent per name for each person enumerated in the population schedule; three cents for every record on Form Number 2 of farms of one acre and over, provided entry is made of products with a value of not less than \$50 in the Census year; one cent for every record made on Form No. 3; and 50 cents for every 100 records made on either Forms No. 4 or No. 5; for correspondence with departmental and staff officers, personal studies, instruction of enumerators, examination and correction of enumerators' reports and accounts, and making up returns for transmission to the Minister of Trade and Commerce according to the Book of Instructions; and for all other duties and to cover expenses of travel and charges of office he will be entitled to the special allowances mentioned at the time of his appointment.

**37. Expedition required of enumerators.** The day's work of a Census enumerator is not limited by hours of service, as payment is made upon a scale of rates and allowances. He is required to use all practical expedition to complete the service in the shortest time consistent with accuracy, efficiency and fullness, and his daily earnings will depend on the amount of Census work completed each day.

**38. Enumerators' allowances.** Enumerators will be entitled to the following allowances:—

(1) **POPULATION.**—For every living person recorded in the population schedule (Form 1), and for every "closed house" and "absentee family" card forwarded to the Dominion Bureau of Statistics, Ottawa, each enumerator will be paid an allowance of five cents.

(2) **AGRICULTURE.**—For every farm of five acres and over recorded in the agricultural schedule (No. 2) each enumerator will be entitled to an allowance of 30 cents; for areas of from one to five acres, provided a record is made of products with a value of not less than \$50 in the census year, he will be entitled to an allowance of 25 cents.

(3) **LIVE STOCK, ETC., IN TOWNS.**—For every record of live stock in towns and cities entered on schedule No. 3 each enumerator will be entitled to an allowance of 10 cents.

(4) **ALLOWANCES FOR EXPENSES.**—In localities outside of cities, towns and incorporated villages, enumerators will be paid in lieu of horse hire and all other expenses and in addition to the rates provided in paragraphs (1) and (2), viz.: (1) In Ontario, Quebec and the Maritime Provinces, four dollars and fifty cents per one hundred names of persons enumerated in Population Schedule Form 1. (2) In Manitoba, Saskatchewan and Alberta, six dollars per one hundred names of persons enumerated in Population Schedule Form 1, excepting where the population of a township or parish is less than one hundred, when the allowance will be at a rate of seven dollars and fifty cents per township or parish. (3) In British Columbia, an allowance of fourteen dollars per one hundred names of persons enumerated in Population Schedule Form 1. But these allowances will not apply to subdistricts or regions provided for in the Instruction following:—

(5) **SPECIAL CASES.**—In Census subdistricts or regions of sparse population, remote from settlement and deficient in means of communication, the rates and allowances to enumerators shall be such as the Dominion Statistician, with the approval of the Minister, may direct; and the same rule shall also apply in subdistricts or regions where the service of an interpreter, a guide or other assistant to an enumerator may be required. But in no case shall an interpreter, or guide, or other assistant to an enumerator be employed except with the written authority of the Dominion Statistician.

**39. Travelling expenses for enumerators.** Census enumerators called to receive instructions from Commissioners before commencing enumeration work will be entitled when on such duty to actual expenses of travel by rail-road or other conveyance and to cost of living at hotels or other places from time of leaving home to return thereto, as shown by vouchers, and to an allowance of Three dollars per day for time spent in receiving instructions as certified by the Commissioner.



## INSTRUCTIONS FOR POPULATION SCHEDULE

**40. Object of this schedule.** Schedule No 1 is framed with the object of enumerating the population of the country by name. Every person whose habitual home or place of abode is in an enumerator's district on the first day of June, 1921, is to be entered by name on the schedule, with the details of information asked for on the schedule carefully filled in according to instructions. See Instruction No. 5.

**41. Blank spaces of heading to be filled.** All the blank spaces at the head of each page must be filled in before entering any names thereon, with the name of the Province, District number, Enumeration Sub-district number, and the name and class to which the division belongs: as Wright township, Elmira town, Hamilton city (ward 4), St. Joseph parish.

**42. Who are to be enumerated?** This is the most important question for enumerators to determine; therefore the rules and regulations should be carefully studied.

**43. Habitual home or place of abode.** The Statistics Act provides that the population shall be enumerated under the *de jure* system. The literal meaning of the term *de jure* is "by right of law," "legally," or "rightfully," but the term has no legal meaning. For the purpose of a Census the home of any person shall mean the habitual place of abode of that person,—that is to say where the person usually sleeps or dwells,—where his fixed home is. See Instructions 4 and 53, and the "Absentee Family" Card.

**44. Residents absent on Census day.** In every case where members of a family or a household are temporarily absent from their home or usual place of abode, their names and records should be entered on the schedules, the facts concerning them being obtained from their families, relatives or acquaintances, or other persons able to give the information.

**45. Domestic servants and such cases.** There is a probability that some persons may be counted in two places, and that others may not be counted at all, under the *de jure* system. A domestic servant, for example, may be reported at the home of her parents as a member of the family *de*

*jure*, and she also may be reported as *de jure* of the family or household where she is employed; or if absent from her home for a comparatively long time, and in her present place of service for only a short time, she may be left out of the enumeration altogether. The same thing may occur in the case of farm labourers and employees in other callings. The enumerator is instructed to take all such persons where they are found at service,—but not at the family home.

**46. General rule.** It is not possible to lay down a rule applicable to every case; but generally a student at college, a sailor or fisherman at sea, a lumberman in the forest, a commercial traveller on the road, inmates of hospitals and other like persons whose period of absence is more or less known, should be entered with the family, and the enumerator should always before finishing the enumeration of a family specifically ask the question whether there are any such absent members. But a son or daughter permanently located elsewhere should not be included with the family.

**47. Doubtful cases.** Where there is a doubt as to whether the absent member of the family or household is temporarily removed to another part of the Dominion, the enumerator should enter the complete record of such person on the Population Schedule 1, and at the same time make a record in column 4 of present P.O. address.

**48. Persons not to be enumerated.** If the head of the family or household, or whoever gives the information, is in doubt concerning the intention of such persons to return, and if they be absent twelve months or more, they are not to be enumerated on the Population Schedule Form 1, the presumption being that they have settled elsewhere. As a rule, therefore, the enumerator should not include with the family he is enumerating any of the following classes:—

- (a) Persons visiting with this family;
- (b) Transient boarders or lodgers at hotels or elsewhere who have some other usual or permanent place of abode;
- (c) Persons who take their meals with this family, but lodge or sleep elsewhere;
- (d) Servants, apprentices or other persons employed in this family and working in the home or on the premises, but not sleeping there;



- (e) Students or children living or boarding with this family in order to attend a college or school, but whose home is elsewhere;
- (f) Any person who was formerly in this family but has since become the inmate of an asylum, almshouse, home for the aged, reformatory or prison, or any other institution of a similar kind; or
- (g) Members of this family who have been away from home for twelve months or more.

**49. Servants.** Servants, labourers or other employees who live with the family or sleep in the same house or on the premises should be enumerated with the family.

**50. Construction camps.** Members of railroad or other construction camps or of mining camps, which have a shifting population composed of persons with no fixed place of abode, should be enumerated where found.

**51. Prison inmates.** It is to be specially noted that in the case of prisons, penitentiaries, etc., the prisoners should be there enumerated however short the term of sentence. The name of the home address of such person (if in Canada) must be entered in columns 4 and 5. See Ins. No. 8.

**52. Information must be furnished.** The heads of families, households and institutions are required to furnish the enumerator with all particulars regarding every person in the family, household or institution as called for in the schedules. But if the head of a family, household or institution cannot give information concerning boarders, lodgers or other inmates (including miners, men employed on construction work, etc.), and if such persons are out of reach when the enumerator calls, he shall leave with the head of the family or household one copy of "Individual Form—Population" for each such persons, to be filled up by a date and hour required in a notice given thereon by the enumerator, and the names of all such persons and the information concerning them shall be entered by the enumerator in the Population Schedule Form 1 under the name of the head of the family or household of which such persons are members. The enumerator will exercise great care to leave as many blank lines under the head of the family in the Population Schedule for the transcribing

of this information as he leaves copies of the "Individual" Form to be filled up by absentees of the family or household.

**53. Thorough canvass.** The enumerator should visit every occupied building or other place of abode in his district, and make sure before leaving it that he has taken all persons living therein. He should also make careful inquiry whether any members of the family are temporarily absent, and whether there are any boarders or lodgers or servants or any other persons in the same house who have not been recorded in his book. Nor should an enumerator take it for granted because a dwelling house or apartment is closed on the day of his visit that the place is unoccupied. He should by inquiry find out whether any one is living there. In an apartment house he should consult the janitor to make sure he has omitted no one. Neither should an enumerator take it for granted, because a building appears to be used for business purposes only, that no one lives or sleeps in it, but should satisfy himself by careful inquiries.

**54. General method of making the record.** Black ink should be used. Care should be taken to write legibly and not to blot the page. The work should be done carefully and the entry should be made in the proper column, so as to avoid erasing and interlining. Ditto marks or any other marks to show repetition must not be used except as authorized in the instructions for entering names. See Instruction No. 33.

**55. Separate census of subdivisions of enumeration districts.** An enumerator's district may comprise two or more parts or subdivisions, such as:—

- (a) Two or more townships, districts, parishes or other divisions of an electoral district, or parts of such divisions;
- (b) The whole or part of an incorporated city, town or village, and territory outside such incorporated place;
- (c) Two or more wards of a city, town, or village, or parts thereof;
- (d) Two or more incorporated towns or villages, or parts thereof.

In all such cases the enumeration of one such division of an enumeration area should be completed before beginning the enumeration of another. The entries for each subdivision should begin at the top of a new page of the population schedule; and at the end of the entries of the population for that subdivision the enumerator should write, "Here ends the enumeration of.....," giving the name of the township, city, town, village, ward or other subdivision, as the case may be, and leave the remainder of the lines on that page blank. If an enumeration district contains the whole or part of an incorporated city, town or village, the enumeration of such incorporated place must be completed before beginning the enumeration of the remainder of the district.

**56. Unincorporated village.** Read carefully Instruction No. 15.

**57. The Heading of the Schedule.** The enumerator will fill out the spaces at the top of each page of the schedule before entering any names on that page, with the name of the province, the district number, the enumeration subdivision number, and in the last blank on the right hand side of the sheet he will state whether his enumeration area is part of a city, town, village, township or parish, and write his own name. (*See Specimen Schedule.*) The commissioner will be particularly careful that every enumerator under his direction thoroughly understands how to fill in the heading of the schedules properly. He is moreover required to have the enumerators fill the headings of some of their schedules with the proper designations for their enumeration area in his presence. See Instruction No. 28.

**58. Closing a day's work.** At the end of each day's work the enumerator will draw a line in the right hand margin of the schedule below the record for the last name entered on that day and give the date thus: June 10.

**59. Columns 1 and 2 numbered in order of visitation.** In columns 1 and 2 the dwelling house and the family, household, or institution will be numbered in the order of visitation. As in the same house there may be one or more families or households the numbering under the two heads of the schedule will not necessarily correspond.

**60. Dwelling house.** Any structure which provides shelter for a human being is a house. It need not be a house in the usual sense of the word, but may be a room in a factory, a store or office building, a railway car, or the like.

**61. Apartment house.** An apartment house counts only as one house no matter how many entrances it may have or how many families it may contain; and it should be recorded by number only once in this column; and to provide against errors the enumerator will write opposite the record of the families living in it the words "Apartment House."

**62. House in row or terrace.** A building with partition walls running through it from cellar to attic and making of each part what is usually known as a "whole house" and having a separate entrance to each part, counts for as many separate dwellings as there are separate front or principal entrances, but a two-apartment house with one apartment over the other and a separate front door for each apartment counts only as one dwelling house.

**63. Numbering the dwelling houses.** The first dwelling house enumerated should be numbered as "1," the second as "2," and so on until the enumeration of the subdistrict is completed. The number should always be entered opposite the name of the first person enumerated in each dwelling house, and should not be repeated for other persons in the same family, or for other families if it be an apartment house.

**64. Family, household or institution.** In column 2 the families or households should be numbered in the order in which they are enumerated, entering the number opposite the head of the family. (*See 59.*)

**65. Family.** In the restricted sense of the term a family consists of parents with sons and daughters in a living and housekeeping community, but for Census purposes it may include other relatives and servants, and every such community which has its housekeeping entirely to itself should be returned as a separate family. It should be noted, however, that two or more families may occupy the same dwelling house without living together.

**66. Household.** A household may include all persons in a housekeeping community, whether related by ties of blood or not, but usually with one of their number occupying the position of head. All the occupants and employees of a hotel or lodging house, if that is their usual place of abode, make up for Census purposes a single household. See Instruction No. 43.

**67. Institution.** An institution household includes such establishments as hospitals, poorhouses, asylums for the insane, prisons, penitentiaries, schools of learning, military barracks, homes for the aged, homes of refuge, etc. The officials, attendants, servants and inmates of an institution who live in the institution building or group of buildings form one family and must be recorded in the order mentioned, and the name of the institution is to be written in column 1. But where an officer or other employee does not live in the institution he will be enumerated with his family if he lives with them.

**68. Persons living alone.** The Census family may consist of a single person. Thus a clerk in a store who regularly sleeps there is to be returned as a family and the store as his dwelling house. See Instruction No. 60.

### RESIDENCE AND PERSONAL DESCRIPTION

**69. Column 3. Name of each person in family, household or institution.** The names of every person whose usual place of abode on June 1, 1921, was with the family or in the dwelling house for which the enumeration is being made are to be entered in the following order, namely: Head first, wife second, then sons and daughters in the order of their ages, and lastly relatives, servants, boarders, lodgers or other persons living in the family or household. The persons in an institution may be described as officer, principal, inmate, patient, prisoner, pupil, etc.

**70. How to write names.** The last name or surname is to be written first, then the given name in full. Where the surname is the same as that of the person in the preceding line it should not be repeated.

**71. Columns 4 and 5.—Place of abode.** In the case of a city, town or incorporated village (see Instructions Nos.

55 and 56) the enumerator will enter the Number of the house and the Street in column 4 and the name of the Ward in column 5. In the case of rural districts, the name of the Township, Lot, Parish, or Cadastral number will be entered in column 4 and the name of the Municipality in column 5.

Provided, however, that in Manitoba, Saskatchewan, and Alberta, the Section, Township, Range, and Meridian will be entered respectively in columns 4, 4a, 4b and 4c, adding the name of the Municipality, Local Improvement District or Unorganized Territorial Unit, where such exists, in column 5. (See Specimen Schedule.)

### TENURE AND CLASS OF HOME

**72. Column 6.—Home owned or rented.** This question is to be answered only opposite the name of the head of each family and refers to the home in which the family is living at the date of the Census. If the home is owned, write "O"; if the home is rented, write "R." Make no entries in this column for the other members of the family.

If a dwelling is occupied by more than one family it is the home of each of them, and the question should be answered with reference to each family in the dwelling.

**73. Definition of owned home.** A home is to be classed as "*owned*" if it is owned wholly or in part by the head of the family living in the home or by the wife of the head, or by a son, or a daughter, or other relative living in the same home with the head of the family. It is not necessary that full payment for the property should have been made or that the family should be the sole owner.

**74. Definition of rented home.** Every home not owned, either wholly or in part, by the family living in it should be classed as *rented*, whether rent is actually paid or not.

**75. Column 7.—If rented, give rent paid per month.** This inquiry refers to every home reported in column 6 as being *rented*. The rent paid in the last month must be entered in column 7 opposite the name of the head of the family.

**76. Column 8.—Class of house.** Opposite the name of the head of the family state whether the home of the family whose Census is being taken is situated in an "Apartment," "Row or Terrace," or is a "Single" or "Semi-detached house."

- (1) *Apartment House.* A home in an apartment house is one in which the housekeeping is self-contained and the family does not occupy any portion in common with another family. See Instruction No. 61.
- (2) *Row or Terrace.* See Instruction No. 62.
- (3) *Single or Detached House.*—A single house refers to a self-contained house occupied as a separate dwelling.
- (4) *Semi-detached House.* A semi-detached house means two separate and distinct dwellings, with separate entrances, under one roof with partition walls running through it from cellar to attic and making of each part a "whole house."

**77. How entries are to be made in column 8.** Entries will be made to indicate each class of house in column 8, as follows:—

- "Apartment" house by the letter "A."
- "Row or Terrace," by the letter "T."
- "Single house" by the letter "S."
- "Semi-detached house" by the letter "D."

**78. Column 9.—Materials of construction.** State whether the house is constructed of "stone," "brick" or "wood," etc. Thus the entry "stone" would signify stone house; "brick" would signify brick house; "wood" would signify wooden house, and so on. The initials "b.v." will indicate brick veneered; "p.l." plastered with lime mortar (on the exterior); "p.c." plastered with cement mortar. For houses constructed of cement blocks or of concrete, the abbreviation "con." will be used.

**79. Column 10.—Rooms occupied by this family.** Enter in column 10 the number of rooms occupied by this family for living purposes. The entry must be made in the line opposite the head of the house.

**80. Column 11.—Relationship to head of family or household.** The head of the family or household, whether husband or father, widow or unmarried person of either sex,

is to be designated by the word "Head," in column 11, and the other members of the family as wife, father, mother, son, daughter, grandson, daughter-in-law, uncle, aunt, nephew, niece, partner, boarder, lodger, servant, etc., according to the relationship which the person bears to the head of the family. Persons in an institution may be designated as officer, inmate, patient, pupil, prisoner, etc., and in the case of the chief officer his title should be used, as Warden, Superintendent, Principal, etc.

**81. Column 12.—Sex.** The sex will be denoted by "M" for males and "F" for females.

**82. Column 13.—Conjugal condition.** The description in column 13 will be given by the use of the initial letters, "S" for single person, "M" for married, "W" for widowed (man or woman), "D" for divorced, and "L.S." for legally separated. Persons separated only as to bed and board will be described as married.

**83. Column 14.—Age last birthday.** Make the entry for age at last birthday in column 14. The age of a person if over one year will be the age in completed years at the last birthday prior to June 1, 1921, but in the case of a child not one year old on June 1, 1921, the age should be given in completed months expressed as twelfths of a year. Thus, the age of a child one month old should be expressed as  $\frac{1}{12}$ , two months  $\frac{2}{12}$ , three months  $\frac{3}{12}$ , four months  $\frac{4}{12}$ , etc. If a child is not a month old the age should be expressed in days, as 5 days, 10 days, as the case may be. The age of a child who is just one year old on June 2 or any other near date following June 1, 1921, should be expressed as  $\frac{11}{12}$ , because that is its age in completed months on June 1, the day of the Census. In the case of young children it is very important that the enumerator should obtain this information and carefully record it.

## NATIVITY

**84. Column 15.—Country or place of birth of Person.** If the person was born in Canada the name of the Province or Territory in which born should be given in column 15. The names of the provinces and territories will be denoted by abbreviations. See Instruction No. 35.

**85. If born out of Canada.** If the person was born outside of Canada the enumerator will enter the name of the country (not city, town or state) in which he or she was born. However, if a person says he was born in Austria-Hungary, Germany, Russia, or Turkey, as they were before the war, enter the name of the Province (State or Region) in which born, as Alsace-Lorraine, Bohemia, Bavaria, German or Russian Poland, Croatia, Galicia, Finland, Slovakland, etc.; or the name of the city or town in which born, as Berlin, Prague, Vienna, etc.

If the person was born in any other foreign country, enter the name of the country only, as Belgium, France, Italy, Norway, Sweden, Denmark, China, Japan, etc., as the case may be.

If born in British Isles. Instead of Great Britain or British Isles, the particular country should be given, as England, Ireland, Scotland, Wales, Isle of Man, Channel Islands, Hebrides, Orkneys, Shetlands, etc.

**86. Language not evidence of birthplace.** The language spoken should not be relied upon to determine birthplace. This is especially true of the German language, for over one-third of the Austrians and nearly three-fourths of the Swiss speak German.

**87. If born at sea.** If the person was born "at sea" his birthplace should be so recorded.

**88. Write birthplace in full.** To prevent errors and to facilitate the work of compilation in the Bureau of Statistics, the names of the place of birth of persons born out of Canada must be written in full.

**89. Column 16.—Place of birth of father.** Enter in column 16 the birthplace of the father of the person whose own birthplace was entered in column 15. In designating the birthplace of the father, follow the same instructions as for the person himself (see paragraphs 84 and 85). In case, however, a person does not know the *Province* of birth of his father, but knows that he was born in *Canada*, write "*Canada*" rather than "*unknown*."

**90. Column 17.—Place of birth of mother.** Enter in column 17 the birthplace of the mother of the person whose own birthplace was entered in column 15. In designating

the birthplace of the mother, follow the same instructions as for the person himself (see paragraphs 84 and 85.) In case, however, a person does not know the *Province* of birth of his mother, but knows that she was born in "*Canada*" write *Canada* rather than "*unknown*."

## CITIZENSHIP

**91. Column 18.—Year of immigration to Canada.** This question, in column 18, applies to all persons, irrespective of age or sex, who were born outside of Canada, and also to Canadian-born persons who had formerly become domiciled in a foreign country but have returned to their native soil. For those of foreign birth the year of their first entry into Canada should be given, and for those of Canadian birth the year of their returning home to remain permanently should be given. (See "*Specimen Schedule*," lines 6 to 9 and 12 to 20.)

**92. Column 19.—Year of naturalization.** This question, in column 19, applies only to persons who were born in some other country than the United Kingdom or any of its dependencies and is to be answered, for all foreign-born persons, by writing the year in which the person attained full citizenship either through his or her own act or through the act of parents. It does not apply to persons born in any part of the British Empire and who have not, by legal process, become Naturalized Citizens of a Foreign Country. If a person has applied for papers but has not yet reached the full status of citizenship, the fact should be indicated by writing the letters "pa" for papers. (See "*Specimen Schedule*," lines 6 to 7, 19, 33, 40 and 49.)

In the case of persons "naturalized" through the act of a parent enter the date of the parent's naturalization.

**93. Column 20.—Nationality.** It is proper to use *Canadian* as descriptive of every person whose home is in the country and who has acquired rights of citizenship in it. A person who was born in the United States, or France, or Germany or other foreign country, but whose home is in Canada and who is a naturalized citizen, should be entered as "*Canadian*"; so also should a person born in the United Kingdom or any of its colonies whose residence in Canada is not merely temporary. An alien person will be classed

by nationality or citizenship according to the country of birth, or the country to which he or she professes to owe allegiance.

A married woman is to be reported as of the same citizenship as her husband.

A foreign-born child under 21 years of age is to be reported as of the same citizenship as the parents.

### RACE, LANGUAGE, AND RELIGION

**94. Column 21.—Racial or tribal origin.** The racial or tribal origin is usually traced through the father, as in English, Scotch, Irish, Welsh, French, German, Italian, Danish, Swedish, Norwegian, Bohemian, Ruthenian, Bukovinian, Galician, Bulgarian, Chinese, Japanese, Polish, Jewish, etc. A person whose father is English but whose mother is Scotch, Irish, French or other race will be ranked as English, and so with any of the others. In the case of Indians the origin is traced through the mother, and names of their tribes should be given, as "Chippewa," "Cree," etc. The children begotten of marriages between white and black or yellow races will be classed as Negro or Mongolian (Chinese or Japanese), as the case may be. The words "Canadian" or "American" must not be used for this purpose, as they express "Nationality" or "Citizenship" but not a "Race or people."

**95. Column 22.—Can speak English.** Write "Yes" for every person who can speak *English*.

**96. Column 23.—Can speak French.** Write "Yes" for every person who can speak *French*.

If a person can speak both English and French, write "Yes" in both columns 22 and 23.

**97. Column 24.—Language other than English or French spoken as Mother Tongue.** In column 24 will be entered the language spoken by every person whose racial or tribal origin is not described in column 21 as belonging to one of the British races—English, Irish, Scotch, etc., or to persons of French origin. By *Mother tongue* is meant the language of customary speech employed by the person. Write out the language in full. Do not abbreviate.

The name of the *Mother tongue* must be given, even when it is the same as the language of the country in which the person is born; thus if a person reports that he was born in Germany and his "Mother tongue" is German, write "*German*." This is necessary to distinguish persons from others born in the same country but having a different mother tongue.

*Principal foreign languages.* In addition to English and French, the following languages include those most likely to be spoken in Canada as "*Mother tongue*," and the enumerator should avoid giving other names when one given in this list can be applied to the language spoken:—

Armenian.	Greek.	Portuguese.
Bohemian (Czech).	Gypsy.	Rumanian.
Bulgarian.	Hebrew.	Russian.
Chinese.	Hindu.	Ruthenian.
Croatian.	Icelandic.	Serbian.
Dalmatian.	Italian.	Slovak.
Danish.	Japanese.	Slovene.
Dutch.	Korean.	Spanish.
Estonian.	Lettish.	Swedish.
Finnish.	Lithuanian.	Syrian.
Flemish.	Magyar.	Turkish.
Frisian.	Montenegrin.	Ukrainian.
Friulan.	Moravian (Czech).	Wendish.
Gaelic.	Norwegian.	Yiddish.
German.	Polish.	

**98. Column 25.—Religion.** The religion of each person will be entered according as he or she professes, specifying the denomination, sect or community to which the person belongs or adheres, or which he or she favours. If the sons or daughters belong to, or adhere to, or favour another denomination, or profess a different religious belief to that of their parents or either of them, the fact should be so recorded. The information regarding the religious belief of every person of mature years enumerated in column 3 must be written out in full,—abbreviations must not be used.

## EDUCATION

**99. Column 26.—Can read.** If the person can read any language the question will be answered in column 26 by writing "Yes," and by "No" if unable to read.

**100. Column 27.—Can write.** If the person can write in any language the question will be answered in column 27 by "Yes," and by "No" if unable to write.

**101. Column 28.—Months at school since September 1, 1920.** This question refers to persons of school age—which generally may be taken as those between the ages of five to twenty, inclusive. If the person has attended a school or other institution of learning for any period from September 1, 1920, to June 1, 1921, the time will be indicated by writing the number of months which the person spent at school or other institution of learning in column 28; but if the person has not attended school for any part of this period, the fact will be indicated in this column by a dash, thus (—).

## PROFESSION, OCCUPATION, AND EMPLOYMENT

**102. Column 29.—Chief occupation or trade.** Chief or principal occupation or means of living will be entered in column 29. An entry should be made in this column for every person of ten years and over. The record in column 29 should be either (1) the word or words which most accurately indicate the particular kind of work done by which the individual earns money or money equivalent,—as "physician," "carpenter," "farmer," "stenographer," "nurse," etc.; or (2) "income"; or (3) if no occupation the entry will be "none."

**103. Income.** For every person who does not follow a specific occupation but has an independent income, as from investments, pensions, superannuation, etc., the fact should be noted by writing the word "income" in column 29; and the entry "none" should be made for all persons ten years old and over who follow "no occupation" and who do not live on "income."

**104. Persons retired.** Persons who on account of old age, permanent physical disability or otherwise are no longer following a *gainful occupation* should not be reported as of

the occupation formerly followed. If living on their own income the entry should be "income," but if they are supported gratuitously by other persons or institutions the entry in this column should be "none."

**105. Exceptions.** Farmers or business men who have retired from active service but who still control an interest in the farm or enterprise in which formerly engaged are to be returned as under the name of the occupation, business or trade from which their living is obtained, and the entry will be made thus: "Farmer r." for farmer retired, and "Grocer r." for grocer retired, or as the case may be.

**106. Persons temporarily unemployed.** Persons who are out of employment when visited by the enumerator may state that they have no occupation, when the fact is that they usually have an occupation but happen to be idle or unemployed at the time of the visit. In such cases the occupation followed by the person when employed should be obtained and recorded.

**107. Farm workers.** A person in charge of a farm should be returned as a farmer, whether he owns it or operates it as a tenant, renter or cropper; but a person who manages a farm for some one else for wages or salary should be reported as farm manager or farm overseer; and a person who works on a farm for some one else, but not as manager, tenant or cropper, should be reported as farm labourer.

**108. Women doing housework.** In the case of a woman doing housework in her own home, without salary or wages, and having no other employment, the entry in column 29 should be "none." But a woman working at housework for wages should be returned in column 29 as housekeeper, servant, cook, chambermaid, etc., as the case may be; and the entry in column 31 should state the kind of place where she works, as private family, hotel, or boarding house. Or if a woman, in addition to doing housework in her own home, regularly earns money by some other occupation, whether pursued in her own home or outside, the kind of occupation should be stated in column 29 and the place where employed in column 31. For instance, a woman who regularly takes in washing should be reported as laundress or washerwoman in column 29, and the entry "at home" should be made in column 31.



**109. Children working for parents.** Children of ten years of age and over who work for their parents at home at general household work, or on the farm, or at any other work or chores, when attending school, should not be recorded as having an occupation. Those, however, who spend the major portion of their time at home, and who materially assist their parents in the performance of work other than household duties, should be reported as of the occupation in which their time is employed.

**110. General or indefinite terms not to be used.** The kind or class of occupation must be stated precisely in column 29, and the place where the person is employed, as "farm," "woolen factory," "cotton factory," "coal-mine," etc., will be carefully recorded in column 31. The occupation or trade of any person should not be described in column 29 by such indefinite terms as "manufacturer," "merchant," "cotton mill employee," "labourer," "miner," "manager," etc. A worker in a mine may be described in column 29 by his precise designation as miner, labourer, driver, foreman, driller, etc., but unless the kind or class of mine in which he operates is stated in column 31, the record will be useless for compilation into statistical tables.

**111. Mechanic.** The word "mechanic" should be avoided in all cases; and the exact occupation given, as carpenter, blacksmith, painter, etc. Generally the term means one who has the art of using tools in shaping wood, metal, etc., as a handicraftsman or artisan; but this is not the sense in which it is to be understood in taking a census of the trade or occupation of the people. Specify the trade by its particular name in common use.

**112. Doctors or physicians.** In the case of a doctor or physician enter in column 29 the word "doctor" and in column 31 the class to which he belongs, as *medical, osteopathic, chiropractic*, etc.

**113. Engineers.** The different kinds of engineers should be carefully distinguished by stating the full descriptive title in column 29 as *civil engineer, electrical engineer, locomotive engineer, mechanical engineer, mining engineer, stationary engineer*, etc., and in column 31 how or where

employed as "private practice" or give company with whom or piece of work upon which employed as "bridge work," "road construction," "railway," etc.

**114. Agent.** The different kinds of "agents" should be carefully distinguished by stating in column 31 the line of business followed.

**115. Retail or wholesale merchants.** The enumerator will distinguish carefully between *retail* and *wholesale* merchants; the kind or class will be entered in column 29 as retail or wholesale, and the kind of business, as dry goods, groceries, hardware, etc., will be entered in column 31.

**116. Clerk.** The use of the word "clerk" should be avoided whenever a more definite occupation can be named. Thus a person in a store who is engaged in selling goods should be recorded as a "salesman" or a "saleswoman." A stenographer, typewriter, accountant, bookkeeper, cashier, etc., should be reported as such, and not as clerk.

**117. Workers attending school.** In the case of a person who is at work and also attends a school or college, enter the occupation followed in columns 29 and 31 and indicate the fact of school or college attendance in column 28 by entering the number of months in school or college. In such cases make a dash (—) in column 34 opposite this name.

**118. Labourer.** The term "labourer" should be avoided if any more precise statement of the occupation can be secured. Employees in factories and mills, for example, usually have some definite designation, as weaver, roller, puddler, etc. Where the term "labourer" is used, be careful to state accurately the industry in column 31.

**119. Caution.** You need not give a person's occupation just as he expresses it. Always find out exactly the kind of work he does and the industry, business or place in which he works, and so state it. For instance, if a person says that he is "in business," find out what branch of business and kind of work he does or what position he holds.

**120. Illustrations of occupations.** The following examples will illustrate the method of returning some of the common occupations (column 29) and places of employment or industry (column 31); these will also suggest to enumerators the distinctions which they are to make in the nearly two thousand other occupational classes.

Column 29	Column 31	Column 29	Column 31
labourer	farm	miner	copper
labourer	street	miner	silver
labourer	odd jobs	miner	gold (placer)
labourer	garden	miner	gold (quartz)
labourer	nursery	mucker	coal
labourer	railroad	messenger	bank
labourer	ditching	messenger	express co.
labourer	wharf	salesman	bicycles
labourer	gold mine	salesman	furs
labourer	coal mine	salesman	groceries
labourer	lead mine	salesman	dry goods
labourer	iron mine	inspector	bank
labourer	gravel pit	inspector	gas
labourer	stone quarry	inspector	school
labourer	cotton mill	stenographer	government
warper	cotton mill	stenographer	municipal
weaver	cotton mill	stamper	woollen mill
folder	cotton mill	carver	piano factory
decker	cotton mill	carver	furniture
spinner	cotton mill	engineer	locomotive
manager	boarding house	engineer	lumber mill
manager	bank	engineer	steamboat
manager	flour mill	engineer	mechanical
manager	piano factory	engineer	electrical
cook	hotel	spinner	woollen mill
cook	private family	president	life insur. co.
superintendent	cotton factory	president	fire insur. co.
superintendent	dry goods store	president	bank
superintendent	insurance	blacksmith	general
miner	coal	blacksmith	carriage factory
miner	lead	blacksmith	car shop.

**121. Column 30.—Employer, Employee or Working on Own Account.** If persons such as millowners, storekeepers, manufacturers, large farmers, etc., employ helpers other than domestic servants in their own business, they are to be classed as employers, and the entry "E" (for employer) made in this column. The term "*employer*" does not include *managers, superintendents, foremen, agents* or other persons who may engage help to carry on a business, but who are conducting the enterprise for some other person than themselves. All such persons should be returned as

*employees*, for while any one of these may employ persons, none of them does so in transacting his own business. Thus no individual working for a corporation, either as an officer or otherwise, should be returned as an employer.

**122. Employee.** A person who works for salary or wages (column 30), whether he be the general manager of a bank, railway or manufacturing establishment or only a day labourer, is an employee, and should be so recorded, and the entry "W" (for wage-earner) made in this column. The term *employee* does not include such persons as lawyers, doctors and others who work for fees, and who in their work are not subject to the control and direction of those whom they serve. A domestic servant should always be returned as an employee, although the person employing a domestic servant may not always be returned as an employer.

**123. Working on own account.** Persons who are employed in gainful occupations and who are neither employers nor employees are considered to be working on their own account, and the entry "O.A." (for own account) made in column 30. Such persons as farmers, physicians, lawyers, small storekeepers, country blacksmiths, etc., who employ no helpers,—in short, independent workers who neither receive pay nor salaries or regular wages—are to be classed as *working on own account*. Dressmakers, washerwomen, laundresses or other persons of similar occupations who work out by the day are *employees*, but if they perform the work in their own home or shop they are to be classed as *working on own account* unless they employ helpers, in which case they are to be returned as employers.

**124. Domestic gainful and non-gainful occupations.** If married women or other female dependents or children of ten years or over carry on a gainful or wage-earning occupation in any capacity, the kind of occupation will be given, and they will be classed as employers or employees, as the case may be; but if they are only carrying on domestic affairs in a household without wages they are not to be classed as having any occupation.

**125. Piece-work at home.** A person doing piece-work at home will be entered in column 29 according to the occupation, whether employed under contract or agreement with

a manufacturer or other employer of labour or as help to the person so employed, and will be classed in column 30 as an employee by the letter "W."

**126. Column 31.—Place of occupation.** Column 31 asks where the person whose occupation or trade is denoted in column 29 is employed. For example, if the person named in column 3 is described in column 29 as "labourer," then in this column the class or kind of work he does must be given, as "odd jobs," "street work," "garden," "railway," "saw-mill," "stone quarry," etc., and similarly for every person whose occupation or trade is specified in column 29.

**127. Column 32.—Total earnings in past twelve months.** In column 32 the total earnings in the twelve months, June 1, 1920, to June 1, 1921, will be entered for every person who is recorded with an occupation or trade in column 29, and who is reported in column 30 with the letter "W" for "worker or employee." The enumerator must obtain from every such person his or her *total earnings* in the past twelve months.

**128. Column 33.—If an employee, were you out of work June 1, 1921?** The inquiry in this column refers to the Census date, the first day of June. The enumerator must make an entry in this column for every person who is recorded with a "trade" or "occupation" in column 29, and is reported in column 30 with the letter "W" for "Employee" or "Worker." The inquiry is to be answered by "Yes" or "No."

**129. Column 34.—Number of weeks unemployed in the past twelve months (since June 1, 1920).** The enumerator will inquire of every person who was described as an "Employee" or "Worker" (W) in column 30, the number of weeks out of work, *for any cause*, during the twelve months preceding the Census date, June 1, 1921.

**130. Column 35.—Number of weeks unemployed since June 1, 1920, because of illness.** This column is designed to obtain a record of the time lost through *illness* for every person who has been enumerated in the Census as a *wage-earner*. The enumerator will make careful inquiry of any person who did not report full time in column 34, how many weeks, if any, of the time reported unemployed was caused by illness. He will enter in this column the number of weeks so reported.

## INDIVIDUAL FORM—POPULATION

**131.** Number 52 of these Instructions requires the heads of families, households and institutions to furnish the enumerator with all particulars regarding every person in the family, household or institution, as called for in the schedules. It may happen, however, in the case of boarders, lodgers and others that the head of the family, household or institution is unable owing to their temporary absence to give the details of information regarding such persons at the time when the enumerator calls, and to provide for such cases the Individual Form has been prepared. It is an individual form, similar in every particular to schedule No. 1, and one copy of it will be left by the enumerator with the head of the family, household or institution for each such person, to be filled up by a date and hour marked thereon by the enumerator, and to be collected by him and entered in its proper place in schedule No. 1. Read carefully No. 52.

**132.** Section 37 of the Statistics Act provides that every person who wilfully, or without lawful excuse, refuses or neglects to fill up, to the best of his knowledge and belief, any schedule which he has been required to fill up by any enumerator or other person employed in the execution of this Act, or refuses or neglects to sign and deliver up or otherwise return the same when and as required, or makes, signs, delivers or returns, or causes to be made, signed, delivered or returned, any wilfully false answer or statement as to any matter specified in such schedule, shall incur a penalty not exceeding one hundred dollars and not less than twenty dollars or to imprisonment for a period not exceeding three months and not less than thirty days, or to both fine and imprisonment.

## INSTRUCTIONS FOR RECORDING CLOSED HOUSES IN CITIES AND TOWNS

**133.** The purpose of "The Closed-house Card" is to enable enumerators in cities and towns to account for every closed house or apartment, the usual occupants of which are in temporary residence elsewhere. No record is to be made of vacant houses.

When an enumerator finds a house closed he will make diligent inquiry to satisfy himself that the usual occupants are not merely away for the day. He must first seek to find them and enumerate them. If, however, he is unable to procure the requisite information concerning the usual occupants of any dwelling house or apartment from any member of the family, or from neighbours or others who may have knowledge of them, he will make entry on the Closed-house Card of (1) the name of city or town of the family's fixed or permanent home; (2) the name and number of street where the home is situated; (3) the name of his Census district; (4) the name of the head of family; (5) the number of persons in family; (6) where the family now resides; and (7) the enumerator's name.

"The Closed-house Cards" when filled will be mailed by the enumerator at the close of each day to the Dominion Bureau of Statistics at Ottawa. They are postage free; and for every properly filled in card he will be paid five cents.

Every occupied house in cities and towns must be accounted for either on schedule No. 1 or on this special card.

#### INSTRUCTIONS FOR RECORDING PERSONS AT SUMMER RESORTS OR AT TEMPORARY HOMES WHOSE FIXED HOMES ARE ELSEWHERE

**134.** The purpose of "The Absentee-family Card" is to enable the enumerators in localities having summer resorts or places where city or town people reside for the summer months to take such a record of the fixed or permanent home of summer residents as will enable the Dominion Bureau of Statistics at Ottawa to credit such person to their home *de jure*.

Enumerators are instructed to take on the regular schedules the Census of summer residents where found, whether at hotels, farmhouses, in cottages, tents, etc., although their fixed or permanent home may be elsewhere—having first satisfied themselves by inquiry of the head or other responsible member of such family in temporary residence that they have not, nor are likely to be, enumer-

ated at their fixed or permanent home; and to mark with a star or asterisk (*thus* \*) on the left hand margin of the sheet the name of every person so entered.

But in order that the Census record of such persons may be credited to the particular locality which they claim as their permanent home, the enumerator will make in addition a record on the Absentee Card of (1) the name of the head of the family, (2) the number of persons in the family, (3) the name of the city or town and street of the fixed home, (4) the province and county or district of the fixed home, (5) the page and number of dwelling house of the family as entered on schedule No. 1, (6) the enumerator's name, and (7) the name of his Census district; and regularly each day he will return these cards to the Dominion Bureau of Statistics, Ottawa. *They are postage free.*

The information upon this Absentee Card will enable the Bureau of Statistics to transfer the records to their proper place in the subdistrict where the family's fixed home is, to be counted therein where they of right belong under our *de jure* system.

The enumerator will charge for the census of families or persons taken according to the foregoing instruction at the same rates as for families or persons living in their fixed homes, making the statement of account without any distinction or separation of records for fixed or temporary homes; and for every Absentee Card mailed to the Bureau of Statistics he will be entitled to an extra rate of five cents per family.

#### SUPPLEMENTAL SCHEDULE FOR THE BLIND AND FOR DEAF-MUTES FORM No. 5

**135.** This schedule is supplemental to the population schedule and is used as a means for obtaining the addresses of all persons found by the enumerators to be "*blind*" or "*deaf-mutes*." For identification purposes the sex and race, as recorded on the population schedule, are added.

**When to be used.** Upon the completion of the enumeration of each family, be sure to ask before leaving the house

## APPENDIX

EXTRACTS FROM THE STATISTICS ACT, 8-9  
GEORGE V, CHAPTER 43, STATISTICS  
ACT, 1918.

Officials.

4. (1) The Governor in Council may appoint an officer to be called the Dominion Statistician, who shall hold office during pleasure, whose duties shall be, under the direction of the Minister, to prepare all schedules, forms, and instructions, and generally to supervise and control the Bureau, and to report annually to the Minister with regard to the work of the Bureau during the preceding year.

Commissioners,  
enumerators,  
and agents.

(2) Such other officers, clerks and employees may be appointed as are necessary for the proper conduct of the business of the Bureau, all of whom shall hold office during pleasure.

Oath of  
office.

5. The Minister may employ from time to time, subject to the provisions of the *Civil Service Act*, such commissioners, enumerators, agents or persons as are necessary to collect statistics and information for the Bureau relating to such industries and affairs of the country as he deems useful and in the public interest, and the duties of such agents or persons shall be such as the Minister determines.

6. (1) Every officer, census commissioner, enumerator, agent and other person employed in the execution of any duty under this Act or under any regulation made hereunder, before entering on his duties, shall take and subscribe the following oath:—

I.....solemnly swear that I will faithfully and honestly fulfil my duties as ..... in conformity with the requirements of the Act and of all proclamations, orders in council and instructions issued in pursuance thereof, and that I will not, without due authority in that behalf, disclose or make known any matter or thing which comes to my knowledge by reason of my employment as such.....

Attestation.

(2) The oath shall be taken before such person, and returned and recorded in such manner, as the Minister prescribes.

Rules,  
regulations  
and forms.

7. The Minister shall make and prescribe such rules, regulations, instructions, schedules and forms as he deems requisite for conducting the work and business of the Bureau, the collecting of statistics and other information and taking of any census authorized by this Act; he shall prescribe what schedules, returns and information are to be verified by oath, the form of oath to be taken, and shall specify the officers and persons by and before whom the said oaths are to be taken.

10. Every person who has the custody or charge of Access to any provincial, municipal or other public records or public documents, or of any records or documents of any corporation, from which information sought in respect of the objects of this Act can be obtained, or which would aid in the completion or correction thereof, shall grant to any census officer, commissioner, enumerator, agent or other person deputed for that purpose by the Dominion Statistician, access thereto for the obtaining of such information therefrom.

11. The Minister may, by special letter of instruction, direct any officer, census commissioner or other person employed in the execution of this Act, to make inquiry under oath as to any matter connected with the taking of the census or the collection of statistics or other information, or the ascertaining or correction of any supposed defect or inaccuracy therein; and such officer, census commissioner or other person shall then have the same power as is vested in any court of justice, of summoning any person, of enforcing his attendance and of requiring and compelling him to give evidence on oath, whether orally or in writing, and to produce such documents and things as such officer, census commissioner or other person deems requisite to the full investigation of such matter or matters.

Inquiries  
under oath.

12. (a) Any letter purporting to be signed by the Minister or the Dominion Statistician, or by any other person thereunto authorized by the Governor in Council, and notifying any appointment or removal of or setting forth any instructions to any person employed in the execution of this Act; and, (b) Any letter signed by any officer, census commissioner, or other person thereunto duly authorized, notifying any appointment or removal of or setting forth any instructions to any person employed under the superintendence of the signer thereof;

Evidence of  
appointment,  
removal for  
instructions.

shall be, respectively, *prima facie* evidence of such appointment, removal or instructions, and that such letter was signed and addressed as it purports to be.

13. Any document or paper, written or printed, purporting to be a form authorized for use in the taking of census, or the collection of statistics or other information, or so set forth any instructions relative thereto, which is produced by any person employed in the execution of this Act, as being such form or as setting forth such instructions, shall be presumed to have been supplied by the proper authority to the person so producing it, and shall be *prima facie* evidence of all instructions therein set forth.

Presumption

14. (1) The Minister shall, subject to the approval of the Governor in Council, cause to be prepared one or more tables setting forth the rates of remuneration or allowances for the several census commissioners, enumerators, agents and other persons employed in the execution of this Act, which may be a fixed sum, a rate per diem, or a scale of fees, together with allowances for expenses.

Remuneration.

**Voted by Parliament.** (2) Such remuneration or allowances and all expenses incurred in carrying this Act into effect shall be paid out of such moneys as are provided by Parliament for that purpose.

**Condition of payment.** (3) No remuneration or allowance shall be paid to any person for any service performed in connection with this Act until the services required of such persons have been faithfully and entirely performed.

# SECRET

**No individual return to be published or divulged.** 15. (1) No individual return, and no part of an individual return, made, and no answer to any question put, for the purposes of this Act, shall, without the previous consent in writing of the person or of owner for the time being of the undertaking in relation to which the return or answer was made or given, be published, nor, except for the purposes of a prosecution under this Act, shall any person not engaged in connection with the Census be permitted to see any such individual return or any such part of any individual return.

**No report to reveal individual particulars.** (2) No report, summary of statistics or other publication under this Act shall contain any of the particulars comprised in any individual return so arranged as to enable any person to identify any particulars so published as being particulars relating to any individual person or business.

**Census of population and agriculture every tenth year.** 16. The Census of population and agriculture of Canada shall be taken by the Bureau, under the direction of the Minister, on a date in the month of June in the year one thousand nine hundred and twenty-one, to be fixed by the Governor in Council, and every tenth year thereafter.

**Manitoba, Saskatchewan and Alberta.** 17. A census of population and agriculture of the Provinces of Manitoba, Saskatchewan and Alberta shall be taken by the Bureau, under the direction of the Minister, on a date in the month of June in the year one thousand nine hundred and twenty-six, to be fixed by the Governor in Council, and every tenth year thereafter.

**Census districts.** 18. The Governor in Council shall divide the country in respect of which the census is to be taken into census districts, and each census district into sub-districts to correspond respectively, as nearly as may be, with the electoral divisions and subdivisions for the time being, and, in territories not so defined or so situated as to admit of adhering to boundaries already established, into special divisions and subdivisions, for the purpose of the census.

**Details.** 19. Each census of population and agriculture shall be so taken as to ascertain with the utmost possible accuracy for the various territorial divisions of Canada, or of the provinces of Manitoba, Saskatchewan and Alberta as the case may be,—

(a) their population and the classification thereof, as regards name, age, sex, conjugal condition, relation to head of household, nationality, race, education, wage-earnings, religion, profession or occupation and otherwise;

(b) the number of houses for habitation, whether occupied or vacant, under construction or otherwise, the materials thereof and the number of rooms inhabited;

(c) the area of occupied land and its value, and its condition thereof as improved for cultivation, in fallow, in forest, unbroken prairie, marsh or waste land, and otherwise; the tenure and acreage of farms and the value of farm buildings and implements;

(d) the products of farms, with the values of such products, and the number and value of domestic animals within the preceding census or calendar year;

(e) the municipal, educational, charitable, penal and other institutions thereof; and,

(f) such other matters as may be prescribed by the Governor in Council.

## OFFENCES AND PENALTIES

36. Every person employed in the execution of any duty under this Act or any regulation who,—

(a) after having taken the prescribed oath, shall desert from his duty, or wilfully makes any false declaration, statement or return touching any such matter; or

(b) in the pretended performance of his duties thereunder, obtains or seeks to obtain information which he is not duly authorized to obtain; or

(c) shall not keep inviolate the secrecy of the information gathered or entered on the schedules under this Act and the regulations, divulge the contents of any schedule or form filled up in pursuance of this Act or any regulation, or any information furnished in pursuance of this Act or any regulation;

shall be guilty of an offence and shall be liable, on summary conviction, to a penalty not exceeding three hundred dollars and not less than fifty dollars, or to imprisonment for a period not exceeding six months and not less than one month, or to both fine and imprisonment.

37. Every person who, without lawful excuse,—

(a) refuse or neglects to answer, or wilfully answers falsely, any question requisite for obtaining any information sought in respect of the objects of this Act or any regulation, or pertinent thereto, which has been asked of him by any person employed in the execution of any duty under this Act or any regulation; or

Refusal or neglect, false information or deception.

(b) refuses or neglects to furnish any information or to fill up to the best of his knowledge and belief any schedule or form which he has been required to fill up, and to return the same when and as required of him under this Act or any regulation, or wilfully gives false information or practises any other deception thereunder;

Penalty.

shall, for every such refusal or neglect, or false answer or deception, be guilty of an offence and liable, upon summary conviction, to a penalty not exceeding one hundred dollars and not less than twenty dollars, or to imprisonment for a period not exceeding three months and not less than thirty days, or to both fine and imprisonment.

Wilful refusal or neglect to grant access to records.  
Penalty.

38. Every person who has the custody or charge of any provincial, municipal or other public records or documents, or of any records or documents of any corporation, from which information sought in respect of the objects of this Act, or any regulation can be obtained, or which would aid in the completion or correction thereof, who wilfully or without lawful excuse refuses or neglects to grant access thereto to any census officer, commissioner, enumerator, agent or other person deputed for that purpose by the Dominion Statistician, and every person who wilfully hinders or seeks to prevent or obstruct such access, or otherwise in any way wilfully obstructs or seeks to obstruct any person employed in the execution of any duty under this Act or any regulation, is guilty of an offence and shall be liable, upon summary conviction, to a penalty not exceeding three hundred dollars and not less than fifty dollars, or to imprisonment for a period not exceeding six months and not less than one month, or to both fine and imprisonment.

Leaving notice at house.

39. The leaving by an enumerator, agent or other person employed in the execution of this Act or any regulation, at any house or part of a house, of any schedule or form purporting to be issued under this Act or any regulation, and having thereon a notice requiring that it be filled up and signed within a stated time by the occupant of such house or part of a house, or in his absence by some other member of the family, shall, as against the occupant, be a sufficient requirement so to fill up and sign the schedule, though the occupant is not named in the notice, or personally served therewith.

Leaving notice at office.

40. The leaving by an enumerator or agent or other person employed in the execution of this Act at the office or other place of business of any person or firm or of any body corporate or politic, or the delivery by registered letter to any person, firm or body corporate or politic or his or its agent, or any such schedule or form having thereon a notice requiring that it be filled up and signed within a stated delay, shall, as against the person or the firm and the members thereof and each of them or the body corporate or politic,

be a sufficient requirement to fill up and sign the schedule or form, and if so required in the notice, to mail the schedule or form within a stated time to the Bureau.

41. Any fine imposed and recovered for any offence under this Act shall belong to His Majesty for the public uses of Canada, but the Minister may authorize the payment of one-half of any such fine to the prosecutor. Application of fines.