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DOMINION BUREAU OF STATISTICS

EIGHTH CENSUS  
OF CANADA  
1941

INSTRUCTIONS TO COMMISSIONERS  
AND ENUMERATORS

STATISTICS CANADA	STATISTIQUE CANADA
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## RULES, REGULATIONS AND INSTRUCTIONS, CENSUS OF 1941

In the following rules, regulations and instructions, the term "Act" means the "Act respecting the Dominion Bureau of Statistics, 8-9 Geo. V, C. 43" (Short title "the Statistics Act"). The term "Bureau" means the Dominion Bureau of Statistics.

### INSTRUCTIONS TO COMMISSIONERS AND ENUMERATORS

**1. Eighth General Census.** Under the provisions of the Statistics Act (1918, C. 43, S. 19), the Eighth General Census of the Dominion will be taken in the month of June in the year 1941, to ascertain, with the utmost possible accuracy for the various territorial divisions of Canada, their population and the classification thereof, as regards name, age, sex, conjugal condition, relation to head of household, nationality, racial origin, language, religion, education, employment, unemployment, occupation, wage-earnings; and such other matters as may be prescribed by the Governor in Council.

**2. Provisions by Order in Council.** The Act does not specify the full details of the Census, forms to be used, procedure to be followed, etc.; it provides that the latter are to be such as the Governor in Council shall direct.

**3. Date for recording population.** The date selected for recording the population in the present Census is Monday, the second day of June, 1941. The decisive hour of reckoning is 12 o'clock or midnight, standard time, on the night of June 1 to June 2; everyone born before that hour and everyone dying after it is to be counted in the population. Unless otherwise instructed, Enumerators must begin the enumeration of their respective districts on Monday, the second day of June, and must continue it every day, except Sundays, until the work is completed.

**4. The "de jure" method.** The Act provides that the Census is to be taken by what is known as the "de jure" method. Briefly, this means that the permanent place of residence is the locality where the persons enumerated should be counted. Definite instructions are given on this point further on. (See Instructions 45 to 59.)

**5. Districts and sub-districts.** In accordance with the Act, 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, and census sub-districts to the polling divisions in the cities, towns, incorporated villages, townships and parishes which constitute an electoral district.

- (a) Where towns, villages, townships, etc., are of small extent, or their population few, two or more may be assigned to one Enumerator. (See Instruction 15.)
- (b) Indian Reserves shall not form part of any enumeration area; their enumeration will be made by the Indian Agents, under the direction of the Bureau of Statistics.

**6. Officers for the outside service.** Two classes of officers shall be provided for the outside service as follows:—

- (a) **COMMISSIONERS.** These officers shall receive instructions from an officer of the Bureau of Statistics at suitable and convenient places selected for that purpose in each province, and shall have direction of the work in the census districts for which they have been appointed. They are to instruct Enumerators in the details of recording the Census in the schedules; to examine the Enumerators in respect of their qualifications and fitness; to revise the work of each Enumerator in accordance with Instructions, and to transmit all papers to the Bureau of Statistics, with which they shall conduct all necessary correspondence. Every commissioner is hereby authorized to assume the duties, rights and obligations of an Enumerator.
- (b) **ENUMERATORS.** To this class of officers shall be entrusted the actual enumeration of the census. It is therefore upon their judgment, discretion and intelligence that the completeness and accuracy of the work will to a very large degree depend. Every Enumerator shall begin his work on the 2nd day of June, 1941, and shall continue it from day to day (except Sundays) until the canvass of his area is completed.

**7. (1) When returns made.** The census is to be taken and all returns made before the end of the month of June, or within a time to be fixed in Special Instructions.

**(2) Returning completed schedules.** As soon as the census of his enumeration sub-district is completed, the Enumerator is required to place the schedules, together with the certificate

of his appointment and all other census materials in the portfolio, properly secured, and return them to his Commissioner in person except as follows:

- (a) **Far removed.** In cases where an Enumerator is far removed from the Commissioner and has previously received permission to forward his census returns, to the commissioner by mail, he is required to have it properly wrapped and securely tied. He will paste the printed mailing slip, supplied him by the Commissioner, on the parcel after having first plainly written thereon the name and address of the Commissioner. For further information see Special Letter of Instructions regarding making returns and also instructions on Mailing Slip.

If the agricultural schedules are too bulky to be placed inside the portfolio they shall be carefully wrapped in stout brown paper and securely tied between cardboard to prevent damage in transmission through the mails. Another of the Mailing Slips, properly addressed, should be pasted on the outside of the package, and mailed according to instructions on the Mailing Slip. Whenever possible the whole of an Enumerator's returns should be made up in a single parcel.

**8. If vacancy occurs.** Each Commissioner is empowered to appoint an Enumerator or Enumerators in the field if a vacancy occurs for any cause during the time of instruction or thereafter; he shall also, if for some unforeseen reason a sub-district is ascertained to be too large to permit of the completion of the work within the time specified, be empowered to make a division of the sub-district and appoint with the consent of the Minister one or more Enumerators thereto. In such cases the Commissioner must describe by metes and bounds the new enumeration area thus set up, and send copies immediately of the same to the Bureau of Statistics, giving his reasons for the changes made and the estimated population in each new area.

**9. Institutions.** The larger institutions, such as prisons, hospitals for the insane, charitable and benevolent institutions, have been made separate enumeration sub-districts and will be enumerated in most cases by some employee of the institution. The names of the Institutions which will be withdrawn from the regular Enumerators and enumerated by special officers are listed in the schedule of enumeration areas sent to the Commis-

sioners. The Commissioner is required to check the list of Institutions and if there are omissions to advise the Bureau of Statistics immediately stating whether such institutions are located in rural or urban areas.

**10. Supplies.** The Commissioners will be supplied from the Bureau of Statistics with instructions, schedules, and all other printed matter and stationery necessary for distribution to Enumerators when these are called together to receive instructions for their work.

**11. 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 placed in a portfolio furnished for the purpose of keeping them in a safe and clean state throughout the progress of his work. It may happen in certain localities that some of the schedules are not required or are required only in limited quantity. It will be the duty of the Commissioner, in consultation with each Enumerator, to ascertain exactly the number and kind of schedules that may be wanted.

**12. Care of schedules.** (1) Blank schedules already filled out must be kept in a safe place where they will not be accessible to any unauthorized person. The Enumerator shall remember at all times that only sworn in persons may look at the completed schedules.

(2) **Care of farm schedules.** For the day to day work, the Enumerator is supplied with a special envelope to hold completed farm schedules.

(3) **Care of population schedules, Form 1A or 1B.** For this schedule the Enumerator is supplied with a large sheet of paper (Form 30A or 30B) with the same headings as on the Population schedule and the same instructions. He shall use this schedule to cover the entries so that no person will be able to see information concerning people previously enumerated. He will slide this form on the population schedule so that no part filled in will be visible to persons being enumerated. The headings on this sheet being the same as on the population schedule, the Enumerator will be able to follow the heading in each column without having to refer to those on Form 1.

(4) **Care of housing schedule, Form 4.** For this schedule the Enumerator is supplied with Form 30C which he will use in exactly the same way as Form 30A or 30B for the population schedule.

**13. Certificate of appointment.** The Enumerator's certificate of appointment is evidence of his authority to ask the questions required by the Act. This certificate is to be signed by him in the presence of the Commissioner and should be exhibited whenever its use will aid him in obtaining the information he seeks. It must not leave his possession until after he has finished the enumeration of the sub-district which it covers, when it is to be returned with his completed schedules to the Commissioner,—who will return it to the Bureau at Ottawa.

**14. Description of enumeration areas.** One of the first duties of Commissioners is to check the written description of the boundaries of each enumeration area, so that no part of the census district may be missed, or be taken by more than one Enumerator. (See Instructions 26-39-63.)

**15. Assignment of territory.** In a majority of cases each Enumerator will be assigned one enumeration sub-district and will receive one portfolio, which will contain all the material he will need in his work. Some Enumerators, however, will be assigned a group of two or more smaller sub-districts and will receive a separate appointment and portfolio for each. When two or more districts are assigned to an Enumerator, he shall complete the first sub-district before beginning the second, and so on. The census of each sub-district is to be kept in its own portfolio.

**16. Census sub-district.** A written description of the limits of the sub-district will be pasted on the inside of the portfolio. In certain sub-districts a map is also pasted on the inside of the cover of the portfolio. Outside of the sub-district (or sub-districts), as thus described, the Enumerator has no authority and will have no duties to perform unless otherwise instructed.

**17. Complete personal canvass required.** It is the Enumerator's duty, personally, to visit every household and farm within his territory, in order to obtain the information required with reference to them; and to enter the same on the census schedules.

**18. Enumerator's rights.** An Enumerator has the right of admission to every dwelling (including institutions) within his territory for the purpose of obtaining information required by the Statistics Act. He has the right to ask every question contained in the census schedules and to obtain answers to each and all of them. He is cautioned, however, not to men-



tion or emphasize the compulsory feature of the enumeration unless it is necessary. (See Statistics Act, Sec. 36 to 40, quoted in the Appendix to these instructions.)

**19. Authority disputed.** In case an Enumerator's authority is disputed, he should show his appointment certificate which he must always carry with him. If the person cannot be persuaded to give the necessary information, the Enumerator will then read section 36 of the Statistics Act to him or her and if the person still refuses to answer the questions, he will then notify the Commissioner who will advise him on the proper procedure to follow.

**20. Refusal to answer.** Should any person object to answering any question on the schedules, the Enumerator should explain that the information is strictly confidential, that it will not be communicated to any person whomsoever, and that no use will be made of it which can in any way injuriously affect the interests of individuals. After all other means have failed, the attention of the person refusing to give information should be called to the penalty provided in sections 36 to 40 of the Statistics Act for refusal to give information. Should the person still refuse to give the information, or fail to fill out any form required in connection with the Census, the Enumerator shall report immediately to the Commissioner.

**21. Untruthful replies.** An Enumerator must obtain not only an answer, but a truthful answer to each question. He should not accept any statement which he has good reason to believe is inaccurate or false. Where he has reasonable assurance that the answer given is incorrect he shall call the informant's attention to the probable error or discrepancy and if the person persists in the statement his or her attention shall be called to section 36, subsection (a), of the Statistics Act. (See Appendix.)

**22. 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. (In compiling the records into tables every township, parish, city, town and village will be kept separate.)

**23. Records to be kept separate for township, parish, etc.** In a township, parish or other rural 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.

**24. Rural and unincorporated village enumeration to be kept separate.** If an unincorporated village or hamlet 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 shall be 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 and the name of the village or hamlet shall 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. The Enumerator shall find a list of the places to be kept separate with the description of his enumeration area. (See Specimen Schedule.)

**25. Enumeration of cities, towns and incorporated 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 sub-district is finished.

**26. Municipalities situated in two or more census districts.** In some instances parts of a municipality may be situated in two or more census districts. When this happens each part of the divided municipality shall constitute a separate census sub-district and the census of each part shall be taken separately and returned in the portfolio provided. When such parts are of small extent, either in area or population, two or more enumeration areas may be assigned to an Enumerator,

who will be required to report the census of each part as a separate unit and return each part in a separate portfolio. (See Instructions 14, 15, 39 and 63). In cities, if an Enumerator has parts of two or more wards in his sub-district, he will see that each is kept separate by drawing a line in the margin and marking: "Here begins the enumeration of Ward No. I," and at the end: "Here ends the enumeration of Ward No. I," etc.

**27. Census of crops and livestock 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; also the area of land occupied and the value of buildings in use by the head of each family or household, or by any member of it should be taken.

**28. 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. (See Instructions 17, 18, 19 and 20 and Statistics Act, Sections 35 to 40.)

**29. Census of crops and livestock to be taken separately for any member of a family besides the head who is on his or her own account an owner or producer.** If any member of a family or household besides the head thereof is on his or her own behalf an owner, occupier or tenant of land or buildings, or an owner of livestock, or a producer of crops or fruits separately from the head of the family or household, a Census of such articles shall be enumerated under his or her own name on Schedules No. 2, No. 2a or No. 3.

**30. Oath of office.** Every Census Commissioner, Enumerator or other person employed in the execution of the Statistics Act must take and subscribe to 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 under the Act; and every such person who, after having taken the prescribed oath, shall desert from his duty or who shall make wilful default in any matter required by him by the Act or the Instructions,

or who wilfully shall make a false declaration touching any such matters, shall be guilty of a misdemeanour and shall be liable to a fine of \$300 or six months' imprisonment or both. (See Sec. 35, Statistics Act.)

**31. Secrecy of census information provided for.** Every officer or other person employed as Census Commissioner, Census Enumerator, or in any other capacity under the Statistics Act is required to keep inviolate the secrecy of the information gathered from the public 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 Dominion Bureau of Statistics at Ottawa. The custody of census and other statistical records pertains solely to the Bureau, the Act expressly stating that no individual report or return shall be published or divulged. Moreover, no officer or employee of the Bureau is permitted to make a search among the records for information relating to an individual return, except for purposes of verification under the Act. 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.

**32. Canvassing or soliciting not permitted.** 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. He must not permit anyone to accompany or assist him in the performance of his duties, except duly appointed officers or employees of the Bureau of Statistics to whom the oath of office has been administered.

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

**34. Delegation of work or authority forbidden.** It is not permitted to a Commissioner, Enumerator or other employee of the Census to engage a substitute or to 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. 35, Statistics Act.)

**35. 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 tactful. It is only when persons refuse to answer questions or to give the required information that legal proceedings may be taken against them and only on the advice of the Commissioner. (See Instruction 20.)

**36. 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 of which Commissioners, Enumerators and all other officials were informed in the letter notifying them of their appointment. Census employees are required to use all practicable expedition to complete the service in the shortest time consistent with accuracy, efficiency and fullness; their daily earnings will depend on the amount of work accurately completed each day. Final payment to the Enumerator shall not be made until the Bureau is satisfied that the enumeration is complete and the work carefully done.

**37. The Statistics Act.** The sections of the Statistics Act, which apply to the taking of a census, published with these Instructions (Appendix), should be referred to for other duties of Census officers of the several classes, especially as provided in sections 35 to 40 of the Act; and also for the authority under which Census Officers may proceed to collect every particular of information called for in the schedules, as provided in the Act.

#### INSTRUCTIONS RELATING TO ALL SCHEDULES

**38. 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 and the number of the electoral district, the number of the enumeration sub-district, and the name of the city, town, village, municipality, township or parish and in Nova Scotia the polling district in which the enumeration sub-district is situated, in accordance with the blanks in each schedule heading; and he will furnish each Enumerator with a written or printed copy of the descriptions of the boundaries of the area assigned to him. (See Instruction 66.)

**39. Boundaries of Enumerator's territory.** The Enumerator shall study with great care the written description of the boundaries of the territory assigned to him as provided in Instructions 15 and 38, so that he may have a thorough knowledge of it. He shall 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 shall be careful to set at rest any doubt that may arise as to boundaries between his own and adjoining enumeration sub-districts in order to assure himself that no single house or portion of land will be omitted from the enumeration, and that none will be included which belongs to the territory to be covered by another Enumerator. (See Instructions 14, 26 and 63.)

**40. 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. When a page is filled the Enumerator will sign his name in the blank left for it in the heading. (See Instruction 65 and Specimen Schedule.)

**41. Clear and legible records.** The Enumerator is required to make all entries on the schedules in black or blue-black ink of good quality, and every name, 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 a permanent record, and its schedules must be carefully preserved for future reference.

**42. Specimen Schedules.** Illustrative examples of the method of making returns on the general Population Schedule Forms 1A and 1B, Farm Schedules Forms 2 and 2A, Housing Schedule Form 4 and Merchandising and Service Establishments Schedule Form 11 are supplied for the guidance of the Enumerators.

## CENSUS OF POPULATION

### INSTRUCTIONS RELATING TO THE POPULATION SCHEDULES

**43. Purpose of this schedule.** The population schedule 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 sub-district on the second day of June, 1941, is to be entered by name on the schedule, with all inquiries asked on the schedule carefully filled in accordance with the instructions given.

**44. Heading to be filled.** Fill in all the blank spaces at the head of each page, before entering any names thereon, with the name of the Province, District number, Enumeration sub-district number, and the full description of the division such as: Glenwood Municipality, Oak Lake Town, Plum Coulee Village, Ste. Anne Parish. In the Province of Nova Scotia, the name of the polling district shall be entered.

**45. (1) Who are to be enumerated?** This is the most important question for Enumerators to determine; therefore the following rules and instructions should be carefully studied.

**(2) Habitual home or usual place of abode.** It has already been noted in Instruction 4 herein that the Canadian Census is taken under the "de jure method." For all practical purposes this means that each person enumerated is counted in the population of the district where he or she is domiciled or lives. The following are examples which should be studied carefully:—

**(a) Persons away from home on business or visiting.** If a travelling salesman, for instance, lives in Winnipeg, but happens to be absent on a trip at the census date, he is counted in the population of the district where he lives in Winnipeg.

**(b) Students at college.** A person attending a school or college away from home is to be recorded in the population of the district in which his home is situated, and not in the population of the district where the school is located.

**(c) Persons in hospitals.** A casual patient in an ordinary hospital does not expect to remain there permanently and therefore does not acquire a domicile at the hospital. Such a person is counted in the population at his or her permanent home and not at the hospital. The rule is that only persons having their permanent home in the hospital are to be counted there.

There are, however, a very few persons who take up their permanent residence in hospitals, and they are to be counted in the population at the hospital in which they live.

**(d) Persons abroad.** Persons temporarily absent on business or visiting outside of Canada are to be included in the population of the district in which their permanent home is in Canada.

**(e) Servants.** Household servants, labourers, or employees who live and sleep on the premises of the household are to be counted in the population of that household.

**(f) Boarders and lodgers.** Boarders and lodgers are to be enumerated in the population where they sleep.

**(g) Sailors at sea.** A sailor away from his home at sea is to be enumerated as belonging to the population at his permanent home ashore. (See Special Instruction to Commissioners.)

**(h) Lumbermen.** Lumbermen away at work in the forest are to be enumerated at their permanent home. (See Instruction 53.)

**(i) Nurse in training.** A nurse in training shall be counted in the population where she is in training.

**(j) Soldiers, sailors, aviators and military nurses in the Active Army or in the Reserve,** whether overseas or in training in a Canadian camp, shall be enumerated at their permanent homes. The Enumerator will note, however, that special provision is made for an entry in column five of the schedule for these persons if they are at camp at the time of the Census.

**(k) Salvation Army, Knights of Columbus, Red Cross and Y.M.C.A. workers** in army huts either overseas or in Canadian military camps will be enumerated at their permanent homes, following the same instructions as for soldiers and military nurses.

**(l) Persons who have come to Canada from another country** in 1939, 1940 or 1941 as a result of war conditions, without the intention of making a permanent

stay in Canada, shall be enumerated at the place where they reside at the time of the census. This will include persons who are in Canada as refugees and evacuees for the duration of the war. The Enumerator will note that for such persons, provision is made for the entering of the letter "X" in column 22, after the year of immigration. Persons in Canada on official missions are not to be enumerated.

**46. Absent persons.** When taking the census of a household the Enumerator shall specifically ask if any member of the household is temporarily absent. If there is a member absent the Enumerator is to enter such a member's name and other census information to be supplied by other members of the household and by relatives and friends of the absent person. (See Instructions 48 and 49.)

**47. Domestic servants, etc.** Because the abode of domestic servants has been a source of misunderstanding in the past, it is hereby emphasized that they are to be enumerated at the place where they sleep. If they sleep at their employer's home they are to be enumerated in their employer's household; but if they leave every night after their day's work they are to be enumerated where they sleep.

The same rule applies to farm labourers and employees of all kinds. The general rule is that such persons are to be enumerated where they sleep.

**48. Place of residence doubtful.** Where it is not known whether an absent person will return or not the Enumerator shall enter such person's name, together with all other information required by Schedule No. 1 and write after the name in Column 4 "Ab" for absent, and also enter such person's present P.O. address in Column 6. The entry in Column 4 is to appear thus "Smith John (ab)."

**49. Absent twelve months.** If a person other than those referred to in Instructions 45 (j) and (k) has been absent from a household for twelve months, and it is not known whether he or she will return, the presumption shall be that he or she is domiciled elsewhere and he or she shall, therefore, not be enumerated with the said household.

**50. Persons not to be enumerated with the household.** The following are not to be enumerated with the households in which they are found: —

- (a) **Visitors or transients.** Persons, staying temporarily at hotels, boarding-houses, lodging rooms, with relatives or friends, or other places are not to be enumerated

at such places if they have some other usual or permanent home (unless their permanent home is closed). If the permanent home is closed they will be enumerated in the regular way and the Enumerator will fill in and return an "Absentee Household Card." (See Instruction 59 (3).)

- (b) **Table boarders.** Persons who take their meals with a household are not to be enumerated with that household unless they also sleep in the household.
- (c) **Servants sleeping out.** Servants, apprentices or other persons are not to be enumerated with the household in which they work unless they also sleep in the said household.
- (d) **Students.** Children or students living or boarding with a household in order to attend a school or college, but whose home is elsewhere, are not to be enumerated with such a household.
- (e) **Persons in the Diplomatic Service of other countries, or on official missions** shall not be enumerated unless they happen to be Canadian citizens.

**51. Inmates of institutions other than medical hospitals.** If there is in an Enumerator's area a prison, reformatory, jail, penitentiary, almshouse, asylum, or hospital for the insane, home for orphans, home for the blind, a home for deaf and dumb, a home for incurables, an institution for feeble-minded, a soldier's home, a home for the aged or any similar institution, in which persons usually remain for long periods of time, inmates of such institutions should be enumerated by the Enumerator appointed for the sub-district unless the institution is made a separate enumeration area and its census provided for as directed in Instruction 9.

**52. No permanent home.** Persons having no permanent home are to be enumerated where found.

**53. Construction camps.** Persons working in construction camps, relief camps, mining camps, lumber camps, or places of a similar nature, who have no permanent place of abode, are to be enumerated where found. This does not apply, however, to persons working at such camps who have a permanent home elsewhere; they are to be enumerated at their home and not at their camp.

**54. Prisoners in jails.** It should be carefully noted that prisoners in jails are to be enumerated at the jail in which they are confined, and the name of the home address of such persons is to be entered in Column 6.

**55. Individual Form—Population (Form 5).** The "Individual Form" is a form provided with spaces for entering all of the census information with regard to one person. It is to be used in securing information for persons who are absent at the time of the Enumerator's call and for whom the required facts cannot be supplied by anyone else, especially for boarders and lodgers. It is to be left along with Form 5A with the head of the household, the landlady, or with some member of the household, to be given to the person for whom the information is needed, with the request that it be filled out by him or her and placed in the envelope provided, and sealed and left with the head of the household until the Enumerator calls for it at a later date. Before leaving an "Individual Form," the Enumerator shall make the proper entries in the heading of the form. When the Enumerator receives this form completed, he shall transfer the information to the census schedule on the line left blank for this purpose, just as if he had obtained the information in the regular way. The Enumerator must never forget to leave as many blank lines on schedule 1 as he leaves Individual schedules and to collect these forms at the date stated by him.

This "Individual Form" must be filled up by a date and hour required in a notice given thereon by the Enumerator. The names of all such persons and the information concerning them shall be entered by the Enumerator on the Population Schedule Form 1 under the name of the head of the household of which such persons are members. (See Instruction 56 and Statistics Act, Section 36 in Appendix.)

**56. Information must be furnished.** The heads of households and institutions are required by Section 39 of the Statistics Act 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 household one copy of "Individual Form—Population," for each such person.

The Enumerator shall exercise great care to leave as many blank lines under the head of the household in the Population Schedule for the transcribing of this information as he leaves copies of the "Individual Form" to be filled up by absentees from the household.

**57. Households out on first visit.** In case all members of a household are out at the first visit, or in case the only persons at home are young children, servants or other persons not able to supply the required information concerning the members of the household, the Enumerator must return later to enumerate this household. If he has reliable information as to the number of persons in the household, including possible boarders or lodgers, he should leave the necessary number of blank lines on the Population Schedule for the entries.

**58. All members of household absent.** When the Enumerator finds a dwelling in his district which is usually occupied by a household, closed and all members of the household temporarily absent, he should obtain the information from some neighbour as to number of persons in the household and report the same at once to the Dominion Bureau of Statistics at Ottawa on the "Closed Dwelling Card," as directed in the instructions regarding the use of same in the following paragraph.

**The closed dwelling card, and the absentee household card**

**59. (1) Rule.** All persons are to be counted in the population at their permanent place of abode. (See instruction 45 (2).) It follows conversely that no person is to be counted in the population at the place where such person may happen to be temporarily residing at the date of the Census.

**(2) The Closed Dwelling Card.** Under the rule, provision must be made whereby inhabitants of a permanent dwelling may be enumerated, when such inhabitants are all away, and such dwelling is temporarily closed. The provision made is as follows:—

- (a) When an Enumerator finds a dwelling where no answer is made to the door-bell he is to ask neighbours, janitors, or others who may know, whether the occupants are merely out for the time being, or are temporarily living elsewhere, and if he is unable to obtain the census information, he is to enter the following particulars on a CLOSED DWELLING CARD:—
- i. The name of the city, town, village or place where the closed dwelling is situated.
  - ii. The name and number of the street where the closed dwelling is situated.
  - iii. The name and number of his own census district and sub-district.
  - iv. The name of the head of the household of the closed dwelling.

- v. The number of persons in the said household.
- vi. Where the said household now is in temporary residence.
- vii. The Enumerator's own name.

ALL CLOSED DWELLING CARDS FILLED OUT BY AN ENUMERATOR SHALL BE MAILED BY HIM TO THE DOMINION BUREAU OF STATISTICS, OTTAWA, ON THE DAY THEY ARE FILLED OUT. THEY ARE POSTAGE FREE.

- (b) **Enter Address on Schedule.** The name of the head of the household when obtainable and the name and number of the street where the closed dwelling is situated is to be entered on the Population Schedule No. 1. Write "closed" in address column (see Specimen Schedule, page 1, lines 47 and 48.) Leave blank a number of lines on the schedule to accommodate the names of members of the absent household; if the number cannot be ascertained leave SIX lines blank.

IF AN ENUMERATOR DOES HIS WORK PROPERLY EVERY DWELLING WILL BE ENTERED ON THE SCHEDULE, AND WILL HAVE ITS INDIVIDUAL NUMBER IN COLUMN 2 OF THE SCHEDULE.

- (3) **Absentee Household card.** Under the rule given above, provision must be made whereby members of a household in temporary residence may be counted in the population at their permanent place of abode. The provision made is as follows:—

When an Enumerator finds a household (a household may consist of one person—see definition of household, Instruction 72 (2) in temporary residence in his sub-district, and is advised that this household has closed its permanent dwelling for the time being, he is to enumerate the household on his schedule and place an asterisk or star (thus\*) on the left-hand margin of the sheet opposite every name entered; and enter the following particulars on an absentee household card:—

- i. The name of the head of the household.
- ii. The number of persons in the household.
- iii. The name of the city or town where the permanent home is situated.
- iv. The name and number of the street where the permanent home of the household is situated.
- v. The province and district of the permanent home.
- vi. The page and number of the dwelling as entered on the Schedule No. 1.
- vii. The Enumerator's own name and the census sub-district.

The information relating to the dwelling on Schedule 1, shall pertain to the dwelling in which this household permanently resides.

For households enumerated in summer cottages and who for the time being have given up their permanent homes, the Enumerator instead of numbering their household in columns, 1, 2 and 3 of Schedule 1 will enter the name of their permanent residence. For such households the Enumerator will send an Absentee Household card and mark on it that while this household should be credited to its permanent place of residence, it has, for the time being, given up its permanent home.

ALL ABSENTEE HOUSEHOLD CARDS COMPLETED BY AN ENUMERATOR SHALL BE MAILED BY HIM TO THE DOMINION BUREAU OF STATISTICS, OTTAWA, THE DAY THEY ARE FILLED OUT. THEY ARE POSTAGE FREE.

**60. Vacant Dwellings.** When the Enumerator finds a vacant dwelling which is fit for human habitation, he is to enter it on the schedule as follows:—

Column 1—Enter the number of the building in which the vacant dwelling is contained in the same way as the building number is entered for a building containing an occupied dwelling.

Column 2—Enter the dwelling number in the usual way.

Column 4—Write "Vacant."

Column 6—Write the name of the street and the street number.

Column 9—Enter the kind of dwelling.

Unoccupied summer cottages and unoccupied "jungle dwellings" are not to be enumerated.

Leave all other columns blank. (See Specimen Schedule, page 1, line 20.)

**61. (1) Enumerate every dwelling.** Every dwelling except unoccupied summer cottages and unoccupied "jungle dwellings" is to be entered on the schedule whether it is occupied or not. If it is VACANT it shall be entered as explained in Instruction 60. If it is occupied but temporarily CLOSED with the household away it shall be entered as explained in Instruction 59.

(2) **An Enumerator shall not take it for granted**, because a dwelling is closed at the time of the visit, that it is unoccupied. He shall make inquiries from neighbours, janitors, etc., to find out whether:—

(a) It is VACANT.

(b) It is CLOSED with the household temporarily living elsewhere.



(c) All members of the household are out merely for the time being.

(3) Neither shall an Enumerator take it for granted that because a building appears to be used for business purposes only, that no one lives or sleeps in it; he should satisfy himself by careful inquiries.

**62. Method of making record.** The entries on the schedule shall be made as follows:—

- (a) Use **black or blue-black ink.**
- (b) Write **legibly** and do not blot the schedules.
- (c) Avoid **erasing and interlining.**
- (d) **DO NOT USE DITTO MARKS EXCEPT IN COLUMN 4.**

**63. Political subdivisions to be kept separate.** An Enumerator's sub-district may comprise two or more parts or subdivisions, such as:—

- (a) Two or more townships, districts, parishes or other subdivisions of an electoral district, or part of such subdivision;
- (b) Two or more wards of a city, town, or village, or parts thereof.

**N.B.**—In all such cases the enumeration of one such subdivision of an enumeration area shall be completed before beginning the enumeration of another. The entries for each subdivision shall 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 shall write, "Here ends the enumeration of . . . . .," giving the name of the township, ward or other subdivision as the case may be, and leaving the remainder of the lines on that page blank. Every municipality or part of a municipality shall constitute a separate enumeration area and its census must be taken as directed in Instructions 14 and 15. This applies particularly to cases where parts of a municipality are in two or more electoral districts. (See Instructions 14-15-26-39).

**64. Unincorporated village.** Read carefully Instruction 24.

**65. 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 of the last name entered on that day and give the date thus: June 2. (See Specimen Schedule.)

**66. The Heading of the Schedule.** The Enumerator will fill out the spaces at the top of each page of the schedule with the name of the province, the name and the number of the electoral district and the number of the enumeration sub-

district before entering any names on that page. In the last blank on the right-hand side of the sheet he will state whether his enumeration area is a city, town, village, municipality, township or parish, and sign 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 schedule. He is, moreover, required to have the Enumerators, in his presence, fill in the headings of at least one of each kind of schedule with the proper designations for their enumeration areas.

#### MARGINS OF SCHEDULE

**67. (1) Left margin.** The following are to be indicated on the left margin of the Population Schedule, Form No. 1.

(2) **Hotels.** Mark these in the left-hand margin by a bracket enclosing the persons living in the hotel, and by the word "Hotel." Also write the name of the hotel if it has one.

(3) **Boarding or lodging houses.** Indicate these in the left margin of the schedule by a bracket enclosing the persons living in the boarding-house, and by the word "Boarding-house." (See Specimen Schedule, page 1, lines 26 to 31.)

**What is a boarding or lodging house?** For census purposes a boarding or lodging house is a dwelling used for the commercial business of housing lodgers. An ordinary dwelling where 1 or 2 rooms are rented merely to augment the household income is not considered a boarding-house.

When an Enumerator finds a dwelling in which lodgers live he shall ask if the dwelling is a boarding-house in the above defined sense of the word.

(4) **Institutions.** Mark these in the left-hand margin of the schedule by a bracket enclosing the persons living in the institutions, and by the word "Institution." Also write the name of the Institution if it has one. (See Specimen Schedule, page 1, lines 40 to 43.)

**What is an institution?** For census purposes an institution is any place not a private dwelling, a hotel, or a boarding-house. The following are examples of institutions:—

- i. Hospitals of all kinds.
- ii. Sanitaria.
- iii. Y.M.C.A.'s and Y.W.C.A.'s.
- iv. Clubs.
- v. Hostels.
- vi. Relief camps.
- vii. Colleges, convents, monasteries, etc.



- viii. Military barracks.
- ix. Salvation Army Citadels, etc.
- x. Missions providing beds.
- xi. Penitentiaries.
- xii. Reformatories.

The foregoing list is not intended to comprise all places that are institutions, but merely to provide examples. If the Enumerator is in doubt as to whether to mark a place an institution, or not, it would be better for him to mark it as one, because this can then be easily checked later.

(5) **Apartment houses.** Mark these in the left-hand margin of the schedule by a bracket enclosing the households living in the apartment house and by the word "apartment".

**68. Right margin.** On the right margin of the schedule the Enumerator shall indicate the daily progress of his work by writing the date opposite the last person enumerated on that day. (See Specimen Schedule, page 1, lines 8 and 37, on the right margin.)

#### COLUMN 1—BUILDING

**69. (1) Number of building in order of visitation.** In Column 1 each building shall be numbered in order of visitation. The first building visited shall be numbered "1", the second "2", and so on until the enumeration of the sub-district is completed. The number shall always be entered opposite the name of the first person enumerated in each building and shall not be repeated for other persons, dwellings, or households in the same building. But where an Enumerator comes back to a building previously partially enumerated, he shall enter the same building number again in order to identify the people with the building in which they live. (See Specimen Schedule, page 1, lines 34 and 44.)

(2) **"Building" defined.** A building, for census purposes, is any structure or place in which one or more persons usually live. It may contain only one dwelling unit as in a "single house" or two or more dwellings as in an "apartment house," in a "row" or "terrace" or in a "semi-detached" or "double house" or "duplex", or in a building containing flats, etc. In any case, regardless of the number of dwelling units, each structure counts as only one building and will be numbered accordingly. A building may also be a tent, a railway car, a store, a trailer or a "dug-out" in the ground, if used for human habitation.

#### COLUMN 2—DWELLING

**70. (1) Number of dwelling in order of visitation.** Each structurally separate dwelling unit shall be numbered in Column

2 according to the order in which it was enumerated. Thus, the first dwelling visited shall be numbered "1," the second "2," and so on until the last dwelling in the sub-district has been enumerated. The number shall always be entered opposite the first person enumerated in each dwelling and shall not be repeated for other persons in the same dwelling even though they may belong to a different household.

(2) **"Dwelling" defined.** A dwelling is a structurally separate set of self-contained living premises having its own entrance from outside of the building containing it or from a common passage or stairway inside. The following will be counted as one dwelling:—

- (a) **Each single house.** The Enumerator must, however, bear in mind that what appears from the outside to be a single house may prove, upon further investigation, to have been divided into two or more structurally separated dwellings. In this case, as many dwellings should be counted as there are such units.
- (b) **Each apartment or suite of rooms** in an "apartment house," "duplex" or "triplex."
- (c) **Each flat** in a building containing flats.
- (d) **Each section** (or so-called "house") of a "row" or "terrace."
- (e) **Each half** of a "semi-detached" or "double house".

The Enumerator must bear in mind that often what appears to be one-half of a "semi-detached" house or a section of a "row" or "terrace" may have been divided into two or more self-contained dwellings. In such cases, each unit must be numbered in Column 2 as another dwelling.

**71.** On the other hand, if often happens that several rooms in a dwelling are equipped for "light housekeeping" and sublet to another household. These "light housekeeping" rooms do not constitute a structurally separate self-contained dwelling and should not be counted as such. They may be readily identified by the fact that the occupants have to share household facilities, such as bathroom or kitchen, with other households living in the house. The Enumerator shall not number these "light housekeeping" rooms separately in Column 2.

Persons living either at the back or above business premises such as a laundry, a grocery store, etc., will be enumerated as living in a dwelling in a flat and will be so designated in Column 9.

## COLUMN 3—HOUSEHOLD

**72. (1) Number of household in order of visitation.** Each household shall be numbered in order of visitation in column 3, according to the order in which enumerated. The first household visited shall be numbered "1," the second "2" and so on until the enumeration of the sub-district is completed. The number shall always be entered opposite the name of the first person enumerated in each household, who in every case will be the head of that household. (See Instruction 81 (1)); and shall not be repeated for other persons in the household.

**(2) "Household" defined.** A household consists of a person or group of persons living in one housekeeping community. The persons constituting this group may or may not be related by ties of kinship, but if they live together with common housekeeping arrangements, they constitute a household. Thus a servant who sleeps on the premises, such as a maid, a chore boy, a hired man, etc., shall be included in the household for which he or she works. Similarly a boarder or lodger belongs to the household where he or she sleeps.

**(3) It should be carefully noted,** that two or more households may occupy the same dwelling. If they occupy separate portions of the dwelling and their housekeeping is entirely separate (separate tables), they shall be numbered as separate households and entries for each shall be made in Columns 7 to 10 inclusive which describe the home. (See Specimen Schedule, page 1, line 4.) In deciding what constitutes a household the factor of blood or legal relationship should be disregarded completely, as the question to be settled is whether or not there are separate housekeeping arrangements.

**(4) Households in apartments and flats.** Dwellings consisting of apartments or flats, etc., are generally too compact to permit of their occupancy by more than one household, but nevertheless there are apartments and flats so occupied, and they should not be missed by the Enumerator.

**(5) Households in lodging-houses.** The occupants of a lodging-house generally form a single household. There are cases, however, of people living in lodging-houses who belong to housekeeping communities separate from the general household community, and they should be returned as belonging to separate households.

**(6) Households in hotels.** Most people in a hotel belong to the general hotel housekeeping community and all such people are therefore returned as belonging to one hotel household. There are, however, persons living in hotels and particularly apartment hotels who belong to housekeeping communities separate from the general hotel community, and they should be returned as so belonging to separate households.

**(7) Households in institutions.** Most of the officials and inmates of an institution belong to one general housekeeping community within the institution, and are therefore entered as one household. But where officers or employees live in separate quarters carrying on their own housekeeping they are to be entered accordingly as separate households. (For definition of "institution" see instruction 67 (4) (a).)

**(8) Persons living alone.** It will be seen from the definition of a household given above that a single person may comprise a household. Any person living alone, in an apartment, single house, flat, etc., or an employee living in a store, bank, etc., is to be entered as a separate household.

## COLUMN 4—NAME

**73. (1) How to enter a person's name.** The last name or surname is to be written first, then the given name commonly used followed or preceded by initials of other given names, such as: Smith, Richard J; Jones, C. Paul, etc. In the case of a new-born baby who has not yet been given a name, the entry "infant" shall be made. Where the surname is the same as on the line above, it should not be written again, but "ditto" marks should be entered instead. (See Specimen Schedule.)

**(2) What names are to be listed?** All persons living in the household i.e., all persons who regularly sleep there. Among persons to be included, are infants born **before** and persons who died **after** midnight of June 1, 1941. If there is in the household a person who has come to Canada from another country in 1939, 1940 or 1941, as a result of war conditions without the intention of making a permanent stay in Canada, though here for the duration of the war, such a person shall be enumerated as a member of the household and the Enumerator shall write the letter "x" after the year of immigration in column 22. This will include persons who are in Canada as refugees and evacuees for the duration of the war but not persons who are in Canada on official missions.

The Enumerator shall not list the names of infants born after midnight of June 1, 1941, nor persons who died before this hour. Persons staying temporarily with the household who have a permanent residence elsewhere shall not be enumerated.

(3) **Before starting to list the persons**, the Enumerator shall ascertain whether or not all the persons living in the dwelling form only one household or more than one. (See Instruction 72 (2) household defined.) If there is more than one household living in the dwelling, each one will be listed separately and given a separate number in column 3.

(4) **Order of listing.** The names of the persons belonging to each household shall be listed one after the other in column 4 in the following order: Head of the household, wife of the head, unmarried children in order of age, married children with their families, other relatives, servants and other employees, boarders and lodgers and other persons belonging to the household. The Enumerator shall see that every such household has a number in column 3.

(5) **Persons in institutions.** Names of persons belonging to the general institutional household shall be entered in the following order: head officer, employees, inmates, etc. Separate households in one institution, such as households consisting of an army officer and family living in special officers' quarters in barracks, or a doctor and his family living in special quarters provided by a hospital, etc., shall be entered separately from the general institutional household and given a separate number in column 3.

#### COLUMN 5—WAR SERVICE

74. (1) The entry in this column shall be as follows: after listing each person, the Enumerator shall ask whether the person is on Active Service in His Majesty's Forces, either in the Army, the Navy, the Air Force or the Nursing Corps, or has done Military Service at a Camp with a Reserve Unit between June 2, 1940, and June 2, 1941. If the answer is "Yes", he shall enter "O" in Column 5 if the person is overseas, and "A.C." if the person is on Active Service in Canada. If the person has done Military Service in Camp with a Reserve Unit he shall enter in Column 5 the number of days that the person was in Military Camp.

(2) If in the household there is a person overseas or in a Canadian Camp employed in the Salvation Army, Red Cross, Y.M.C.A. or Knights of Columbus Army Huts, etc., an entry shall be made in Column 5 as in the case of persons on Military Service. In this case, the entry shall be "O" in Column 5 if the person is overseas, and "A.C." if the person is in Canada. In the case of persons in Canada the Enumerator will enter the name of the Camp in Column 6 with the letters "S.A." for Salvation Army, "R.C." for Red Cross, "Y" for Y.M.C.A., and "K. of C." for Knights of Columbus. Where the person is overseas the entry in Column 6 shall be the name of the institution using the abbreviations given above.

#### COLUMN 6—PLACE OF ABODE

75. (1) **Urban districts.** In cities, towns, incorporated villages and residential suburbs, the house number and the name of the street shall be entered in Column 6.

(2) **Rural districts.** In the Provinces of Manitoba, Saskatchewan and Alberta, the Enumerator shall enter the section, township, range and meridian or in a certain few cases the parish and lot. In the other provinces the Enumerator shall enter the parish or township in Column 6.

(3) **The place of abode** shall be given in Column 6, only opposite the name of the head of the household.

#### COLUMNS 7 TO 10—DESCRIPTION OF HOME

76. **Answers to these inquiries** are to be entered for each household on the line used for the enumeration of the head, i.e., on each line where there is an entry in Column 3.

77. **Column 7—"Owned" or "rented".** (1) **"Owned" home.** If the home is owned by the head or some other member of the household occupying it, it shall be indicated by entering "O" in Column 7, opposite the name of the head of the household. To be considered as "owned" it is not necessary that the home be paid for in full. The home will be considered as "owned" even if there is a mortgage on it.

(2) **"Rented" home.** When the home is not "owned" as defined in Instruction 77 (1) it shall be enumerated as "rented" by entering "R" in Column 7 opposite the name of the head of the household. If the home is not "owned" by a member

of the household, it will be enumerated as "rented," regardless of whether or not the tenant pays rent or gets the home free.

**78. Column 8—Value or rent.** (1) **If owned, give value.** If the dwelling is owned, as indicated by the entry "O" in Column 7, enter its current value in Column 8. In most cases the value will have to be estimated and the Enumerator should remember that this value will be the amount that this dwelling would sell for, i.e., the amount that it would sell for on June 2, 1941, if the owner were willing to sell to a willing buyer. In the case of a person living in a suite or dwelling in an apartment house which he owns, the Enumerator shall divide the market value of the apartment house by the number of suites and enter the result in Column 8. (See Specimen Schedule, page 1, line 17.)

The value of the land on which the dwelling is located and the value of garages shall be included with the value of the dwelling, except on farms, where the value of barns and other outbuildings and the value of farm land shall not be included. If there are business premises in the same building, their value will not be included.

(2) **If rented, give rent for the month of May, 1941.** If the home is rented as indicated by the entry "R" in Column 7, enter the amount of rent paid or to be paid for the month of May, 1941, in Column 8. Only the rent for **living quarters occupied by the household being enumerated** shall be entered. Special care must be taken in the following cases so that the correct rent will be enumerated.

(a) **Business premises.** If but one rental is paid for both living quarters and store or business premises, deduct the estimated rental value of the store or business premises from the total rent paid and enter the remainder of the rent paid in column 8.

(b) **Two or more households living in the same dwelling.** In all cases where there are two or more households in one dwelling, the rent entered in Column 8 for each household shall be the amount paid for the rooms occupied by each household. If the entire dwelling is rented by one household and this household, in turn, sublets part of the dwelling to another household, the rental value of the rooms retained by the first household shall be estimated and entered in Column 8.

(c) **Farm homes.** Usually farm houses are not rented separately from the remainder of the farm and the amount of rent paid includes the rent of the house, the other buildings

and the land. In this case, the Enumerator shall not attempt to estimate the rental value of the house alone and shall put a dash in Column 8.

(d) **Free tenants.** Often, persons such as janitors, clergymen or farm employees are provided with living quarters as part payment for their services. In cases of this kind, and in others where no cash rent is paid, the entry "free" shall be made in Column 8.

In making entries in this column, omit cents. Thus, 20 dollars and 40c. shall be reported as \$20, and 20 dollars and 60 cents, as \$21, etc.

**79. Column 9—Kind of dwelling.** (1) **In this column,** opposite the name of the head of each household, the Enumerator shall enter the kind of dwelling in which the household is living. The entry will indicate whether the household's living quarters are situated in a "single" house, in an "apartment," in a "flat," in a "row" or "terrace," in a "semi-detached" house, in "business premises" or in some other type of dwelling.

(2) **Abbreviations to be used.** The kind of dwelling will be abbreviated as follows:—

Apartment—"A"  
Row or Terrace—"R"  
Single house—"S"  
Semi-detached—"S.D."  
Flat—"F"  
Business Premises—"F"  
Institution—"Inst."

See the footnote on the schedule for these abbreviations. Only the abbreviations listed above shall be used. Any other kind of dwelling shall be written out in full.

(3) **Dwelling in "Single" house.** This type of dwelling consists of a permanent structure in which there is only one self-contained dwelling unit; it is commonly spoken of as a "single" or "detached" house. Ordinarily a dwelling of this kind is occupied by one household only, but sometimes two or more households will be found in a "single" house, each occupying parts of the same dwelling.

(4) **Duplex.** It should be carefully noted that what looks from the outside like a "single" often reveals itself as "apartments" or "flats," on the inside. These are generally converted

"singles," that is "singles" which have been structurally divided on the inside into self-contained apartments or flats. A household living in one of these shall have "A" or "F," as the case may be, entered in this column.

(5) **Dwelling in "Semi-detached".** This means that a household is living in what is sometimes called a "double house". The entry "S.D." shall be made in this column opposite the name of the head of each household living in such "semi-detached" dwellings.

(6) **Dwelling in "Apartment".** Big apartment blocks have been built everywhere in Canada, and the individual dwellings contained therein are called by various names, such as apartments, suites, etc. Access to individual apartments is generally from hallways inside the building, and the building therefore has a street number, or sometimes more than one such number, and the individual apartments have a dwelling number. An "A" shall be entered in this column on the same line as the name of the head of each household living in such an apartment.

(7) **Dwelling in "Flats".** In some cities there are certain buildings in which several families live under a single roof, but which differ from an apartment building, in that each dwelling (flat) has its own separate and independent entrance from the outside—usually, for those above the ground floor—by means of a stairway on the outside of the building. An "F" shall be entered in this column on the same line as the name of the head of each household living in such a flat.

(8) **Dwelling in business premises.** It happens quite often that a household lives in business premises, such as, a family occupying rooms behind a laundry, over a grocery store, or sometimes a caretaker is provided with living quarters in a factory, etc. In such cases an "F" shall be entered in Column 9 on the same line as the name of the head of each household living in such business premises.

### 30. Column 10—Rooms occupied by each household.

(1) The Enumerator shall enter, in Column 10, the number of rooms occupied by each household. If there are two or more households in a dwelling, the entry, on the same line as the head of each household, shall be the number of rooms in the portion of the dwelling which is occupied by each household.

(2) **Not to be counted.** The following will not be counted as rooms: halls, bathrooms, closets, pantries and alcoves; attics and basements, unless finished off for living purposes; sunrooms and verandas unless suitably enclosed for occupancy at all seasons.

### (3) Hotels, lodging-houses and institutions.

(a) **Ordinarily, all persons living in a hotel, a lodging-house or an institution are members of the one household, but some cases will be encountered where there are housekeeping communities separate from the main households.** Since each of these groups of people will be counted as a separate household, the number of rooms occupied by it shall be reported in Column 10. Only the rooms in which members of the main hotel, lodging-house, or institutional household live are to be entered opposite the name of the head of the household. For example, in a hospital where nurses, resident doctors, servants, etc., live in the institution, only the rooms occupied by these people will be marked in Column 10, opposite the name of the head, and not all the rooms in the hospital.

(b) **Enumerators are cautioned to obtain the census information about a hotel from the proprietor or manager, or from a responsible person in charge of the hotel.**

### COLUMNS 11 TO 14—PERSONAL DESCRIPTION

#### 31. Column 11. Relationship to head of household.

(1) **Head of the household.** For census purposes, there must be a head to each household. The name of the head shall be entered first when enumerating a household, and on the same line as the name, the word "head" shall be entered in Column 11.

(2) **Who should be reported as "head"?** Enumerate as "head" the person on whom falls the chief responsibility for the maintenance of the household. However, when husband and wife or parent and unmarried children live in the same household always report the husband as "head" rather than the wife, and the parent rather than an unmarried child. When brothers and sisters comprise a household, usually the eldest will be reported as the "head". If several unrelated persons share housekeeping facilities on a partnership basis, enumerate one of them as "head" and the others as "partners".

(3) **Relationship to "head".** Describe the other members of the household according to their relationship to the head as wife, son, daughter, father, mother, grandson, grandmother, daughter-in-law, father-in-law, nephew, niece, uncle, aunt, partner, servant, employee, boarder, lodger, evacuee, refugee, etc.

(4) **Institutions and hotels.** In an institution or a hotel, enter as "head" the highest-ranking officer or employee in the main household. Entries in column 11 for other members of the institutional or hotel household will be their relationship to the institution or hotel, as officer, employee, inmate, patient, pupil, prisoner, etc.

(5) **Family.** Occasionally, some members of a household will constitute a separate family from that of the head of the household. For example, the head of the household may have living with him, as part of the household, a married son and his wife and children. While these would be members of the same household, still they would form a separate family. In such cases, the Enumerator shall indicate such families by placing their members within brackets on the left of column 11. (See Specimen Schedule, page 1, lines 4 to 6.)

(6) **"Family" defined.** A family consists of husband and wife (with or without children) or a parent with an unmarried child (or children) living together in the same housekeeping community.

(7) **Dependency on head.** The Enumerator shall ask of every member of the household, whether or not this person is dependent on the head of the household for his or her maintenance. In the affirmative he shall enter the letter "D" in Column 11, after the relationship to the head.

(8) **"Dependant" defined.** For census purposes, a dependant is a person who is wholly reliant or reliant to the extent of 50 per cent or more on the head of the household for his or her maintenance. Homemakers are not to be regarded as dependants.

**82. Column 12.—Sex.** In this column, enter the letter "M" for each male and "F" for each female. Before making this entry, compare the name with the sex to avoid making the mistake of entering "F" opposite a masculine name, and vice versa.

**83. Column 13.—Conjugal condition.** (1) In this column, enter the conjugal condition of each person enumerated, using the following abbreviations:

Single ..... "S"      Widowed ..... "W"  
 Married ..... "M"      Divorced ..... "D"  
 Permanently separated. "M.S."

(2) **Permanently separated.** Enter "M.S." only for married persons who are permanently separated for domestic reasons though they are not divorced. Married men whose employment necessitates their living away from their families are to be enumerated as "Married" and the letter "M", not "M.S.", shall be entered in Column 13.

**84. Column 14.—Age at last birthday.** (1) **Person over one year.** The age of every person one year or older at midnight of June 1, 1941, is to be enumerated in completed years at his or her last birthday prior to June 1, 1941.

(2) **Child under one year.** For a child under one year at midnight, June 1, 1941, enter the age in this column in completed months expressed as twelfths of a year. The Enumerator shall first find out the date of birth of the infant and then enter its age in accordance with the following table:

Child's date of birth	Completed months	Entry in C. 14
Between May 2, 1941, and June 1, 1941 (inclusive) .....	0	0/12
Between April 2, 1941, and May 1, 1941 (inclusive) .....	1	1/12
Between March 2, 1941, and April 1, 1941 (inclusive) .....	2	2/12
Between February 2, 1941, and March 1, 1941 (inclusive) .....	3	3/12
Between January 2, 1941, and February 1, 1941 (inclusive) .....	4	4/12
Between December 2, 1940, and January 1, 1941 (inclusive) .....	5	5/12
Between November 2, 1940, and December 1, 1940 (inclusive) .....	6	6/12
Between October 2, 1940, and November 1, 1940 (inclusive) .....	7	7/12
Between September 2, 1940, and October 1, 1940 (inclusive) .....	8	8/12
Between August 2, 1940, and September 1, 1940 (inclusive) .....	9	9/12
Between July 2, 1940, and August 1, 1940 (inclusive) .....	10	10/12
Between June 2, 1940, and July 1, 1940 (inclusive) .....	11	11/12

(3) **Age in round numbers.** Studies of past censuses tend to indicate that there is a concentration of ages around round numbers, like 30, 35, 40, etc. This is due to the fact that many persons have a tendency to report their age in round numbers when that is not their exact age. For this reason, when an age is given as ending in "0" or "5", the person must be asked if that is the exact age. However, if it is impossible to get the exact age, enter the approximate age rather than return the age as unknown.

**COLUMNS 15, 16 AND 17—FOR ALL WOMEN WHO ARE OR HAVE BEEN MARRIED**

There must be an entry in each of these three columns for all women for whom the entry in Column 13 is "M", "W", "D", or "MS". For all other persons, leave these columns blank.

**85. Column 15.—Age at first marriage.** In this column, enter the age (in completed years) at first marriage for each woman who is or has ever been married.

**86. Column 16.—Total children born to this woman (exclusive of stillbirths).** In this column, the Enumerator will enter the total number of children born alive to each woman for whom there is an entry in Column 15. This will include all children born to this woman whether in the present marriage or in a previous one. This will include all children who may have died since birth or who are now living elsewhere, as well as those now living with the mother. Enter "0" in this column for a woman who is or has been married and who has never borne children.

**87. Number of children living.** This inquiry is to be answered whenever entries have been made in columns 15 and 16. Of the total number of children born to each woman (as reported in Column 16) enter in Column 17 the number living on June 2, 1941.

**COLUMN 18—PLACE OF BIRTH**

**88. (1) Place of birth.** In this column the Enumerator shall enter the place of birth of every person enumerated. If the person was born in Canada, enter the name of the province or territory, using the abbreviations listed below. If the person was born outside of Canada, enter the country of birth. Following the place of birth, indicate whether the person was born: to

parents then living on a farm by entering "F"; to parents then living in a rural community but not on a farm by entering "RNF"; or to parents then living in an incorporated city, town or village by entering "U" in column 18 after the place of birth. (See Specimen Schedule.)

**(2) Abbreviations to be used:**

Province or Territory	Abbreviation
Prince Edward Island.....	P.E.I.
Nova Scotia.....	N.S.
New Brunswick.....	N.B.
Quebec .....	Que.
Ontario .....	Ont.
Manitoba .....	Man.
Saskatchewan .....	Sask.
Alberta .....	Alberta
British Columbia .....	B.C.
Yukon .....	Yuk.
Northwest Territories.....	N.W.T.

**(3) Persons born outside of Canada.** For persons born outside of Canada, the Enumerator will enter the name of the country only, except in the following cases:

- (a) **Born in British Isles.** Instead of Great Britain or British Isles, the particular country should be given, as, England, Scotland, Wales, Northern Ireland, Irish Free State (Eire), Isle of Man, Channel Islands, Hebrides, Orkneys, Shetlands, etc. If a person is unable to state definitely whether his or her place of birth is in Northern Ireland or in Eire, enter the county as well, e.g., Ireland (Co. Donegal). Note that "Ulster" should not be reported, as six of its nine counties comprise Northern Ireland and the remaining three are part of the Irish Free State (Eire).
- (b) **Born in Continental Europe.** For persons born on the Continent of Europe enter the country of birth as it was constituted in 1936. For example persons in what constituted Austria before the German invasion should be reported as born in Austria and not in Germany.
- (c) **Born at sea.** For persons born on a ship at sea, the Enumerator will enter "at sea" in column 18.

- (d) **The Enumerator will write the name of the various countries of birth in full.** Abbreviations will be used only when persons were born in the various provinces or territories of Canada.

**89. Person uncertain of birthplace.** If the person reports as his or her place of birth one of the countries which have had changes of boundaries after the first World War, the Enumerator will ask specifically whether or not the birthplace is located within the present area of the country as of 1936; and if not, find out to what country it has been transferred. If the Enumerator cannot find the present location of the birthplace, he should enter in addition to the name of the country, the name of the province or state in which the person was born, as Alsace-Lorraine, Bohemia, Croatia, Galicia, Moravia, Slovakia, etc., or the city, as Warsaw, Prague, Strasbourg, etc.

#### COLUMNS 19, 20 AND 21—RESIDENCE

**90. Column 19.—Years of continuous residence in province.** The Enumerator will ask of each person enumerated if he or she has ever resided, for a year or more, outside of the province in which he or she is now residing. If the answer is "no" enter the letter "A" in column 19. If the person has resided in another province, then the Enumerator shall ask the length in years of the last continuous residence in the present province and shall enter it in column 19. For example, if a person came to Canada from England 30 years ago and resided in Quebec for 10 years and then moved to Manitoba where he or she has been living since, the entry in column 19, will be "20".

**91. Column 20.—Years of continuous residence in the municipality.** The Enumerator will follow exactly the same instructions for the filling of this column as for the filling of column 19. (See Instruction 90.)

**92. Column 21.—Province or country of former permanent residence.** (1) In this column, the Enumerator shall enter the province or country of previous permanent residence, i.e., the province or country where the person resided before moving to the present province of residence. By permanent residence is meant residence which lasted one year or more. If the person never resided permanently in a province or country other than the one where he or she now resides, the entry in this column will be "none". On the other hand if a person

immigrated to Canada for example, from Poland and has always resided in the same Canadian province, then the entry in column 21 will be "Poland".

(2) **Born on farm or elsewhere.** After the entry of the province or country of previous permanent residence in column 21, the Enumerator will enter "F" if the person was then living on a farm, "RNF" if the person was living in a rural community but not on a farm and "U" if the person was living in an incorporated city, town or village. For example, if a person now living in Manitoba was previously living in Toronto, then the entry in column 21 will be "Ontario U".

#### COLUMNS 22 AND 23—IMMIGRATION AND NATURALIZATION

**93. Column 22.—Period of Immigration to Canada.** (1) **Persons born outside of Canada.** The period during which each person born outside of Canada first came to reside in this country shall be entered in Column 22 in accordance with the following table:—

Year of first arrival in Canada	Entry in Column 22
Before 1911 .....	B. 11
1911 to 1920, inclusive.....	11-20
1921 to 1930, inclusive.....	21-30
1931 to 1935, inclusive.....	31-35
1936 (See Instruction 93 (2) for British born immigrants).....	1936
1937 .....	1937
1938 .....	1938
1939 .....	1939
1940 .....	1940
1941 .....	1941

(2) **British-born immigrants.** For persons born in the British Empire, outside of Canada, if the immigration occurred in 1936 before the month of June, the Enumerator shall enter in Column 22 "+ 36"; if it occurred after the first of June, 1936, he shall enter "— 36".

(3) **Where a person has come to Canada from another country in 1939, 1940 or 1941 as a result of war conditions;** place the letter "X" immediately following the year of immigration in Column 22. This will not include persons who are in Canada on official missions from other countries. Such persons will be treated in the same way as members of the Diplomatic Service, that is, they will not be enumerated in the Census. It



will, however, include all so-called "refugees" or "evacuees" for the duration of the war. A separate compilation of these will be made from the census returns.

(4) **Persons born in Canada.** The Enumerator shall ask of each person for whom the name of a Canadian province or territory appears in Column 18, whether he or she has ever resided outside of Canada (for a period of a year or longer). In the affirmative, the Enumerator shall enter, in Column 22, the period during which the person has returned to Canada to live. The entry shall be made according to the table given in Instruction 93 (1). For persons born in Canada who have never resided for one year or more in another country, the Enumerator shall leave Column 22 blank.

**94. Column 23—Period of Naturalization.** (1) An entry must be made in this column for every person, whether born in Canada or elsewhere, who at any time was a citizen or subject of a foreign country but who has since become a British subject. Enter the period during which naturalization took place according to the table given in Instruction 93 (1) for Column 22.

(2) **Foreign born.** The Enumerator shall inquire of every person born outside of the British Empire whether or not he or she has become a naturalized British subject, and if so, he shall enter the period of naturalization in Column 23. See Instructions 94 (6) and (7), and 95 (b) and (c) for illustrations of how an alien may become a British subject.

(3) **Canadian born and British born.** Persons born in Canada or in other British countries may have become citizens of a foreign country. To regain their British citizenship, such persons must take out naturalization papers the same as foreign-born persons. The year in which such persons resumed their status as British subjects shall be entered in Column 23, in accordance with the table published in Instruction 93 (1).

**NOTE.**—Every person born in Canada who reports a year of immigration in Column 22 must be asked if he or she took out citizenship in a foreign country and, if so, whether or not British citizenship was regained after returning to Canada. An entry must be made in Column 23 for every person who answers in the affirmative. The same question must be asked of every British born person who immigrated to Canada from a foreign country.

(4) **Foreign born children of British subjects.** Children born in a foreign country of parents who were British subjects at the time of their birth are of British citizenship. Consequently, unless they have acquired foreign citizenship, it is not necessary for them to be naturalized on becoming residents of Canada. For these persons, enter "P.B.S." (Parents British subjects) in Column 23. The Enumerator shall note, however, that persons born in foreign countries of British parents may, if they so desire, renounce their British citizenship upon reaching the age of 21. Consequently, he shall ask of every such person whether or not he or she has renounced his or her British citizenship. If the answer is in the affirmative column 23 shall be left blank, while in the negative the entry shall be P.B.S. In the event of the person having renounced his or her British citizenship, then the entry in Column 24 shall be the country where the person was born.

(5) **Naturalization papers applied for.** If a person has applied for naturalization papers but has not reached the full status of citizenship, the fact shall be indicated by writing "PA", (meaning Papers) in Column 23.

(6) **Residence required for naturalization.** Since January 1, 1915, the residence requirements for aliens seeking naturalization have been residence in the British Empire for at least 5 years out of the last 8 years before application for naturalization; of this residence not less than one year immediately preceding the application must have been in Canada. In addition to those qualifying under these residence requirements, persons who have been in the service of the Crown for 5 years or more within the 8 years immediately preceding application, may be granted naturalization.

Previous to 1915, the residence qualification for naturalization of aliens had been residence in Canada for a period of 3 years or more.

(7) **Naturalization of children.** Before 1915, a child born abroad but a minor and living with father or widowed mother when he or she was naturalized in Canada, is deemed to have been naturalized with the parent although the child's name was not entered on the naturalization certificate. The same principle would apply to a child who entered Canada after the parent's naturalization so long as the entry took place before 1915 and during the minority of the child. Since the 1st of January, 1915, a child is not deemed to be naturalized with the parent unless his name is entered on the certificate of naturalization.

95. The following general instructions on who is a British subject are given by the Naturalization Branch for the guidance of Enumerators in making entries in Column 23.

- (a) **British Subject by Birth.** (1) Any person born within the British Empire or on board a British ship is a British subject by birth. The following are countries and colonies of the British Empire: The United Kingdom, Canada, Australia, New Zealand, Union of South Africa, Irish Free State (Eire), Newfoundland (including Labrador); India, Provinces, States and Agencies; Jersey, Guernsey and adjacent islands, Gibraltar, Malta, Cyprus, Gambia, Sierra Leone, Gold Coast, Nigeria, Ascension, St. Helena, Southern Rhodesia, Northern Rhodesia, Bechuanaland Protectorate, Basutoland, Swaziland, Zanzibar Protectorate, Kenya, Uganda Protectorate, Nyasaland Protectorate, Somaliland Protectorate, Mauritius, Dependencies of Mauritius, Seychelles, Aden (including Perim), Socotra, British Malaya, Straits Settlements, Federated Malay States, Unfederated Malay States, Johore, Kelantan, Trengganu, Kedah, Perlis; Brunei, Ceylon, State of North Borneo, Sarawak, Hong Kong, Territory of Papua, Fiji, Gilbert and Ellice Islands, British Solomon Islands Protectorate, Tonga Islands Protectorate, Bermuda; Bahamas, Barbados, Grenada, Jamaica, Cayman Islands, Turks and Caicos Islands, Leeward Islands, St. Lucia, St. Vincent, Trinidad, Tobago; British Honduras, British Guiana, Falkland Islands.

It will be observed, however, that persons born in the above countries may have become citizens of another country. (See Instruction 94 (3)).

(2) Any person born anywhere of natural born British subject parents—e.g., a child born in the United States of America of a British subject father is a British subject. The naturalization of the father in the United States of America after the birth of the child in that country does not affect the British status of the child. The Enumerator shall follow Instruction 94 (4) for entries in Column 23, regarding such persons.

(3) Any person born in a foreign country since the 1st of January, 1915, of a father who is a British subject by naturalization is a British subject unless he or she has renounced British nationality after becoming of age. (See Instruction 94 (4)).

(4) **Persons of the second or further generation** (i.e., children, grandchildren, etc., of a man born in a foreign country of parents who were British subjects) born in a foreign country since 1922 are deemed to be British subjects only when their births have been registered with a British Consul. This is provided, of course, that the father had not renounced his British citizenship prior to the birth of the child.

(b) **British subject by Naturalization.** Prior to 1915, naturalization granted in Canada as well as in England and other British Dominions was only local—that is, the person naturalized was not considered to be a British subject outside the frontiers of the country in which naturalization took place.

Since 1915 any person naturalized in Canada or England is considered to be a British subject throughout the world, as well as a person naturalized in Newfoundland since the 14th of May, 1916, in Australia since the 1st of January, 1921, and in South Africa since the 21st of May, 1926. **Consequently, are in Canada deemed to be British subjects by naturalization:**

1. Any person naturalized in Canada prior to 1915.
2. Minor children of parents becoming naturalized in Canada prior to 1915, if such children were residing in Canada at the time of the naturalization of their parents or came to Canada, as minors, after the naturalization of their parents but before January 1st, 1915, although their names were not endorsed on the naturalization certificate of their parents.
3. A person naturalized in Canada and England since 1915; in Newfoundland since the 14th of May, 1916, in Australia since the 1st of January, 1921, and in South Africa since the 21st of May, 1926, as well as their foreign-born children whose names have been endorsed on the naturalization certificate.

NOTE: Adoption or subsequent change of nationality of foster parents does not affect in Canada the status of adopted children. Similarly, the re-marriage of a woman or the subsequent change of nationality of her husband does not affect the status of her children by a previous marriage.

(c) **British subject by marriage.**

1. **Marriage to a British subject.** A woman who marries a British subject shall be deemed to be a British subject even when her name does not appear on the husband's certificate of naturalization.

2. **Naturalization of husband prior to January 15th, 1932.** The wife of a man naturalized prior to the 15th of January, 1932, is a British subject with the husband, even when her name does not appear on the certificate.
3. **Naturalization of husband on or after January 15th, 1932.** In the case of a man naturalized on or after the 15th of January, 1932, the wife shall not be deemed to be a British subject unless a certificate has been subsequently issued to her personally.
4. **Woman marrying an alien before January 15th, 1932.** Marriage to an alien prior to the 15th of January, 1932, caused a woman to lose her British nationality.
5. **Woman marrying an alien after January 15th, 1932.** Since the 15th of January, 1932, a woman does not cease to be a British subject on marrying an alien unless she acquires the foreign nationality of her husband by this marriage. She does not lose British nationality by marriage to a citizen of the United States of America, France, the Union of Soviet Socialist Republics (U.S.S.R.), Argentina, Cuba, Guatamala and Uruguay.
6. **Change in nationality of husband prior to January 15th, 1932.** Prior to the 15th of January, 1932, the naturalization in a foreign country of a male British subject caused, in every case, the loss of British nationality for his wife.
7. **Change in nationality of husband since January 15th, 1932.** Since the 15th of January, 1932, the naturalization of a male British subject in a foreign country causes the loss of British nationality for his wife only when on account of the change of his nationality she acquires with him the new nationality.
8. **Widows.** The death of a man does not affect the present status of his widow.
96. **Loss of British nationality.** As British nationality may be lost by naturalization in a foreign country, by declaration of alienage, and in certain cases by marriage or by the revocation of naturalization by the Governor in Council, it is important that the Enumerator ask whether or not the person has lost his or her British nationality. In the affirmative, this would also affect minor children whose names appear on the certificate.

97. **Stateless persons.** There is in Canada a certain number of persons who do not owe allegiance to any country. This is due mainly to the fact that they have lost their foreign nationality by taking the oath of allegiance to His Majesty, during the last war, or to other causes, and have not acquired British nationality. In such cases, the Enumerator shall enter "stateless" in Column 24.

98. **For the reasons given in instructions 96 and 97,** it will be necessary for the Enumerator to ascertain the nationality of all wives married since January 15, 1932. He shall ask of every person whether British nationality has been lost through one of the reasons given in instructions 96 and 97 or whether the person has become stateless.

COLUMNS 24 AND 25.—NATIONALITY AND RACIAL ORIGIN

99. **Column 24.—Nationality.** (1) **The term Canadian.** A Canadian is a person who is a national of Canada. The following are nationals of Canada and the entry in this column for them shall be "Canada".

- (a) **Every person born in Canada,** and so entered in Column 18, unless such a person has become the citizen of another country.
- (b) **Every person born out of Canada, whose father was a Canadian citizen at the time of that person's birth,** unless such a person has become the citizen of some other country.
- (c) **Every British subject who has lived in Canada for five years** after his entry as an immigrant.

The words in bold type immediately above (Instruction 99 (c)) should be carefully noted. They are intended to emphasize the fact that a British subject born outside of Canada does not become a Canadian citizen until Canadian domicile has been acquired. A British subject can only acquire Canadian domicile by living in this country for a period of five years after his entry as an immigrant.

(d) **A person naturalized under the laws of Canada** who has not subsequently become an alien or lost Canadian domicile.

(2) It is to be carefully noted that a married woman does not now automatically become naturalized when her husband is naturalized, so that a married woman's nationality must now be ascertained separately and independently from that of her husband. (See Instruction 95 (c)).

(3) **Other than Canadian.** When a person living in this country is not a Canadian citizen his or her nationality shall be shown in Column 24 by entering the name of the country of which such a person is a citizen, as—"England", "France", "Italy".

#### 100. Column 25.—Racial Origin.

(1) What is racial origin? The word "race" signifies—"descendants of a common ancestor."

(a) It is imperative to understand that a person's racial origin, and nationality very often are different, for instance the Canadian nationality comprises many different racial origins, e.g., English, French, Irish, Scottish, Welsh, Italian, German, etc.

(b) The name of a country from which a person came to Canada gives no indication of that person's racial origin, e.g., a person may have come to Canada from Austria, but may be Polish, or German, or Italian, etc. A striking example are the Ukrainians (Ruthenians). They have no Ukrainian (Ruthenian) nationality, but have come to this country from the nations of Poland, Russia, Austria, Hungary, and other nations of Europe through which they are dispersed. No matter what country they come from, their racial origin is "Ukrainian".

(c) The word **Canadian** does not denote a racial origin, but a nationality; the same applies to the word **American**.

(d) It is therefore necessary for the Enumerator to ascertain a person's racial origin separately from his country of birth, or nationality.

(2) **What determines racial origin?** As a general rule a person's racial origin is to be traced through his father, e.g., if a person's father is English and his mother French the racial origin shall be entered as English, while a person whose father is French and whose mother is English shall be entered as French, and similarly for other combinations.

(a) **Canadian aborigines.** For the Canadian aborigines, the entry will be Indian or Eskimo as the case may be. For a person of White and Indian blood, the entry shall be "Half-Breed".

(b) **Coloured stocks.** For persons belonging to stock involving difference in colour (i.e., the black, yellow, and brown races) the entry shall be Negro, Japanese, Chinese, Hindu, Malayan, etc., respectively, thus indicating the branch within the distinct ethnic stock, to which such persons belong.

(c) **Mixed blood.** The children begotten of marriages between white and black or white and Chinese, etc., shall be entered in the Column as Negro, Chinese, etc., as the case may be.

#### COLUMNS 26, 27 AND 28.—LANGUAGE

**101. Column 26.—Can speak English.** In Column 26, write "yes" for every person who can speak English. Write "no" for every person who cannot speak English.

**102. Column 27.—Can speak French.** In Column 27, write "yes" for every person who can speak French. Write "no" for every person who cannot speak French.

**103. Column 28.—Mother tongue.** By mother tongue is meant the first language learned in childhood if still understood by the person.

**104. Principal 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:—

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

## COLUMN 29.—EDUCATION

**105. Total number of years of schooling and school attendance.**

(1) An entry shall be made in Column 29 for every person enumerated. Simply enter the total number of school years the person attended any kind of educational institution such as, primary school, technical school, secondary school, College or University.

(2) **No education.** If a person has never attended a school or other institution of learning or never had private tuition enter "no" in Column 29.

(3) **School attendance.** If a person has attended school any time since September 1, 1940, make a circle around the number of years at school. For example, if a child has attended school for 4 years including the school year 1940-41, then the Enumerator shall make the following entry, ④ in Column 29.

## COLUMN 30.—RELIGION

**106. Religious body or denomination** to which this person adheres or belongs.—The religion of each person will be entered according as he, or she professes, specifying the religious body, denomination, sect or community to which the person adheres or belongs, or which he or she favours.

An entry **MUST** be made in this column regarding the religious belief or affiliation of each and every person enumerated in Column 4.

**Abbreviations to be used here must be those given on the cover sheet (forms 30A and 30B).**

**107.** If the sons or daughters in a family belong or adhere to, or favour a different religion from the parents, or either of the parents, the fact shall be recorded. In the case of children of immature years, the religion in which they are being trained or brought up shall be recorded.

**108. Indefinite terms** should not be used, wherever possible the name of a specific religious body should be recorded, the proper terminology for the latter being employed.

**109.** In particular and as an example; care should be taken that persons of the Greek or other Eastern Catholic rites owing obedience to the Pope in matters of faith, are distinguished from adherents of the Greek or other Orthodox Churches. The entry

in this column for persons belonging to the former will be "Greek Catholic", and for persons belonging to the latter "Greek Orthodox". The term "Greek Church" should not be accepted as an answer to the inquiry in this column. Again, owing to the organization of "The United Church of Canada", persons calling themselves Presbyterians, Methodists or Congregationalists shall be asked if they are or are not members of the United Church of Canada and the answer should be recorded as given.

## COLUMNS 31, 32, 33, AND 34.—OCCUPATION, INDUSTRY AND STATUS

**110.** It is important that the entries in the occupation and industry columns accurately and adequately describe the trade or profession of the individual and the kind of business or industry in which his occupation is carried on. Under Instruction 124 are given a number of examples of acceptable designations of occupation and industry. **The words in heavy type are essential to the proper description of the occupation and of the industry.**

The Commissioner has been instructed not to certify Enumerators' vouchers for payment if he does not find entries in both occupation and industry columns for every person with a gainful occupation.

**111. Column 31.—Occupation.** The Enumerator must make an entry in this column for every person of 14 years of age or over. The entry that he shall make must be one of the following:

- (a) The chief occupation of every gainfully occupied person.
- (b) Retired.
- (c) Homemaker.
- (d) Student.
- (e) None (yes)—only for persons 14 to 24 years of age inclusive.
- (f) None (no)—only for persons 14 to 24 years of age inclusive.
- (g) None—only for persons 25 years of age and over.

**112. "Gainful Occupation" defined.** For census purposes, a gainful occupation is one by which the person who pursues it earns money or in which he assists in the production of goods. Children working at home merely on general household duties or chores or at odd times at other work are not to be returned as having an occupation. Similarly women doing housework in their own homes without salary or wages are to be returned as

"homemaker." Persons not at work on June 2 shall report the occupation last followed. For young persons who have never worked, the Enumerator shall make an entry in this column in accordance with Instructions 111 and 116. (For illustrations of occupations, see Instruction 124.)

**113. "Retired" defined.** Persons who on account of old age, permanent physical disability or otherwise are no longer following a gainful occupation are to be entered in Col. 31 as "retired". Only persons who at some time had a gainful occupation and are no longer employed nor seeking employment shall be reported as "retired."

**114. "Homemaker" defined.** In the case of a woman doing housework in her own home, without salary or wages, and having no other employment but being responsible for the domestic management of the home, the entry in Col. 31 shall be "homemaker." But if a woman, in addition to doing housework in her own home, regularly earns money at some other occupation, whether carried on at home or outside, then that occupation will be entered in Col. 31 and not "homemaker." Where a woman keeps lodgers or boarders as a means of supplementing family earnings she shall be returned as a "lodging-house keeper" or "boarding-house keeper" when the number of lodgers or boarders exceeds the number of members of the family in the household.

**115. "Student" defined.** Every person, 14 years of age and over, regularly attending school or college or receiving private tuition, shall be returned as "student." Even if earning small sums of money after school or on Saturdays as messenger, news-boy, etc., he or she shall be enumerated as a student. Only when the person is not attending school and is employed most of the day at some occupation, or is wholly assisting his or her parents or any other person on a farm, in a store, etc., will he or she be reported as having a gainful occupation.

**116. "None" or "No Occupation" defined.** For all other persons who have no gainful occupation the entry in Column 31 shall be "none". These include such adult dependants as invalids at home or in institutions, persons with private means, etc., who have never followed a gainful occupation and, therefore, would not be returned as "retired." Young persons 14 to 24 years of age who have never had a gainful occupation and are not at present attending school shall in addition be asked whether or not they are actually seeking employment. If

the answer is in the affirmative the Enumerator must add the word "yes" in the same Column, as "none (yes)," and if the reply is in the negative the entry in Column 31 shall be "none (no)". (See Specimen Schedule Column 31.) In the case of persons of 25 years of age or more who have never had a gainful occupation, the Enumerator shall enter "none" in Column 31.

**117. Two or more occupations.** If an individual has two occupations which he customarily follows during the year, enter the one at which he spends most of his time or from which he receives the greater part of his annual earnings.

**118. (1) For persons reporting a gainful occupation in Column 31, the following instructions must be carefully studied:—**

**(2) Occupations on farms.** A person running his own farm or operating a farm as a tenant or renter shall be returned as "farmer." A person managing a farm for someone else and being paid a wage or salary shall be reported as "farm manager." A person working on a farm as a farmer's son or hired man, whether receiving pay or not, shall be entered as "farm labourer." Where two or more persons share in the ownership and management of the farm each person is to be enumerated as "farmer." Women operating their own farms shall be returned as "farmers," but only in cases where women are working regularly at outdoor farm work or caring for livestock or poultry on a farm operated by someone else shall they be reported as "farm labourers." Children who spend most of the day assisting in the work on the farm, other than household work, shall be returned as "farm labourers."

**(3) Unusual occupations for women.** Women are rarely found in most primary occupations, i.e., as miners, fishermen, loggers; nor in building trades, i.e., as carpenters, plumbers, etc.; nor in most railway or road transport occupations, i.e., as locomotive engineers, motormen, truck drivers, etc.; nor in most heavy occupations in factories or elsewhere. Where a woman is reported as having an occupation not usually followed by women, make further inquiry before accepting the statement as given.

**(4) Unusual occupations for children.** It is unusual for a child to be found in a position of ownership of a business or to be a proprietor of a farm, factory or store. Nor is it likely that he would be working in an official capacity, as manager or

foreman, or following a profession or a skilled trade. The Enumerator shall in all cases note the age of working members of the family for whom such occupations are reported and verify doubtful cases.

(5) **Kind of agent, engineer, inspector, etc.** In an occupation inquiry, it is essential that a complete description of the occupation be obtained. As will be apparent from the following illustrations, the terms "agent", "engineer", "inspector", "clerk" and so on, are not acceptable descriptions of occupations. An agent may be an insurance agent, a purchasing agent, a ticket agent, etc.; an engineer may be a civil engineer, a stationary engineer, a locomotive engineer, etc.; a clerk may be a filing clerk, a correspondence clerk, a sales clerk, etc.; and an inspector may be a school inspector, a meter inspector, a food inspector, etc. The Enumerator shall insist that a distinction be made between a machine operator and a machinist, between a milk driver delivering milk from door to door and a milk salesman going from house to house seeking new customers, etc.

Similarly with occupations that actually describe specific processes in the making of articles of manufacture, the kind of material on which the process or operation is performed must be known. For example, a polisher may be either a metal or a wood polisher, a cutter either a leather or a cloth cutter, and a cleaner either a window or garment cleaner, and each is quite a distinct occupation.

The full description of the present occupation must be secured and entered in Col. 31. Be careful not to enter in the space allowed for the industry (Col. 32 or Col. 33) information that pertains to the occupation only. (See Instruction 124 for further examples of occupation descriptions.)

(6) **Officers, employees and inmates of Institutions and Homes.** For an officer or regular employee of an institution or home, such as an asylum, penitentiary, jail or sanitarium, return the occupation followed in the institution. For an inmate of such institution, enter in Col. 31 the occupation pursued prior to commitment.

(7) **General and indefinite occupation returns.** Do not accept such general expressions as helper, office worker, mechanic, mill hand, labourer, etc., as a description of the occupation followed. Office workers may be bookkeepers, stenographers, filing clerks, etc. Persons reported as labourers or mechanics may be found, on further inquiry, to have some definite occupation, as boiler fireman, steamfitter, machine setter, caretaker, tobacco cutter operator, etc. (See also Instruction 124.)

(8) **For persons who are members of His Majesty's Forces,** either in the Active Army or the Reserve, the occupation entered in Column 31 shall be that followed prior to joining the Forces. This will be true also of entries in Columns 32, 33 and 34. In the case of persons who were members of His Majesty's Permanent Forces before the war, however, the entry shall be the occupation followed in the army, navy, air force, etc.

**119. Columns 32 and 33.—Industry.** Every person reporting an occupation in Column 31 shall be asked to state the kind of industry or service in which his or her occupation is carried on and this shall be entered in Columns 32 and 33. This will usually be a simple matter to determine as most people are connected with one distinct industry. Sometimes, however, a person may be employed by a firm operating several establishments each engaged in a different kind of activity. **For such a person the Enumerator shall enter in Columns 32 and 33 the industry carried on in the establishment in which the person works.** For example, in the case of a company engaged in both logging and lumber sawing operations, the entries in Columns 32 and 33 for the employees working at logging operations would be "logs" and "forestry" respectively, while for the employees working in the sawmill the entries would be "lumber" and "manufacturing" respectively. Similarly, the industry of the head office and factory employees of a rubber goods manufacture would be entered in Columns 32 and 33 as "rubber goods" and "manufacturing" respectively, while the industry of the employees of its wholesale sales offices would be entered as "rubber goods" and "wholesale trade" respectively. Distinction must be made between the workers in railway operation and those in car and locomotive building or repair shops or telegraph and express services. On the other hand, the industry of persons engaged in subsidiary work will be enumerated as that of the main work carried on under the same roof, e.g., employees in the machine shop of an iron foundry will be considered as iron foundry employees.

**120. Column 32.—Kind of product or service.** In this column will be entered the kind of product grown, raised, obtained, made, processed, repaired, or dealt in, or the kind of service rendered. Several words must be used in many instances to fully identify the product or service, e.g., leather shoes (to distinguish from rubber shoes), iron foundry prod. (to distinguish from brass foundry prod., pig iron, etc.), steam railway (to distinguish from electric railway), etc. See Instruction 124 for further examples.



**121. Column 33.—Branch of industry.** One of the twelve main branches of industry listed below must be entered for each person reporting an occupation. The Enumerator shall exercise great care in selecting the proper term to enter, especially as between mining, manufacturing, repair, retail trade and wholesale trade. (See Instruction 124 for examples of enumeration in this column). Following is the list of the twelve main branches of industry with typical operations covered.

- (a) **Farming** includes the growing of field crops and garden or nursery products; the raising of livestock, poultry and fur-bearing animals; the keeping of bees, experimental farms, etc.
- (b) **Forestry.** Includes logging, the cutting of timber for firewood and pulpwood, reforestation projects and forest conservation.
- (c) **Fishing.** Does not include fish canning or packing which must be included with manufacturing.
- (d) **Trapping.** Includes hunting also.
- (e) **Mining.** Includes mining, ore milling, prospecting, quarrying, gravel pit operations, oil and salt wells. Does not include smelting, converting and refining of mineral products.
- (f) **"Mfg." for manufacturing.** Includes the manufacture, processing and converting of materials, custom work, railway car and locomotive building, shipbuilding, etc.; the production and distribution of electric light and power and of illuminating and fuel gas.
- (g) **Repair.** Includes all kinds of repairing.
- (h) **"Const." for construction.** Includes the construction of houses and other buildings, bridges, dams, highways, railways, power and transmission lines, pipe lines, sewers, irrigation and drainage systems, harbours and docks.
- (i) **"Ret. Tr." for retail trade.** Includes retail stores, retail sales branches and agencies and hawking and peddling.
- (j) **"Whole. Tr." for wholesale trade.** Includes wholesale dealing and jobbing, importing and exporting, wholesale sales branches and agencies, commission agencies, etc.

- (k) **"Trans." or "Comm." for transportation and communication.** Includes steam and street railway operations, but not car building or repair or railway line construction. It also includes trucking, taxi and bus services; air and water transportation; telephone, telegraph and radio broadcasting.
- (l) **Service.** Includes finance and insurance, professional services such as education, health, law and religion, government and municipal services, theatres and amusement services; business services such as accountancy and advertising; personal services such as, barber shops, dyeing, cleaning and pressing, laundering, hotels, restaurants and private domestic service.

**122. Government and municipal work.** An entry shall be made also in Column 33 immediately following the entry for branch of industry for all Dominion, Provincial and Municipal Government employees, whether engaged in purely governmental activities or in enterprises undertaken by public authorities. The entry shall be one of the following:

**D. G.**—for Dominion Government.

**P. G.**—for Provincial Government.

**M. G.**—for Municipal Government.

A number of examples are given in section 124 of proper entries to be made in Columns 31, 32, 33 and 34 for employees of the various Governments. It shall be noted that the name of the department in which the person is employed is given in Column 32 where the activity is particular to government. In all other cases, the particular kind of activity is entered, e.g., steam rlwy., Electric power, etc.

**123. Column 34.—Status.** (1) Where an occupation has been entered in Column 31, there must be an entry indicating the status of the person in Column 34. Following is a list of the different types of workers and the abbreviation which shall be entered in each case in this column.

(2) **Employer "E" defined.** If persons such as mill owners, storekeepers, manufacturers, farmers, etc., employ helpers (or workers other than unpaid family workers or domestic servants) in conducting their business or farms, 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 employed to manage establishments or businesses. All such persons should be returned as wage-earners ("W"), for while anyone 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 but as a wage-earner. No person who himself works for wages, salary or commission is to be returned as an employer. A person who is assisted in his or her own business by unpaid family workers only should not be reported as an employer. On the other hand, the farmer, or independent carpenter, etc., who hires a man to help on his farm or in his business for money wages or for room, board, or pay in kind, or who pays money wages to his son or other relative to help him in his work should be reported as an "employer."

(3) **Own Account, "O.A." defined.** 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) will be made in the status column. Such persons as farmers, physicians, lawyers, small storekeepers, country blacksmiths, etc., who employ no helpers other than unpaid family workers,—in short, independent workers who receive neither salaries nor regular wages—are to be classed as working on own account ("O.A."). Dressmakers, washerwomen, laundresses or other persons of similar occupation who work out by the day are wage-earners, but if they perform the work in their own home or shop they are to be classed as working on own account ("O.A.") unless they employ helpers in which case they are to be returned as employers ("E").

(4) **Wage-Earners, "W" defined.** A person who works for salary, wages, commission, or on piece rates, whether he be the general manager of a bank, railway, or manufacturing establishment or a day labourer, is a wage-earner and shall be so returned, and the entry, "W" (for wage-earner) will record his status. The term wage-earner 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.

(5) **Unpaid family worker, "N.P." (No pay) defined.** This entry will be made where persons, usually boys or girls working for parents, are employed full time on a farm, in a store, etc., but receive no fixed money payment.

**124. Illustration of occupation, industry, and status.** The Enumerator shall study very carefully the following examples of occupation, industry and status descriptions. The words in heavy

type are necessary for an accurate recording of the nature of the occupation and of the kind of industry of each gainfully occupied person.

Occupation (Col. 31)	Industry		Status (Col. 34)
	Kind of Product or Service (Col. 32)	Branch of Industry (Col. 33)	
Farm labourer....	Dairy prod. ....	Farming .....	N.P.
Stationary engine- man .....	Coal .....	Mining .....	W.
Foreman .....	Flour .....	Mfg. ....	W.
Seamstress .....	Dresses .....	Mfg. ....	W.
Wooden pattern maker .....	Iron foundry prod. ....	Mfg. ....	W.
Timekeeper .....	Lumber .....	Mfg. ....	W.
Metal polisher....	Hardware .....	Mfg. ....	W.
Electrical en- gineer .....	Street Rlwy. ....	Trans. M. G. ....	W.
Civil Engineer....	Highways .....	Const. P. G. ....	W.
Sales Agent.....	Drugs .....	Mfg. ....	W.
Insurance Agent.	Life insurance....	Service .....	W.
Manufacturer's agent .....	General mer- chandise .....	Whole. Tr. ....	O.A.
Purchasing agent.	Groceries .....	Whole. Tr. ....	W.
Manufacturer ....	Paper boxes....	Mfg. ....	E.
Cook .....	Pulpwood .....	Forestry .....	W.
Servant .....	Domestic .....	Service .....	W.
Waitress .....	Tea room.....	Service .....	W.
Car inspector....	Steam Rlwy. ....	Trans. D. G. ....	W.
Building Inspec- tor .....	City .....	Service M. G. ....	W.
Sales clerk.....	General mer- chandise .....	Ret. Tr. ....	N.P.
Office clerk.....	Department store .....	Ret. Tr. ....	W.
Commercial traveller .....	Furniture .....	Mfg. ....	W.
Salesman .....	Tobacco .....	Whole. Tr. ....	W.
Contractor .....	Buildings .....	Const. ....	E.
Plumber .....	Plumbing.....	Const. ....	O.A.
Truck driver....	Dairy prod. ....	Ret. Tr. ....	W.
Teamster .....	Lumber .....	Whole. Tr. ....	W.
Graduate Nurse..	Private nursing...	Service .....	W.
Nurse in training.	Hospital .....	Service .....	W.
Practical nurse...	Home nursing ...	Service .....	W.
Nurseryman .....	Nursery prod. ....	Farming .....	E.
Sales agent.....	Nursery prod. ....	Ret. Tr. ....	W.
Dynamo man.....	Electric power....	Mfg. P. G. ....	W.

Occupation (Col. 31)	Kind of Product or Service (Col. 32)	Branch of Industry (Col. 33)	Status (Col. 34)
Coil winder.....	Electrical prod. ..	Mfg. ....	W.
Radio repairman..	Electrical prod. ..	Repair .....	W.
Stenographer ....	Post Office .....	Service D. G. ....	W.
Ship's engineer...	Fish .....	Fishing .....	W.
Custom's ex- aminer .....	National Revenue Dept. ....	Service D. G. ....	W.
Trapper .....	Furs .....	Trapping .....	O.A.
Skidder .....	Logs .....	Forestry .....	W.
Riveter .....	Rlwy. cars.....	Repair .....	W.

**125. Column 35.—Occupational Trend.** The Enumerator shall inquire of every person 25 years of age and over what his or her occupation was in 1931. The rules for recording the occupation will be the same as those given in instruction 118 and relating to Column 31.

#### COLUMNS 36 AND 37.—UNEMPLOYMENT

(For Wage-Earners Only)

**126.** The purpose of the inquiries in Columns 36 and 37 is to obtain information on the number of wage-earners not at work on June 2, 1941, and the reasons for their absence from work. The Enumerator should consult the Specimen Schedule carefully, as well as the following instructions.

**127. Column 36.—If a wage-earner, were you at work on Monday, June 2, 1941?** This question shall be asked of every person who is recorded as a wage-earner in Column 34. If the answer is "No" in this column there must be an answer in Column 37. If the answer is "Yes," Column 37 will be left blank.

**128. People working on commission.** An insurance agent working on commission might have worked all day June 2, 1941, and not sold any insurance. The entry in Column 36 in such cases shall be "Yes."

**129. Holidays.** A person may be on holiday, receiving pay or not, on June 2, 1941. In this case he is not at work, and the entry in Column 36 is "No." But in the case of railwaymen off duty between runs or persons entitled to Monday as their weekly rest day, the entry in Column 37 shall be "Yes."

**130. For soldiers, sailors, aviators, military nurses, etc.,** in the Active Forces or at camp with a Reserve Unit the entry in column 36 will be "Yes" in every case and column 37 will be left blank.

**131. Column 37.—If not, why?** If the answer to the previous question is "No", there must be an entry in this column. The Enumerator shall make every effort to discover the correct reason why the person was not at work. The entry will be one of the following:

- |                          |                            |
|--------------------------|----------------------------|
| (a) No job—"N.J."        | (e) Accident—"A."          |
| (b) Lay-off—"L."         | (f) Strike or lockout—"S." |
| (c) Holiday—"H."         | (g) Other cause—"O.C."     |
| (d) Illness—"I."         |                            |
| Illness in family—"I.F." |                            |

(a) **"No job" defined.** This will be recorded as the cause of unemployment when the person has no employment nor any reasonable prospect of returning to his former job. In this case the Enumerator shall write "N.J." (No job) in this column.

(b) **"Lay-off" defined.** The Enumerator should be careful to distinguish between those persons who have no jobs and those who have a job of some kind but are on lay-off owing to seasonal slackness, plant break-down, etc. Where the person is not at work on June 2, 1941, due to involuntary lay-off, without pay, owing perhaps to a temporary shut-down of a plant, mine, etc., or to a partial lay-off of working force where the firm is operating on the day of the census, enter "L" (Lay-off) in this column.

(c) **"Holiday" defined.** This reason applies where the person is on annual vacation or taking the day off voluntarily, with or without pay, but not where he is away from work because the census date happens to coincide with his weekly rest day. The Enumerator shall then write "H" (Holiday) in this column.

(d) **"Illness" defined.** If a person is not at work on the census date owing to a personal illness, report the cause as (Illness) "I". If the person is absent from work because of illness in the family, the Enumerator shall write "I.F."

- (e) **"Accident" defined.** Where the person is not at work on June 2, 1941, due to **personal injury** enter "A" (Accident) as the cause, but an accident to machinery which makes necessary the closing down of a plant for a period of time should not be reported as "A" (Accident) but as "L" (Lay-off). Only in cases of personal injury will the reason "Accident" be entered in this column.
- (f) **"Strike or lockout" defined.** The Enumerator shall enter "S" in this column where the person is not at work on the census date owing to an industrial dispute.
- (g) **"Other cause" defined.** If the wage-earner was not at work on June 2, 1941, for a cause other than those defined under 131 (a) to (f) inclusive, then the Enumerator shall write "O.C." for Other cause.

COLUMNS 38 AND 39. EMPLOYMENT AND EARNINGS  
(FOR WAGE-EARNERS ONLY)

**132. Column 38.—Weeks employed including paid holidays and time off with pay during the 12 months prior to June 2, 1941.** An entry must be made in this column for all persons reporting "W", wage-earner, in Column 34. Where the information is given in months, care must be taken in converting the period reported to a weekly basis. For example, 3 months will be entered as 13 weeks, not 12 weeks; 6 months as 26 weeks, not 24 weeks, etc. For persons whose employment has been of an irregular character, some assistance in remembering time worked may be obtained from the record of the total earnings received during the 12 months period preceding the date of the Census. Persons on salary who receive holidays or sick leave with pay shall include such periods as time worked. For example, a teacher will be reported as working 52 weeks during the 12 months prior to June 2, 1941, if he or she has worked the full school year. Only the number of weeks worked as a wage-earner ("W" in column 34) are to be reported.

**133. Employment of soldiers, sailors, aviators and military nurses.** For soldiers, sailors, aviators and military nurses who were in His Majesty's Permanent Forces before the war, the entry in Column 38 shall be, the number of weeks employed during the 12 months prior to June 2, 1941. For those who have enlisted since the beginning of the war, however, only the number of weeks employed prior to enlistment shall be reported in this column. For example, if a person enlisted seven months before June 2, 1941, the Enumerator shall enter only the number of weeks worked, as a wage-earner, in the five months

which preceded this person's enlistment. On the other hand, if this person enlisted before June 2, 1940, i.e., more than 12 months prior to June 2, 1941, then this column shall be left blank.

**134. Persons who went to Military Camp with Reserve Units.** Persons who went to Military Camp with Reserve Units, between June 2, 1940 and June 2, 1941, will not report the number of weeks at Military Camp as weeks of employment. For example, if a man, who never lost a day's work during the 12 months preceding the date of the census, went to Military Camp during these 12 months for his 30 days' training, then the entry in column 38 shall be "48 weeks" and not "52 weeks". Similarly, if a man was without employment from June 1940, to the first of September, 1940, then secured employment which lasted for the remainder of the 52 weeks between June 2, 1940 and June 2, 1941, but in January, 1941, received his call for 30 days' military training; the entry in column 38, for this person, shall be "35 weeks" and not "39 weeks".

**135. Column 39.—Total earnings during the 12 months prior to June 2, 1941.** In this column shall be entered the total cash earnings for the 12 months prior to June 2, 1941, of every person recorded as "W", wage-earner, in Column 34. The Enumerator shall enter in this column for all persons working for salary, wages, commission or on piece rate payment their total earnings for the 12 months prior to the date of the Census. Deductions from pay for pension schemes, insurance, National Defence Tax and War Savings Certificates are to be included as earnings. Income from pensions, investments, direct relief, or other sources, however, is not to be included. The earnings entered in this column shall always correspond with the number of weeks of employment as wage-earner reported in column 38.

**136 Earnings of soldiers, sailors, aviators and military nurses.** For persons who were in His Majesty's Permanent Forces, before the war, the Enumerator shall enter in this column the army pay of these persons. For persons who have enlisted since the beginning of the war, however, only cash earnings from work done as wage-earner, outside of the army, navy and air force shall be entered in this column. For example, if a person enlisted on the first day of January, 1941, only the cash earnings which this person received between June 2, 1940 and January 1, 1941, shall be entered. If, on the other hand, the person enlisted before June 2, 1940, i.e., more than 12 months before the date of the Census, this column shall be left blank.

**137. Earnings of persons who went to Military Camp with Reserve Units during the 12 months preceding the Census.** In such cases, the military pay received will not be

included in Column 39. The earnings entered in this column will be only for the number of weeks reported in column 38.

### CENSUS OF HOUSING

**138. Purpose of the Census of Housing.** (Form 4). The purpose of this schedule is to obtain complete information regarding the kind of homes in which the Canadian people live. The laws of mathematics and statistics make it possible to obtain adequate information of this nature without having to enumerate every dwelling. For this reason, the Enumerator shall fill in this schedule only for every tenth dwelling, not building, (see Instructions 69 (2) and 70 (2) for definitions of building and dwelling), starting with the tenth dwelling enumerated. Thus, Form 4 shall be filled in for dwellings No. 10, 20, 30, 40, 50, 60, 70, etc., as numbered in Column 2, of schedule 1. The Enumerator will note that this schedule is arranged differently from all the other schedules which he will have to use in the taking of the Census. This arrangement is made to simplify the compilation of the schedule in the Bureau. In the columns where there are squares, the Enumerator shall mark an "X" in the proper square, and he will exercise care to see that this letter is entered in the proper square.

**139. Column 1.—Dwelling number** (as numbered in Column 2, Schedule 1). In this column, the Enumerator will be careful to enter the number of the dwelling in order of visitation as numbered in Column 2 of Schedule 1. He will start with the tenth dwelling enumerated, so that the numbers entered in this column will be 10, 20, 30, 40, 50, 60, 70, etc.

**140. Column 2.—Name of head of household.** In this column the Enumerator shall enter the name of the head of the household living in the dwelling enumerated. Where the dwelling is on a farm, the Enumerator shall enter on the second line the number of the farm in order of visitation. This number shall be the same as that appearing on the top right hand corner of the farm schedule (Form 2) for this farm.

**141. Column 3.—Length of residence in present dwelling to closest year.** In this column the Enumerator shall enter the number of years, to the closest year, that this household has lived in this dwelling. For example, if a household has lived in a dwelling for 9 years and 11 months, the entry in this column shall be "10" and not "9".

### SECTION I. THE DWELLING

**142. Column 4.—Type of dwelling.** The Enumerator shall follow the instructions given in the box-heading of this

column. If the dwelling is in a "single" house he shall enter the letter "X" in the square opposite 1. If it is in a "semi-detached" house he shall enter it in the square opposite 2, etc.

**143. Column 5.—Number of dwelling units in the building.** In this column the Enumerator shall enter the number of dwelling units in the building. For example, if the dwelling is in an apartment building, the Enumerator shall enter in this column the number of suites or apartments in the building.

**144. Column 6.—Are there business premises also in the dwelling unit?** If part of the dwelling unit is used by a doctor or a lawyer or used for a beauty parlour, a store, etc., the entry shall be marked "X" in the square opposite 1 and the number of rooms used for such purposes shall be entered on the line opposite 3. If the answer is "no" the letter "X" shall be entered in the square opposite 2 and 3 shall be left blank.

**145. The Enumerator must not confuse a dwelling unit** in which there are business premises with a dwelling unit located over or behind a store or other place of business. If, as often is the case, a household lives over or behind a store or other place of business and the dwelling unit is completely separated from the store or other place of business, then the Enumerator shall enter the letter "X" in the square opposite 2, meaning that there are no business premises in this dwelling unit.

**146. Column 7.—Is the dwelling in need of major repair?** If the answer is "yes" the Enumerator shall enter an "X" in the square opposite 1 and if it is "no" the "X" shall be placed in the square opposite 2. For census purposes, a dwelling shall be considered in need of major repair if it possesses one or more of the following defects:

- (1) Sagging or rotting foundations causing walls to crack or lean.
- (2) Shingled roof with shingles warped and missing or other type of roof that leaks.
- (3) Chimney cracked or with bricks missing.
- (4) Unsafe outside steps or stairways.

This question should be answered chiefly from observation rather than by questioning.

**147. Column 8.—Principal exterior material of the building.** The Enumerator shall make an entry in this column according to instructions given in the box-heading. If the ex-

terior material is brick, he shall enter "X" in the square opposite 1, if it is of wood, the entry shall be in the square opposite 2, etc.

## SECTION II. HOUSEHOLD LIVING QUARTERS

**148. Column 9.—Number of rooms in dwelling used for living quarters.** The Enumerator shall enter the number of rooms in the dwelling which are used as living quarters. He shall not include rooms used for business purposes, clothes closets, bathrooms, pantries and halls. He shall not include either attics, basements, porches, summer kitchens, or sun-rooms unless they are finished off and used for living quarters throughout the year.

**149. Column 10.—Heating system.** The Enumerator shall make an entry in this column in accordance with the instructions given in the box-heading.

**150. Column 11.—Principal heating fuel.** The entry in this column shall be in accordance with the instructions given in the box-heading. The Enumerator will note that by principal heating fuel is meant the one used for the greatest part of the year. For example, if a home is commonly heated with coal and the owner buys some wood to use during early fall or late spring, the entry in this column will be "X" in the square opposite 1. He will also note that this inquiry refers only to fuel for heating the home and not for cooking.

**151. Column 12.—Water supply.** The entry in this column shall be in accordance with the instructions given in the box-heading. If there is running water in the dwelling, the entry shall be an "X" in the square opposite 1. If there is a hand-pump in the dwelling, then the "X" shall be in the square opposite 2. If, on the other hand, the water supply is outside of the dwelling, the Enumerator shall enter, opposite 3, the distance in yards between the dwelling and the water supply.

**152. Column 13.—Toilet facilities.** The entry in this column shall be in accordance with instructions given in the box-heading. The Enumerator will note that in this column as well as in Columns 14 and 15, "exclusive use" means for the exclusive use of the members of the household while "shared" means shared with members of another household or of other households.

**153. Column 14.—Bathtub or shower with running water in dwelling.** The entry in this column shall be in accordance with the instructions given in the box-heading and in footnote No. 4.

**154. Column 15.—Cooking facilities.** (1) The entry in this column shall be in accordance with the instructions given in the box-heading.

(2) The Enumerator shall note that the arrangement of this column is different from that of the preceding ones. If the household has the exclusive use of the cooking facilities the Enumerator shall enter "X" in the square opposite 1. If it shares the cooking facilities with another household the "X" shall be entered in the square opposite 7.

(3) If cooking is done by gas or electricity, the Enumerator shall enter, opposite 2, the number of rings. By ring is meant a separate burner or element on top of the stove which can be used independently of other rings for cooking.

(4) If the cooking stove has an oven, the Enumerator shall enter "X" in the square opposite 3 and if there is none, the "X" shall be entered in the square opposite 8.

(5) If cooking is done chiefly with wood, the Enumerator shall enter the letter "X" in the square opposite 4; if it is done chiefly with coal the "X" shall be entered in the square opposite 5; and if it is done with coal oil, gasoline, etc., the "X" shall be entered in the square opposite 6.

(6) If in a household, more than one type of fuel is used for cooking, the Enumerator shall report only the principal one, i.e., the one which is used for doing 50 per cent or more of the cooking.

**155. Column 16.—Principal type of lighting.** The entry in this column shall be in accordance with the instructions given in the box-heading.

**156. Column 17.—Refrigeration.** The entry in this column shall be in accordance with the instructions given in the box-heading and in note 5, at the bottom of the schedule.

**157. Column 18.—Living accessories.** The entry in this column shall be in accordance with the instructions given in the box-heading. The Enumerator shall note, however, that he will have to place an "X" in every one of the squares if there is in the home every one of the accessories mentioned.

## SECTION III. TENURE, RENTS, VALUES, MORTGAGES, ETC

**158. Column 19.—Dwelling tenure.** The entry in this column shall be in accordance with the instructions given in the box-heading. The dwelling will be reported as "owned" if it is owned by the head or some other member of the household occupying it. To be considered as "owned", it is not necessary that the home be paid for in full. Mortgaged houses will be considered as "owned". If the home is not "owned" by a member of the household, it will be enumerated as "rented" regardless of whether or not rent is actually paid.

**159. Column 20.—Rent for month of May, 1941.** If the dwelling is rented, the Enumerator shall enter the rent paid or payable for the month of May, 1941. The Enumerator shall follow the instructions given for Column 8 of schedule 1. (See Instruction 78 (1), (2), (2a), (2b), (2c), and (2d).)

**160. Column 21.—Indicate if rent includes furniture, heating and garage accommodation.** If the rent reported in column 20 includes furniture the Enumerator shall enter "X" in the square opposite 1, "yes"; if it does not, he shall enter "X" in the square opposite "No"—4. If it includes heating as in apartments, he shall enter "X" in the square opposite 2 "yes"; if it does not, he shall enter the "X" in the square opposite "No"—5. If it includes the rent of a garage he shall enter "X" in the square opposite 3 "yes"; if it does not, he shall enter the "X" in the square opposite "No"—6. The Enumerator shall note, therefore, that there will be three "X's" in this column for every rented dwelling.

**161. Column 22.—Cost of repairs to dwelling unit for the year ending May 31, 1941.** The Enumerator shall enter in this column the amount of money spent for repairs during the last 12 months preceding the census for all dwellings inhabited by owners. In the case of dwellings inhabited by tenants the Enumerator shall enter the cost of repairs in the last twelve months only if these repairs were paid for by the tenants; if they were paid for by the landlord, this column shall be left blank. In the case where there were no repairs during the last 12 months, the Enumerator shall write "none" in this column. Improvements or additions to the property shall not be considered as repairs.

**162. Column 23.—If the water tax is paid by the occupant, what was the amount for the last fiscal year?** The Enumerator shall enter in this column the amount paid for water

in the last fiscal year. In the case of dwellings occupied by tenants, the amount will be reported only if it is paid by the occupant. In this column as well as in column 20, the amount entered shall be in dollars only. For example, if the water tax for the last fiscal year was six dollars and twenty-five cents, the entry in this column shall be \$6; if, on the other hand, it was six dollars and sixty-five cents, then the entry shall be "\$7". If the annual water tax is not paid by the tenant, the column shall be left blank.

**163. Column 24.—Owner's estimate of market value of dwelling.** (1) The Enumerator shall enter in this column an estimate of the market value of the dwelling if it is occupied by the owner.

(2) In most cases the value will have to be estimated and the Enumerator shall remember that this value will be the amount that this dwelling would sell for on June 2, 1941, if the owner were willing to sell to a willing buyer in competition with similar dwellings.

(3) The value of the land on which the dwelling is located and the value of garages shall be included with the value of the dwelling, except on farms, where the value of barns and other outbuildings and the value of farm lands shall not be included. If there are business premises in the dwelling, their value shall not be included.

(4) Dwellings in apartments, semi-detached houses, etc. If the dwelling is located in an apartment house or in another kind of building with more than one dwelling, the Enumerator shall take the total value of the building and divide by the number of dwellings in it and enter the result in this column. For example, if a man occupies a suite or dwelling in an apartment house which he owns, which has a market value of \$20,000 and in which there are 5 suites or dwellings, the entry in this column shall be \$4,000.

**164. Column 25.—Is there a mortgage or agreement for sale on this dwelling?** (1) The Enumerator shall make an entry in this column in accordance with the instructions given in the box-heading.

(2) By mortgages and agreements for sale, it is meant to include all debts secured by mortgages, agreements for sale, deeds of trust, judgments and by any other legal instrument which partakes of the nature of a mortgage on the dwelling occupied by this owner. Debts secured by liens on furniture, automobiles, etc., are not to be included.

**165. Column 26.—Present amount of outstanding mortgage on this dwelling.** (1) In this column, the Enumerator shall enter the amount of the mortgage or agreement for sale still outstanding on June 2, 1941. The amounts outstanding on first mortgage and agreement for sale shall be entered opposite 1 and the amounts outstanding on other mortgages opposite 2.

(2) If the owner is in arrears in the payment of interest on mortgages the Enumerator shall include the amount of the arrears, except that for the current year, with the mortgage. For example, if a man has a mortgage on his property with \$3,000 outstanding on June 2, 1941 and owes \$500 of back interest not including the interest for the current year, the entry in this column shall be \$3,500 and not \$3,000.

(3) In the case of agreements for sale or other amortization plans, where a person pays a certain sum of money each month or each year for a certain number of years, the Enumerator shall assist the owner, with the help of the table supplied on Form 30C to estimate the amount still outstanding on the mortgage or agreement for sale.

(4) If the dwelling is in an apartment house, semi-detached or other building with more than one dwelling, then the Enumerator shall divide the total debt by the number of dwellings in the building and enter the result in this column.

**166. Column 27.—Amount of money paid or payable on principal and interest for year ending May 31, 1941.** In this column, the Enumerator shall enter the amount paid or payable on principal and interest according to contract during the last 12 months prior to June 1, 1941. If the person was in arrears in his or her payments and made an extra payment during the last 12 months, the Enumerator shall enter in this column only the amount that normally should have been paid in the 12 months.

**167. Column 28.—What is the rate (contract rate) of interest on first mortgage?** The Enumerator shall make an entry in this column in accordance with the instructions given in the box-heading.

**168. Column 29.—For the last fiscal year, what was the amount of taxes levied upon this dwelling unit?** The Enumerator shall enter in this column the amount of taxes (school, water and municipal tax) levied on this property for the last fiscal year prior to June 2, 1941. In the case of dwellings located in apartment houses, flats, double-houses, etc., the Enumerator will follow the same rule as for columns 24, 25 and 26, and will give an amount only for the dwelling unit in which the owner resides. (See instruction 163 (4).)

**169. The Enumerator shall note that Columns 24, 25, 26, 27, 28 and 29 refer only to dwelling units occupied by their owners.**

SUPPLEMENTAL SCHEDULE FOR THE BLIND AND THE DEAF-MUTE.  
FORM NO. 8

**170.** This schedule is supplemental to the population schedule and is used to obtain the names and addresses of all persons found by the Enumerators to be "blind" or "deaf-mute."

**171. When to be used.** Upon the completion of the enumeration of each family, be sure to ask whether or not any person enumerated is blind or deaf-mute. If the answer is in the affirmative fill in this supplemental schedule in accordance with the specific instructions given at the top of the schedule.

CENSUS OF AGRICULTURE

**172. Purpose of the Census of Agriculture.** The Statistics Act provides that a Census of Agriculture shall be taken every tenth year (1918, C. 43, S. 16), for the purpose of obtaining basic information on (a) farm acreage, value of farm property, mortgage indebtedness and livestock, as at the date of the Census; (b) statistics of crops, livestock products, farm expenses, etc., for the calendar year preceding the Census; (c) statistics of incidental agricultural production elsewhere than on farms and (d) statistics of abandoned or idle farms.

**173.** Every Enumerator must fill out a General Farm Schedule (Form 2), for each tract of land within his enumeration sub-district that classifies as a farm under the census definition, and a Fruits and Vegetables Schedule (Form 2A) for (1) every farm where \$50 or more worth of fruits and vegetables were produced for sale in 1940, and (2) for farms where there are, at the time of the census, fifty (50) fruit trees or more. The information must be obtained by a personal visit of the Enumerator. It is essential that the census be complete and accurate. The securing of accurate Census statistics is very important as the statistics when compiled are used extensively by the Government and other agencies working in the interest of the farming community. The farmer should be made to feel that by co-operating with the Enumerator he performs a public duty which is of value to himself and to the community in general.