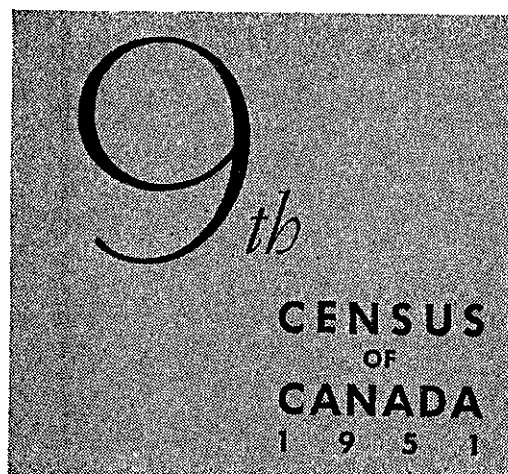


# ***Enumeration Manual***



DOMINION BUREAU OF STATISTICS  
DEPARTMENT OF TRADE AND COMMERCE

**T**HE ENUMERATION MANUAL is an indispensable guide for Census-taking. It is necessary for each Enumerator to know it thoroughly in order to do his work accurately and with a minimum of effort. *Specified sections must be committed to memory*; the remaining sections have been carefully arranged for reference. Besides memorizing the specified sections, the Enumerator must make himself thoroughly familiar with every item in the reference sections.

Years of experience and, more recently, months of thought and discussion have gone into the preparation of this Manual to make it as concise and simple as possible for an undertaking having the scope and magnitude of the Census. But it cannot be made so simple that it can be mastered by mere reading; it requires intensive study. This effort will repay the Enumerator in the confidence, ease, speed, and accuracy with which he will be able to perform his task.

This Census, or national stock-taking is the most important in Canadian history and is taken to secure information of the highest value to the general public, business, and governments. The Enumerator is the *key man* in this organization. Its success depends mainly on him because he secures the basic facts from which the Census compilations are made. We count on the Enumerator to give evidence of his good citizenship by thoroughly mastering the Manual and learning how to do his job efficiently, ensuring a Census of the highest quality.

*Herbert Marshall*

DOMINION STATISTICIAN

# Table of Contents

## POPULATION, HOUSING, ETC.

### Part A — Instructions to be Committed to Memory

Section	Basic Definitions and Instructions	Page
1. Dwelling .....		12
2. Dwellings with no one at home .....		12
3. Household .....		12
4. Members of a household .....		12
5. Household head .....		13
6. Order of enumeration of household members .....		13
<b>Census Forms</b>		
7. Enumeration forms and order of handling .....		13
8. Administrative forms .....		13
9. Visitation Record (Form 1) .....		14
10. Population document (Form 2) .....		14
11. Housing document (Form 4) .....		17

### Part B — Detailed Instructions

#### Coverage of Your Area

12. The use of your map .....	19
13. The danger of overlapping .....	19
14. Plan of visitation .....	19
15. Thoroughness of coverage .....	21
16. Whom to enumerate .....	22
17. How to apply the household membership rules .....	23

#### Institutions, Hotels, Camps, and Seasonal Dwellings

18. List of special types of living quarters .....	24
19. General hospitals and nurses' residences .....	25
20. Sanatoria, mental hospitals, etc. ....	25
21. Nursing homes and welfare homes .....	26
22. Penal institutions .....	26
23. Convents and monasteries .....	26
24. Hutterite colonies .....	26
25. Boarding schools .....	27
26. Hotels .....	27
27. Hostels and missions .....	27
28. Clubs, fraternities, Y.M.C.A.'s, Y.W.C.A.'s, large lodging houses, etc. ....	28
29. Diplomatic residences .....	28
30. Camps (other than military) .....	28
31. Military camps .....	29
32. Summer cottages, cabins, tourist camps, and motels .....	29

<b>Section</b>	<b>Enumeration Technique</b>	<b>Page</b>
33.	Conducting the interview .....	29
34.	How to deal with difficult cases .....	30
35.	Some things you must not do .....	31
<b>Some Instructions Concerning Field Procedure</b>		
36.	Language difficulties .....	31
37.	Call-backs .....	32
38.	The handling of documents, binders, and jackets .....	32
39.	Record of documents removed from the jacket .....	33
40.	The daily check on your enumeration .....	34
41.	The use of the "mark sense" pen .....	34
<b>The Visitation Record (Form 1)</b>		
42.	General instructions .....	35
43.	How to fill out each column .....	36
<b>The Population Document (Form 2)</b>		
44.	General instructions .....	37
45.	How to complete each question .....	38
<b>Other Population Forms</b>		
46.	The Population document for temporary residents (Form 2A) .....	57
47.	The Individual Population form (Form 5) .....	58
48.	Supplemental schedule for the Blind and the Deaf (Form 3) .....	59
<b>The Housing Document (Form 4)</b>		
49.	General instructions .....	60
50.	Examples of dwellings and households .....	60
51.	How to complete each question .....	64
<b>Live Stock and Greenhouses Elsewhere than on Farms (Form 7)</b>		
52.	When to use Form 7 .....	73
53.	Area of plot (Column 1) .....	73
54.	Horses, cattle, poultry, goats, and swine .....	73
55.	Bees .....	74
56.	Cattle, poultry, and swine sold alive or slaughtered for sale in 1950 .....	74
57.	Cows' milk, butter, eggs, and goats' milk produced in 1950 .....	74
<b>Commercial Fishermen (Form 9)</b>		
58.	Definition of "Commercial fisherman" .....	74
59.	Whom to enumerate on Form 9 .....	74
60.	Detailed instructions .....	74
<b>Census of Distribution (Form 10)</b>		
61.	Retail establishment .....	74
62.	Wholesale establishment .....	74
63.	Service establishment .....	74
64.	Detailed instructions .....	74



<b>Section</b>	<b>Enumerator's Accounts (Forms 16-18)</b>	<b>Page</b>
65.	Description of rates and allowances .....	74
66.	Account forms .....	75
67.	Accounts to be in triplicate .....	75
68.	Travelling expenses .....	75
69.	Receipts are required .....	75
70.	Special authority required for unusual expenditures .....	75
71.	Correct accounts prevent delay in payment .....	75
	<b>Transmittal Form (Form 29)</b>	
72.	Purpose of this form .....	75
73.	Procedure on receipt of supplies .....	75
74.	Procedure on return of supplies .....	76
	<b>Progress Report (Form 25)</b>	
75.	Its purpose and use .....	76

## **AGRICULTURE**

### **Part A—Instructions to be Committed to Memory**

76.	When to complete a General Farm schedule .....	77
77.	You complete the General Farm schedule .....	77
78.	Maps .....	77
79.	Farm Schedule Number .....	77
80.	How to determine who is the farm operator .....	77
81.	Location and area of farm .....	78
82.	When to ask the sample questions .....	78
83.	Plan of visitation .....	78
84.	Important points in filling out agriculture schedules .....	79
85.	Enumerating farms receiving a mailed schedule .....	79
86.	Summary of what to enumerate for certain questions .....	80

### **Part B—Detailed Instructions**

#### **GENERAL FARM SCHEDULE (FORM 6)**

##### **The Enumeration of Farms in Your Area**

87.	Definition of "Farm" .....	81
88.	Wood areas .....	81
89.	Farms operated in 1950, but idle in 1951 .....	81
90.	Farm operator .....	81
91.	Change of farm operator .....	82
92.	You complete the General Farm schedule .....	82
93.	Non-resident farms .....	82
94.	Source of information .....	82
95.	The use of maps (Manitoba, Saskatchewan and Alberta only) .....	82

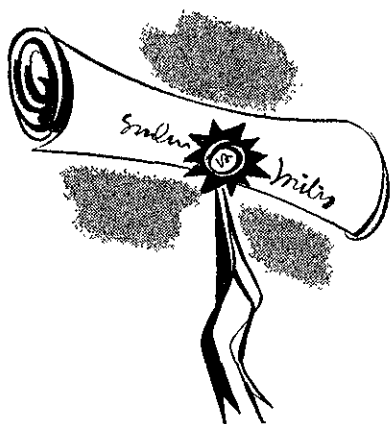
##### **The Enumeration of Certain Types of Farms**

96.	Indian reservations and allotted Indian lands .....	84
97.	Institutional farms .....	84
98.	Co-operative farms or colonies .....	84
99.	Community pastures .....	84

Section	Organization of the Schedule	Page
100.	Know your schedule .....	85
101.	Key questions .....	85
102.	Asterisks .....	85
103.	Method and order of asking questions .....	85
104.	Office codes .....	85
105.	General Farm Schedule Number .....	85
106.	Agriculture Sample .....	85
107.	Remarks .....	85
108.	Enumerator's Record .....	85
	<b>Value of Products Sold</b>	
109.	Sales .....	85
110.	Products traded or exchanged .....	86
111.	Sales on institutional farms .....	86
112.	Use of account books and income tax forms .....	86
113.	Crop insurance and Government payments .....	86
114.	Crop participation payments .....	86
115.	Basis for sales values .....	86
	<b>Instructions for Specific Questions</b>	
Section I —	Farm operator	
116.	Name of operator (Question 1) .....	86
117.	Post office address (Question 2) .....	87
118.	Does the operator live on this farm ? (Question 3) .....	87
119.	How long have you operated this farm? (Question 5) .....	87
Section II —	Location, area, tenure and value	
120.	Location of farm (Question 6) .....	87
121.	Total area (Question 7) .....	87
122.	Area owned (Question 8(a)) .....	88
123.	Area rented or leased from others (Question 8(b)) .....	88
124.	Area operated for others as a hired manager (Question 8(c)) .....	88
125.	Value of land and buildings (Question 9) .....	88
Section III —	Field crops	
126.	General instructions .....	88
127.	Crop areas sown or to be sown for harvest in 1951 (Column 1) .....	88
128.	Crop areas harvested in 1950 (Column 2) .....	89
129.	Crop production in 1950 (Column 3) .....	89
130.	Crops go with the farm .....	89
131.	Report fractions of acres in tenths .....	89
132.	Nurse crops .....	89
133.	Fall sown crops .....	89
134.	Two or more crops harvested from the same land .....	89
135.	Units of measure .....	90
136.	Flax seed (Question 18) .....	90
137.	Corn shelled or for grain (Question 19) .....	90
138.	Peas and field beans (Questions 21 and 22) .....	90
139.	All cultivated hay (except alfalfa sown alone) (Question 24) .....	91
140.	Potatoes (Question 30) .....	91
141.	Other field crops (Question 34) .....	91

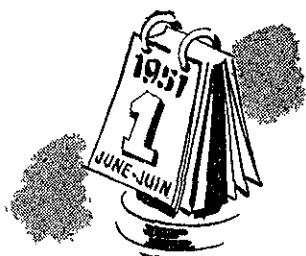
Section	Page
142. Seed harvested (Questions 35 to 43 incl.) .....	91
Section IV — Vegetables (mainly for sale)	
143. Vegetables mainly for sale (Questions 47 to 63 incl.) .....	91
144. Vegetable seed .....	92
Section V — Fruits, greenhouses and nurseries	
145. Tree fruits (Questions 64 to 71 incl.) .....	92
146. Cultivated small fruits (grown mainly for sale) (Questions 72 to 77 incl.) .....	92
147. Greenhouse and nursery products, mushrooms (grown mainly for sale) (Questions 78 to 82 incl.) .....	92
Section VI — Condition of land, June 1, 1951	
148. General instructions .....	92
149. Area under crops (Question 83) .....	93
150. Area of improved land for pasture or grazing (Question 84) .....	93
151. Summer fallow (Question 85) .....	93
152. Area of barnyards, lanes, roads and idle cultivated land (Question 86) .....	93
153. Woodland (Question 87) .....	93
154. Area of other land (Question 88) .....	94
Section VII — Irrigation, new breaking and forest fires	
155. Irrigation (Question 89) .....	94
156. Area irrigated in 1950 (Question 90) .....	94
157. New breaking (Question 91) .....	94
158. Forest fires (Question 92) .....	94
159. Area burned by forest fires in last 10 years (Question 93) .....	94
Section VIII — Farm machinery and equipment, June 1, 1951	
160. Number and value of farm machinery (Question 94) .....	95
Section IX — Hired workers	
161. Hired workers during week ending June 2, 1951 (Question 97) .....	95
Section X — Part-time work	
162. The sale of farm products greater than the income from all other sources in 1950 (Question 98) .....	95
163. Days non-farm work and farm work off the farm (Question 99) .....	95
Section XI — Live stock and live stock products	
164. General instructions .....	96
165. Cows and heifers kept mainly for milk purposes (Question 106) .....	96
166. Cows and heifers kept mainly for beef purposes (Question 107) .....	96
167. Swine 6 months and over (Question 114) .....	96
168. Wool clip (Question 121) .....	96
169. Hens eggs laid in May, 1951 (Question 131) .....	97
170. Bees (Question 134) .....	97
Section XII — Disposal of live stock, 1950	
171. Disposal of live stock (Questions 137 to 143 incl.) .....	97
Section XV — Maple syrup and sugar, 1951	
172. Maple products on this farm this spring (Questions 159 to 163 incl.) .....	97
Sections XVII, XVIII, XIX, XX and XXI. Questions to be asked for farms in the sample	
173. General instructions .....	97

Section	Page
Section XVII — Farm expenditures, 1950	
174. General instructions .....	98
175. Taxes (Question 167) .....	98
176. Custom work (Question 168) .....	98
177. Farm implements and machinery (Question 170) .....	98
Section XVIII — Rented land, 1950	
178. Rented land (Question 175) .....	99
179. Rent paid on a cash or fixed kind basis (Question 177) .....	99
180. Rent paid on a share basis (Question 178) .....	99
Section XIX — Production of whole milk in May, 1951	
181. General instructions .....	99
Section XX — Mortgages or agreements for sale, June 1, 1951	
182. Mortgage or agreement for sale on farm property owned (Question 189) .....	100
Section XXI — Value of products used on this farm, 1950	
183. Value of products used on the farm in 1950 (Question 191) .....	100
<b>Reviewing General Farm Schedules (Form 6)</b>	
184. General instructions .....	100
185. Questions always requiring an entry .....	100
186. Acreage questions in Sections II, III, IV, V, VI of the schedule must be in agreement	100
187. Live stock numbers and wool clip in Section XI of the schedule must always be checked .....	101
188. Live stock and live stock products sold in 1950 (Section XIII) .....	101
189. Production of whole milk in May, 1951 (Section XIX) .....	101
<b>IRRIGATION SCHEDULE (FORM 8)</b>	
190. Where used .....	101
191. When used .....	101
192. Definition of irrigation .....	101
193. Grains irrigated in 1950 (Questions 7 to 12 incl.) .....	101
194. Hay and pasture irrigated in 1950 (Questions 13 and 14) .....	101
195. Vegetables and fruits grown mainly for sale (Questions 17, 18, 19) .....	102
196. Total area irrigated in 1950 (Question 21) .....	102
197. Area irrigated by a sprinkler system in 1950 (Question 22) .....	102
198. Reviewing the Irrigation schedule .....	102
Appendix A — Contents of the Statistics Act which apply to enumeration .....	103
Appendix B — Tables for checking Population and Housing documents .....	103
Appendix C — Conversion tables for Agricultural calculations .....	107
Index .....	109



## There's a Job to be Done in '51

The British North America Act of 1867 — the Act that created Canada — provides for a Census to be held decennially, or every ten years. The first Census under that Act was held in 1871, and on June 1, 1951, you will be taking part in the ninth decennial Census since that date.



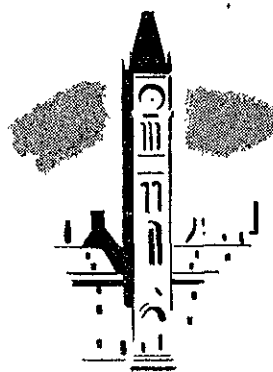
## Your Part in the 1951 Census

You are one of about 18,000 Enumerators who will be counting every Canadian living on June 1, 1951. Not only will you count the people, but you will gather additional information, such as their age, marital status, birthplace, religion, occupation, etc. Besides this, you will record housing facts in every fifth home you visit. You will take a Census of every farm in Canada, and you will make a complete survey

of trade and service establishments. There are millions of facts to gather, and if the Census is to be successful those facts must be accurate and complete. Complicated automatic machines will sort, tabulate and add up the facts. Modern printing presses will publish the facts. But only you and your fellow Enumerators can collect the facts. The success of the 1951 Census depends on you.

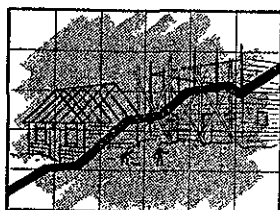
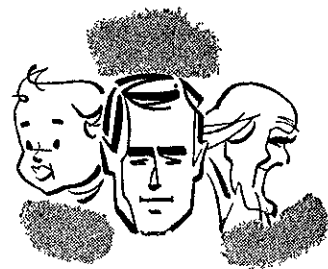
## Why Hold a Census?

Representation in the House of Commons is based on population. If the population of an area increases sufficiently, that area sends more members to the House of Commons. If the population decreases, constituency boundaries are readjusted. If each Enumerator were to miss only one person in



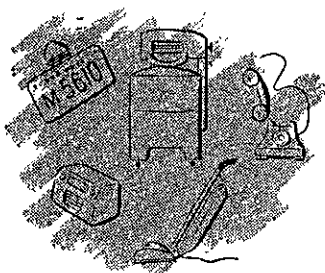
his territory, a population equal to that of Lethbridge, or Brandon, or Chatham, or Valleyfield, would be dropped out of the total.

Life insurance premium tables are based on the ages of the Canadian people as recorded in the Census. Over the past 70 years, the average Canadian life-span has increased, making it necessary at every Census to ask "what is your age?". Communities must know how many children there are in certain age groups, in order to plan schools. The government must know the age trends of the Canadian people to estimate future demands on family allowances and old age pensions.



Government, business and labour organizations use the Census information on wages and salaries in various occupations in different parts of the country as an important factor in studying the distribution of wages and salaries, and in analysing potential markets. This means improved distribution and lower costs to the customer.

Federal, provincial and municipal governments will all use the housing information you gather in the Census as a factor in making their housing plans and policy.



Manufacturers, wholesalers and retailers are interested in the information you gather on household equipment and appliances. From these facts, they can estimate demand, future production and sales.

Summing up, just as every efficient business must make an inventory periodically, so you, in the ninth decennial Census, are making an inventory of the Canadian people, in order that the government and business of the country may be operated efficiently.

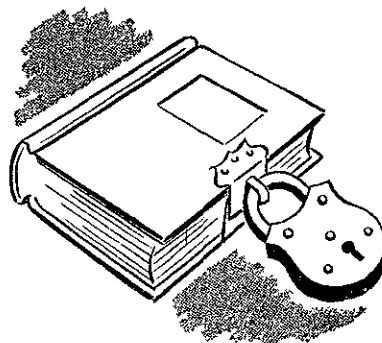
## Top Secret

Some of the people you interview may hesitate to answer some of your questions. This is an understandable reaction, because you will be asking them for information which they wouldn't normally give to a stranger. However, you may put them at their ease by telling them —

All Census Enumerators have taken an oath of secrecy.

By Act of Parliament, no information about individual Canadians recorded in the Census may be disclosed to other government agencies, such as income tax, national defence, etc., or to any private organization.

Census Enumerators are collecting statistics about individuals in order to get TOTAL statistics. To get these TOTALS, you are asking every Canadian to give you information in confidence. For example you are not interested in whether a particular individual — say Mrs. George Smith, of 4421 Main St., Sherbrooke, Que. — uses a coal range, a gas range, or an electric range. But you do want to know the TOTAL number of coal, gas and electric ranges used in Canada, and therefore Enumerators are asking Mrs. George Smith, and other Canadian householders, this same question. There is nothing personal in your questions, and no personal information will be divulged to anyone under any circumstances. Each answer becomes merely a unit in the combined totals, to help in making our "national inventory" accurate and useful for the benefit of all.





## Basic Definitions and Instructions

### 1. Dwelling

The terms "dwelling" and "dwelling unit" are interchangeable. That is, they have the same meaning. A dwelling is a structurally separate set of living premises, with private entrance from outside the building, or from a common hallway or stairway inside. The entrance must not be through anyone else's living quarters.



Each single house; each apartment or suite in an apartment house, duplex, triplex, or structurally converted single house; each flat in a building containing flats; each half of a double house; and each section of a row or terrace, counts as one dwelling unit, whether occupied or not. If occupied, other structures such as summer cottages, automobile trailers, tents, cabins, railway cars, houseboats, etc., also count as dwelling units.

### 2. Dwellings with No One at Home

(a) *Occupants not at home for the time being.* Record the dwelling on the Visitation Record. Check with neighbours regarding the best time for making a call-back. If no response after repeated call-backs, report case to Field Supervisor.

(b) *Closed dwelling.* This is a dwelling not being lived in at the time of the Census, due to the temporary residence of the occupants elsewhere (e.g., at a summer cottage). When you encounter a closed dwelling, obtain from neighbours the information necessary to complete the Visitation Record, and a Housing document if in the sample.

(c) *Vacant dwelling.* This is a dwelling suitable for occupancy, but unoccupied at the time of the Census. Record it on the Visitation Record. Complete a Housing document if in the sample.

(d) *Dwelling under construction.* A dwelling is considered "under construction" from the time the foundation is begun until the first occupants move in. Record it on the Visitation Record. Complete a Housing document if in the sample.

### 3. Household

A person or a group of persons occupying one dwelling is defined as a "household." Every person must be a member of some household.

A household will usually consist of a family group with or without servants, lodgers, etc. However, it may consist of a group of unrelated persons sharing a dwelling, or one person living alone. Hotels and institutions are also households. (See Sec. 18, Page 24).

### 4. Members of a Household

Persons should be enumerated where they normally reside — that is, where they regularly sleep. A visitor in a household must be enumerated on a Form 2A unless he states that he is *certain* he will be enumerated at his home address, in which case he is not to be enumerated. In either case, he is not counted as a member of the household in which he is a visitor or temporary resident. Remember the following important rules:

(i) A person's residence is determined by where he sleeps, not by where he eats or works.

(ii) Persons having no fixed or permanent residence are always enumerated where they are found.





## 5. Household Head

The head of the household is determined as follows:

<i>Household</i>	<i>Head</i>
(a) Husband and wife	Husband
(b) Parent and unmarried child (children)	Parent
(c) A number of unrelated persons	
(d) Other cases	See Sec. 45, Question 3, Page 39.

## 6. Order of Enumeration of Household Members

- 1st — Head
- 2nd — Wife of the head
- 3rd — Unmarried children in order of age from eldest to youngest
- 4th — Married children and their families
- 5th — Additional relatives
- 6th — Lodgers and their families
- 7th — Servants or other employees and members of their families
- 8th — Other members of the household

## Census Forms

### 1. Enumeration Forms and Order of Handling

You will be required to complete some or all of the following forms during the course of your enumeration. Note the order in which you deal with them:

- (1) Visitation Record (Form 1) — one line for each dwelling.
- (2) Population document (Form 2) — one for each person regularly residing in the dwelling unit (including infants).
- (3) Population document (Form 2A) — one for each visitor or temporary resident, as required.

- (4) Individual Population form (Form 5) — one per person as required.
- (5) Blind and Deaf schedule (Form 3) — one line per person as required.
- (6) Housing document (Form 4) — one for every fifth dwelling.
- (7) "Live Stock and Greenhouses elsewhere than on Farms" schedule (Form 7) — one line per household as required.
- (8) Census of Distribution folio (Form 10) — one entry for each retail, wholesale, or service establishment.

In addition to the above forms, which are for general use, there are the following forms to be completed only in certain areas, or for special cases, as indicated:

- (1) General Farm schedule (Form 6) (Newfoundland — Form 6A) — one for each farm.
- (2) Irrigation schedule (Form 8) — one for each farm reporting irrigation in Saskatchewan, Alberta and British Columbia.
- (3) Commercial Fisherman folio (Form 9) — one line for each commercial fisherman.

### 8. Administrative Forms

- (1) Progress Report (Form 25): This is a report which *must* be in the hands of your Field Supervisor *every Wednesday and Saturday* from June 1st until your enumeration is completed.
- (2) Enumerator's Account (Forms 16-18): This is your claim for remuneration covering: (i) payment for completion of the various Census forms, and (ii) payment, *where authorized*, for traveling expenses *when supported by voucher*. You will complete your account in triplicate after your enumeration is finished, and submit it to your Field Supervisor.



### 9. Visitation Record (Form 1)

Detailed instructions covering the use of this form are given on the form itself and in Sec. 42-43 of this Manual. Pay particular attention to the following instructions:

- (a) List every dwelling in the order of your route — one line for each. Do not skip any lines.
- (b) Use each page in order regardless of the language of the headings. Do not skip any pages.
- (c) Distinguish between Col. V (for persons enumerated on Form 2) and Col.

VI (for persons enumerated on Form 2A).

- (d) Record each "closed dwelling", "vacant dwelling", and "dwelling under construction", as instructed.
- (e) Use the REMARKS column to note call-backs, individual forms left and "closed dwellings".
- (f) When you place the Visitation Record in the pocket of the binder, be sure to insert it fully so that it will not catch in the rings.

### 10. Population Document (Form 2)

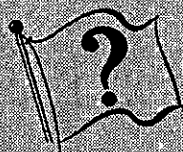
For complete instructions covering the various questions on the Population document see Sec. 45, Page 38.

4. HOUSEHOLD NUMBER	This must be the same as the dwelling or household number in Column II of the Visitation Record. Be sure that each person in the household is given the same household number.
6. AGE	Ask for the <i>exact</i> age at last birthday. Be sure to mark both columns — e.g., for four years, mark 0-4.
8. FARM RESIDENCE	For Census purposes, a farm is a holding <i>carrying on agricultural operations</i> and is <ul style="list-style-type: none"> <li>(i) three acres or more in size, or</li> <li>(ii) from one to three acres in size with the agricultural production in 1950 amounting to \$250 or more.</li> </ul>
9-10. SCHOOLING	To be completed for <i>every person</i> . Count all years of schooling, including university, but excluding kindergarten. Question 10 relates to day-time attendance only.
11-12. LANGUAGE	For infants, the language commonly spoken in the home is to be reported.
14. BIRTHPLACE	For persons born outside Canada the country of birth is to be given according to present international boundaries. (See Sec. 45, Page 41, for additional instructions).
15. PERIOD OF IMMIGRATION	Relates only to the time of first arrival of persons born outside Canada.



10. Population Document (Form 2) — continued

16. CITIZENSHIP



Citizenship is determined by the country to which a person owes allegiance.

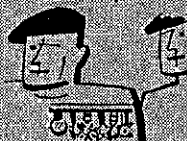
The following chart is a guide to assist you in dealing with this question. Additional instructions are found in Sec. 45, Page 42.

COUNTRY OF CITIZENSHIP	BIRTHPLACE	
	Canada	Not in Canada
Canada	(i) Accept without check.	(ii) Check whether the necessary five years residence has been acquired.
Other countries	(iii) Check whether citizenship actually lost.	(iv) Accept without check.

17. ORIGIN

Ask in this way: *"What language did you or your paternal ancestor speak on first coming to this continent?"* If this is not understood, or is not applicable, ask *"Is your origin in the male line English, Scottish, German, Norwegian, Native Indian (North American), Negro, etc.?"*

18-19. WAR SERVICE



Check in every home whether there are any war veterans living in the home. This means enlistment for active service in the armed forces of any country in World Wars I or II. Do not include the Merchant Marine, R.C.M.P., Red Cross, St. John Ambulance Corps, civilian fire fighters, civilian instructors, Salvation Army, or Knights of Columbus war workers, etc.

20. ACTIVITY

In cases where a person's time was spent in more than one activity, report the activity in which the greatest amount of time was spent.

23. NAME OF FIRM OR BUSINESS

For persons employed in government services, enter "Federal Government", "Provincial Government", or "Municipal Government", as the case may be. Persons employed by local school authorities must be entered as "Municipal Government". For persons employed in government commercial or other enterprises, Crown companies or corporations, etc., give the name of the enterprise, company, or corporation.

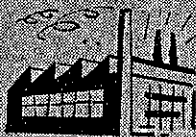
Examples:

Canadian Broadcasting Corporation  
Trans-Canada Air Lines  
Manitoba Liquor Control Commission  
Toronto Transportation Commission



10. Population Document (Form 2) — concluded

24. INDUSTRY



The entry should show both the main division of industry (i.e., whether farming, fishing, lumbering, mining, manufacturing, construction, transportation, trade, finance, or service), as well as the type of industry (i.e., *dairy* farming, *gold* mining, *automobile* manufacturing, etc.) Retail trade should be distinguished from wholesale trade, as, *retail* hardware, *wholesale* tobacco. For persons employed in government service, enter name of department or branch.

25. OCCUPATION

Specific entries are required such as "sales clerk", "civil engineer", "manufacturer's agent", "registered nurse", "carpenter's labourer", or "auto mechanic". Avoid vague terms such as "clerk", "engineer", "agent", "nurse", "labourer", or "mechanic".

26. USUAL  
OCCUPATION

Note that this question refers to the full year ending May 31, 1951. If, during this period, the person's usual activity was keeping house, going to school, etc., rather than following a gainful occupation, enter "keeping house", "student", etc.

27. CLASS OF  
WORKER

- (a) *Wage or salary earner*: any person who worked for wages, salary, piece rates, commissions, payment in goods, or board and room.
- (b) *Own account*: any person who worked in his own business or profession, or on his own farm, and did not employ any hired help in this business.
- (c) *Employer*: any person who operated his own business, profession, or farm, and employed any paid workers in connection with his business.
- (d) *No pay*: the unpaid family worker, i.e., the person who worked without pay on a farm or in a business owned and operated by a member of the household to whom he is related by blood or marriage. The work done must actually have contributed to the operation of the farm or business.

28. WEEKS  
WORKED

The entry should include all jobs for wages or salary during the 12-month period. Holidays or sick leave with pay to be included.

29. EARNINGS







Report total money earnings (not room and board) for the weeks worked as reported in Question 28. Include full salary, wages, commission, tips, and piece-rate payments, before any deductions are made. *Do not include* income from investments, unemployment insurance benefits, workmen's compensation, direct relief, or other similar sources. *Do not include* income from employment in an "own account" or "employer" capacity.



## 11. Housing Document (Form 4)

For complete instructions covering the various questions on the Housing document, see Sec. 51, Page 64.

3. DISTRICT AND SUB-DISTRICT NUMBERS	Be sure your entry agrees with the district and sub-district numbers entered in your Visitation Record.
4. DWELLING NUMBER	Every dwelling number must contain the three digits circled in the Visitation Record — (e.g., 017). The right-hand digit must always end in 2 or 7.
<p>6. TYPE OF DWELLING</p>    	<p><i>Single detached</i> — A single house, i.e., a house used solely for residential purposes, containing one dwelling unit, and completely separated on all sides from any other building.</p> <p><i>Single attached</i> — Each half of a semi-detached or double house, or each section of a row of houses (or terrace).</p> <p><i>Apartment, flat, etc.</i> — Dwelling units in apartment blocks; suites in duplexes or triplexes (i.e., where the division between dwelling units is horizontal); suites in converted single houses; suites over stores or in office buildings, schools, etc.</p> <p><i>Other</i> — Dwellings in tents, summer cabins, box cars, trailers, or other unusual living quarters of that type.</p>
7. NUMBER OF DWELLING UNITS IN THIS STRUCTURE	<p>This question relates to the structure in which the dwelling unit is located.</p> <p><i>Definition</i> — Each separate structure (a) is <i>completely separated on all sides from any other structure</i> or (b) <i>has a vertical wall or walls extending from ground to roof, completely dividing it from an adjoining structure or structures.</i></p> <p>Each single detached and single attached dwelling is a separate structure, and requires the entry "1" in Question 7.</p>
8. PRINCIPAL EXTERIOR MATERIAL OF THIS STRUCTURE	Refers to the principal visible material used in the wall construction of the structure.



# 11. Housing Document (Form 4) — concluded

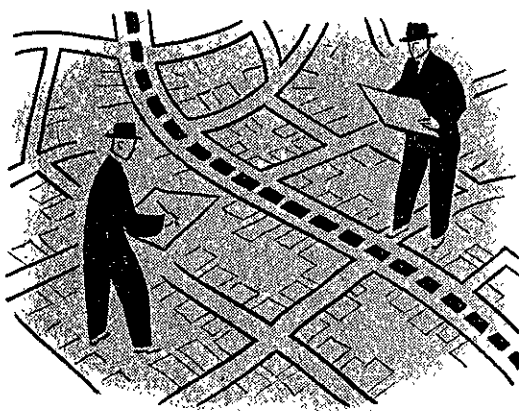
9. NEED OF REPAIR	Mark in need of major repair for <i>any one</i> of the following defects: (i) sagging or rotting foundations. (ii) faulty roof or chimney. (iii) unsafe outside steps or stairways. (iv) interior badly in need of repair.
11. NUMBER OF ROOMS IN DWELLING UNIT	Include rooms used by servants, lodgers, and members of lodging families. <i>Do not include</i> bathrooms, closets, pantries, halls, or rooms used solely for business purposes. Sun-rooms, summer kitchens, rooms in basements and attics to be included <i>only if finished off and suitable for living quarters throughout the year.</i>
12. WATER SUPPLY	Water from a hand pump located in the dwelling <i>is not</i> piped running water.
17. PRINCIPAL COOKING FACILITIES	"Other" will include the occasional dwelling with no cooking facilities (e.g., as in dwellings in apartment hotels).
18-22. HEATING FACILITIES	Only one entry to be made in each case. If more than one type of heating equipment or fuel is used, respondent must determine the principal one. Be sure to mark Question 20, whether or not there is any supplementary heating.
23. LIVING CONVENIENCES	Be sure to mark the oval "None of Above", if the household possesses none of the listed living conveniences. This is the only column on the Housing document in which more than one oval may be marked.
24. TENURE	Ask in this way: " <i>Is this home owned or rented by the head of this household or a member of his immediate family?</i> "
25. MONTHLY RENT	Ask in this way: " <i>What amount of cash rent was paid or is to be paid for this dwelling for the month of MAY, 1951?</i> ". The cash rent actually paid or payable should be reported regardless of whether it includes furniture, fuel, electricity, water, or private garage.



## Coverage of Your Area

### 12. The Use of Your Map

One of your first duties will be to check your map with your Field Supervisor. Any errors must be rectified and particular attention must be paid to boundaries. The Field Supervisor must deal with all errors or discrepancies *involving the boundaries* of enumeration areas. You yourself must make any additions or alterations *within* your enumeration area to bring your map up to date.



### 13. The Danger of Overlapping

In cases where a road or street forms the boundary between two enumeration areas, the dwellings situated on one side will be visited by one Enumerator, those on the other side by the Enumerator of the adjoining sub-district. It is, therefore, most important that you know which side of the road is in your territory. You will cause a lot of trouble if you enumerate someone else's territory, and you won't get paid

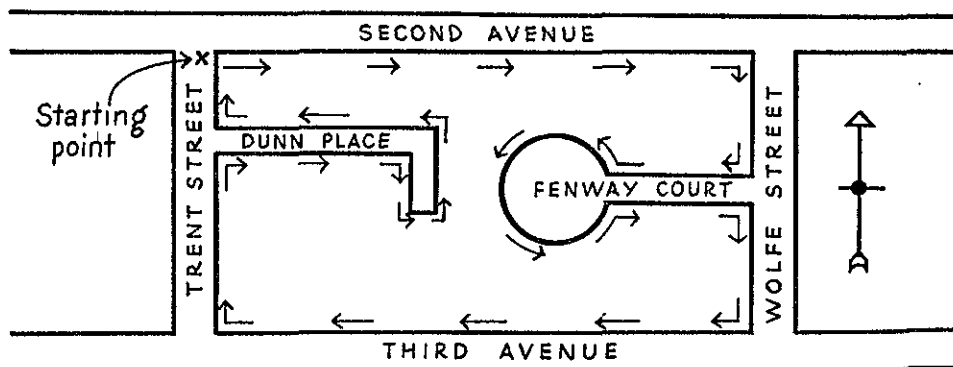
for it. If a householder advises you that he has already been enumerated, make sure first that he means *the Census Enumeration* and not some other survey. If he has, in fact, been previously enumerated on the Census forms and you have satisfied yourself that the dwelling is located within the boundaries of your sub-district, report the matter immediately to your Field Supervisor. It may be that some other Enumerator is working in your territory by mistake.

### 14. Plan of Visitation

You must make a plan for visiting all the dwellings and farms in your sub-district in regular order, and submit it to your Field Supervisor. Such a plan not only is an important factor in getting complete coverage, but is absolutely essential to the success of the housing and agriculture samples.

A plan of visitation need not be elaborate. It merely requires that you commence your enumeration at some convenient point in your sub-district and visit the dwellings and farms in the order of your pre-arranged route. In arranging your route, observe the following simple rules:

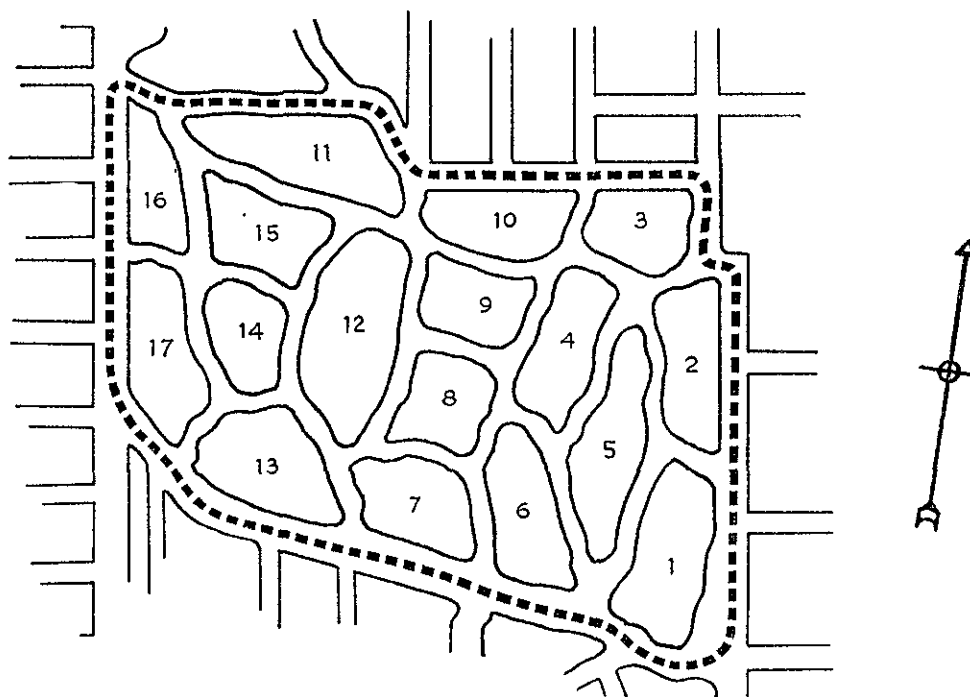
- (a) *In urban areas:* If the land is laid out in blocks or squares, start at one corner of a block and proceed around the block in a clockwise direction until you return to your starting point. Be sure to check every court or blind alley in the block. In other words, go *around* and *through* the entire block before leaving it. The diagram below illustrates the approved method of enumerating in an urban area.



If your enumeration area contains several blocks, number them on your map and enumerate them in regular order. Be particularly careful not to overlook a block.

Blocks will not always be rectangular.

The figure below illustrates an area containing a number of irregular-shaped blocks. The same procedure of numbering the blocks on your map and completing the enumeration *block by block* must be followed as in the case of the rectangular blocks.



If the dwellings are strung out along streets or roads in ribbon-like fashion rather than in compact blocks, enumerate the population street by street and road by road until you have covered every street and road in your area.

- (b) *In rural areas:* The principle of following a systematic pre-arranged route is equally important in rural areas. In general, the route will start at one corner of the sub-district and go back and forth along the roads in such a way that all of it is covered without excessive travel.

The order along the route of enumeration determines the General Farm Schedule Number for each farm in your area. If you come to a farm on the route and for some reason cannot enu-

merate it immediately, give it the next number in order, and obtain the agricultural information at some later time.

*You must not number farms otherwise than in the order in which they lie on your pre-arranged route, except as provided for in the following paragraph. Only if Enumerators throughout the country adhere to this consecutive numbering system will a representative sample — one including farms of all types and sizes — be assured.*

If after your plan is made out, your enumeration will be speeded by covering a part of the route (say that near your home) earlier than it would be reached by following the plan, you may number this part before it is reached on the plan, *provided* that when you break the



Note that the Enumerator, after visiting seven farms along his route, breaks the

Diagram illustrating the sequence of coverage for a census enumeration area. The area is divided into numbered blocks (1-44). The sequence starts at the 'START OF ENUMERATION' point, proceeds through blocks 30, 1, 29, 2, 27, 3, 24, 4, 23, 5, 8, 6, 21, 7, 17, 13, 15, 14, 16, 18, 19, 20, 9, 10, 11, 12, 25, 39, 41, 43, 44, 42, 40, 36, 38, 26, 37, 28, 31, 32, 33, 34, 35, and ends at the 'END OF ENUMERATION' point. A 'RIVER BOUNDARY' is shown, and a 'BREAK IN PLAN OF ENUMERATION AT THIS POINT' is indicated near block 7. The 'ENUMERATOR'S HOME' is marked near block 20.

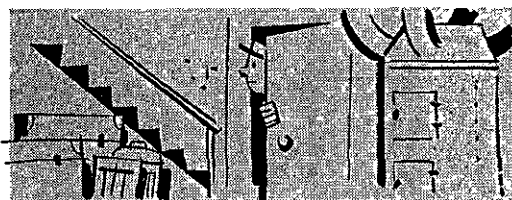
Whether you are in a rural or an urban area, leave no stone unturned to locate every dwelling in your area. In cities and towns investigate every lane which might have dwelling places facing on it. Examine each house from the outside to see whether there might not be an apartment at the back or side; frequently what looks at first glance like a single house actually contains more than one dwelling. Inquire at stores, garages, and restaurants to find out if anyone lives there. Don't overlook the possibility of janitor's quarters in churches, schools, commercial buildings, factories, and other non-residential structures. As you will discover later on (see Sec. 64, Page 74), you will in any case be covering most of the buildings mentioned above for Census of Distribution purposes.

21

## 16. Whom to Enumerate

In considering whom you should enumerate as members of a household, remember always to think of the household *as it was constituted at the Census date, that is, at midnight between May 31st and June 1st*. Thus a new baby, who may be a very important member of the household at the time of your visit on, say, June 12th, will not be counted in the Census if it was born on or after June 1st. Conversely, a person who died prior to your visit but after the Census date will be recorded in the Census.

Let us suppose you are about to visit a typical Canadian dwelling. It is unlikely that you will find every member of the household at home. However, this is not necessary. In general, one responsible member of a household can supply you with the necessary information for the entire household. In this case the housewife could probably answer all your questions for her husband, herself, and the children. If several unrelated adult members of the household are at home, interview each separately.



Next, make certain that the house actually contains only one dwelling unit according to the Census definition. You will then have to find out by inquiry who lives in this dwelling. As a typical Canadian household, there will probably be a man and wife with one or more children. But there may also be lodgers, employees, or servants who sleep regularly in the dwelling. The household may even include persons temporarily away from home on business, at a boarding school, or in a hospital. This you must find out by inquiry. On the other hand, there may be persons in the

dwelling on the day you call who do not belong there and should not be counted as members of that household — e.g., servants who sleep out, and visitors.

The entire population can be classified, for Census purposes, into the following four groups:

### Group A — (Enumerate on Form 2)

- (i) persons whose usual place of residence is in this dwelling and are presently living at home (including infants born before midnight May 31st).
- (ii) persons whose usual place of residence is in this dwelling, but who are temporarily away from home visiting, travelling on business, attending school or university, or at a military camp as a member of the Reserve.
- (iii) persons whose usual place of residence is in this dwelling, but who are temporarily confined in general hospitals.
- (iv) lodgers who sleep regularly in the dwelling (except student lodgers who have a usual place of residence elsewhere).
- (v) servants and other employees who sleep regularly in the dwelling.
- (vi) deceased persons who were alive on the Census date and whose usual place of residence was in this dwelling.

### Group B — (Enumerate on Form 2A)

- (i) visitors to the household (or guests of the household) who have a usual place of residence elsewhere in Canada, but do not expect to be enumerated there.
- (ii) student lodgers who have a usual place of residence elsewhere in Canada, at which they do not expect to be enumerated.
- (iii) entire households displaced from their usual place of residence, (e.g., families living in a cottage for the summer months).

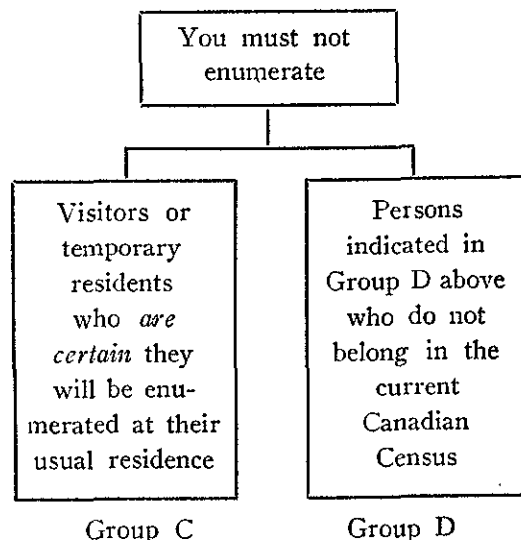
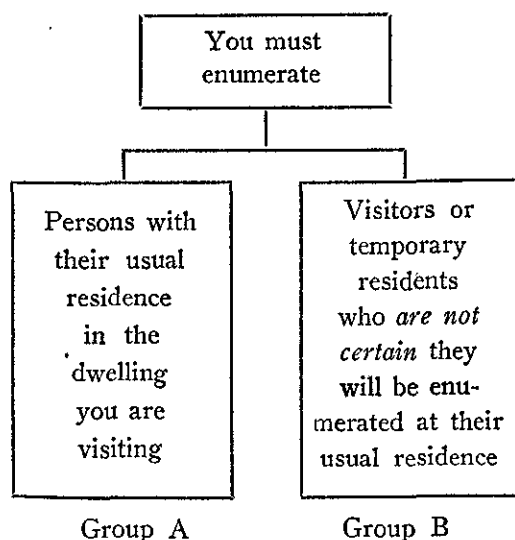
### Group C — (Do not enumerate)

The same three classes of persons as in Group B, provided that they are certain they will be enumerated at their usual place of residence.

### Group D — (Do not enumerate)

- (i) citizens of another country attached to the legation, embassy, or other diplomatic body of that country.
- (ii) citizens of another country who are on a temporary visit to Canada.
- (iii) members of the armed forces of another country stationed in Canada, and members of their families who are of foreign nationality. (Special areas will be taken care of by special instructions.)
- (iv) infants born since the Census date.

The great majority of persons fall in Group A, although you may find a fair number who belong in Groups B or C. The number of persons in Group D is very small. This classification of persons into four groups, for Census purposes, is shown graphically below:



## 17. How to Apply the Household Membership Rules

The following examples may serve as useful guides in the event that you encounter similar situations in the course of your enumerating:

**Example 1:** John Adam's father and mother live on a farm, but John's work requires that he live in a neighbouring town where he rents a room in a rooming house. He generally spends his week-ends at his parents' home.

*He would be counted as a member of the household in the rooming house where he lives during most of the week.*

**Example 2:** Mr. Clark owns a home in Lunenburg where his wife and children live. His employment, however, is in a city too far for commuting distance except on week-ends. He has an hotel room in which he lives during the week, returning to his home in Lunenburg every week-end. He considers his home to be in Lunenburg with his family, where he takes an active part in community and church activities.

*Mr. Clark's place of enumeration is in Lunenburg with his family.*

Example 3: Jack Reynolds is found by a Census Enumerator to be living in lodgings in Sault Ste. Marie where he has temporary summer employment with the Algoma Steel Corporation. He is a 3rd year student at the University of Toronto where he expects to return in the fall to complete his final year. His family home is in Wiarton, Ontario.

*He would be enumerated in Sault Ste. Marie, provided he was employed there on June 1st. However, had he been attending university in Toronto at the time of the Census, he would have been enumerated as a member of his family's household in Wiarton.*

Example 4: Capt. Bush is a staff officer with an army unit in Camp Borden, Ont. He drives back and forth each day from Barrie where he lives in an apartment with his family.

*He would be enumerated as head of the household in Barrie where he lives with his wife and family.*

Example 5: Corporal Currie is stationed at Camp Borden where he lives in barracks. He returns to his parents' home in Barrie, however, on frequent week-end leaves, and for his annual furlough.

*He would be enumerated at Camp Borden as a member of the camp household.*

Example 6: Mrs. Smith is living at the home of one of her married sons at the time of the Enumerator's visit. She is a widow, has no home of her own, but divides up her time living at the homes of her four sons, each in a different city.

*Since she has no home of her own, she would be counted as a member of the household of the son with whom she was living on June 1st.*

## Institutions, Hotels, Camps and Seasonal Dwellings

### 18. List of Special Types of Living Quarters

Earlier sections of this Manual have dealt, in the main, with the enumeration of persons living in ordinary private dwellings, who comprise the bulk of the population. However, a fair number of persons live in what might be called dormitory or institutional types of dwellings, or in seasonal dwellings. The following is a partial list of such special types of living quarters:

#### I Institutions —

- (a) Hospitals and welfare
  - (i) General hospitals (including nurses' residences)
  - (ii) Tuberculosis hospitals
  - (iii) Mental hospitals
  - (iv) Maternity hospitals
  - (v) Convalescent hospitals and sanatoria
  - (vi) Hospitals and homes for veterans
  - (vii) Hospitals and homes for incurables
  - (viii) Nursing homes
  - (ix) Homes for the aged and infirm
  - (x) Orphanages
  - (xi) Children's Aid Society shelters
- (b) Corrective and penal
  - (i) Penitentiaries
  - (ii) Jails
  - (iii) Reformatories
  - (iv) Industrial schools and farms
- (c) Religious and educational
  - (i) Convents
  - (ii) Monasteries
  - (iii) Hutterite colonies
  - (iv) Boarding schools

## II *Hotels, etc.* —

- (i) Hotels which accept transient guests
- (ii) Y.M.C.A.'s, Y.W.C.A.'s, etc.
- (iii) Clubs
- (iv) Missions
- (v) Hostels
- (vi) Lodging houses with ten or more rooms used or available for rent
- (vii) College residences and fraternity houses
- (viii) Any residential building of the dormitory type not heretofore classified
- (ix) Diplomatic residences

## III *Camps* —

- (i) Military camps (Army, Navy, or Air Force)
- (ii) Lumber camps
- (iii) Mining camps
- (iv) Construction camps

## IV *Seasonal dwellings* —

- (i) Summer cottages
- (ii) Tourist cabins
- (iii) Tourist camps
- (iv) Motels

The method of enumerating the more important of these special types of dwellings is dealt with in the following sections.

### 19. *General Hospitals and Nurses' Residences*

In visiting a general hospital contact the business manager or other responsible official who can supply you with a nominal roll of the resident staff and patients, and make the necessary arrangements for you to conduct the enumeration at the hospital.

First, inquire whether or not there are any self-contained apartments or suites within the hospital premises where the occupants carry on their own housekeeping. If so, deal with these first, treating each as a separate dwelling of the apartment type.

Any remaining staff members (doctors, nurses, orderlies, etc.) and patients who are not enumerated elsewhere are grouped together to form one household, and the premises they occupy become an institutional dwelling. In determining whether staff members should be enumerated at the hospital, apply the residence rule. Those who sleep regularly at the hospital (including nurses and nurses-in-training living in the nurses' residence) will be enumerated there.

In a general hospital only the following categories of patients are enumerated there: (i) those who have no permanent home elsewhere; (ii) those who are long-term patients — that is, have been in the hospital for six months or longer. In other words, the great majority of patients in a general hospital are not enumerated there.

### 20. *Sanatoria, Mental Hospitals, etc.*

Large sanatoria, mental hospitals, and other institutions of this type are made into separate enumeration sub-districts, and arrangements generally are made for the Census of these places to be taken by one of the members of the staff of the institution. Should one of these places happen to be situated within your area, you will be notified that you are to omit it in taking the Census of the area.

The smaller institutions of this type are enumerated in the regular way by the regular Enumerators. As in the case of general hospitals, arrangements for the enumeration will be made through the business manager, superintendent, or other responsible official.

You will deal first with any separate self-contained suites or houses provided on the premises of the institution for the superintendent or other staff members. Each of these will count as a separate dwelling of the apartment or single detached type.

The remaining resident staff members and the patients will be grouped together to form

one institutional household. Since, in institutions of this type, the patients generally remain for long periods of time, the rule will be followed of enumerating *all* patients at the institution regardless of the duration of their stay there.

## 21. Nursing Homes and Welfare Homes

For Census purposes nursing homes and welfare homes are classed as institutions. In each home of this type all the persons living there will be grouped together to form an institutional household, of which the "head" will normally be the resident person in charge of the home. The residents of the home (except staff members) will be shown as "patient" in Question 3 of the Population document.

You may find some difficulty in distinguishing small homes of this type from ordinary lodging houses. In such cases you must use your own judgment. Nursing homes are characterized by the fact that regular nursing service is given; welfare homes are usually identifiable by their names — such as "Home for the Aged", "House of Refuge", "Blank County Home", etc.

In enumerating institutions of all types, including small nursing homes and welfare homes, be sure to enter the name of the institution in the space provided in the Address section of the Population document for each resident of the institution.

## 22. Penal Institutions

The large penitentiaries and reformatories are made into separate enumeration sub-districts and arrangements are made for the Census of these places to be taken by one of the members of the staff.

If a penal institution not treated as a separate enumeration area, such as a county jail, etc., falls within your enumeration area, you

must visit it on the first day of enumeration. Enumerate first the warden or other persons living in separate self-contained suites, if any. Otherwise, the entire personnel of the institution will be enumerated as one institutional household, the enumeration being done in the following order:

The warden or a senior staff member — marked as "head".

Guards and other staff members — marked as "employee".

Prisoners — marked as "inmate".

All persons confined to the institution at the time of your visit on June 1st will be enumerated there on the regular Population documents (Form 2). You will enter the address of the penal institution on the two top lines of Question 2, and its name on the third line.

## 23. Convents and Monasteries

Each convent or monastery will be counted, for Census purposes, as one large household of the institution type. In a convent the Mother Superior will be enumerated as household head and in a monastery the Rector. Appropriate entries in Question 3 for other members of the household would be "nun", "sister", "novice", "priest", or "brother."

## 24. Hutterite Colonies

Each Hutterite colony will be counted as one large household with the "boss" of the colony enumerated as household head. In doing the enumeration, family groups (i.e., husband, wife, and children) must be kept together, that is, numbered consecutively. The head of each separate family will be recorded in Question 3 of the Population document as "member". Others in the colony will be recorded as "member's wife", "member's son", "member's daughter", etc.

## 25. Boarding Schools

*The general rule for all students (except nurses-in-training) attending any type of school or university on June 1st is that they will be enumerated at the homes of their parents unless they have definitely established their own residences.* Applying this rule to boarding schools, it follows that the only students who will be enumerated at the school on Form 2 are those who have no usual place of residence elsewhere. It should not ordinarily be necessary to enumerate any students on Form 2A, since great care will be taken to ensure that all absentee students are included in the enumeration of their parents' households. However, if there is any doubt that a student will be enumerated at his home, do not hesitate to complete a Form 2A for him.

Resident staff members in a boarding school will be enumerated with the school household, the senior one being recorded as "head". However, if separate, self-contained quarters are provided for staff members and their families, these will be counted as separate dwelling units.

## 26. Hotels

All hotels in your sub-district are to be visited on Wednesday, June 6th, and the enumeration of persons living there completed on that date. You must, however, contact the manager of the hotel before that date in order to enlist his co-operation and to seek his advice regarding the best time of the day for interviewing the guests.

You will enumerate on Form 2 three types of persons in an hotel:

- (i) resident members of the staff and their families;
- (ii) guests whose usual residence is in the hotel;

(iii) transients who have no usual place of residence.

All of these types of persons will be grouped together to form one large household, regardless of the fact that some may be living in self-contained suites within the hotel. The senior resident member of the staff will be recorded as "head"; but if the entire household consists of guests, one will be selected arbitrarily as "head". Staff members will be recorded as "employee", and guests as "lodger". Members of the immediate family of an employee or lodger will be recorded as "employee's wife", "lodger's daughter", etc.

The preceding instructions refer to hotels which cater to the transient trade. Apartment hotels will be dealt with in the same manner as apartment buildings — that is, there will be as many dwelling units as there are separate suites, and the households living in them will not be classed as hotel households. Apartment hotels may be visited at any time during the enumeration of your sub-district.

An hotel will be classed as a general hotel or apartment hotel on the basis of its business. If more than one-half of its accommodation consists of family suites for permanent guests, that is, self-contained dwelling units, then it will be classed as an apartment hotel. Otherwise, it will be classed as a general hotel.

## 27. Hostels and Missions

Salvation Army hostels, missions, and other similar places are dealt with in much the same manner as hotels. That is, the enumeration is to be carried out on Wednesday, June 6th, and in each such place the resident population will be formed into one large household. The chief difference is that in hostels and missions most of the persons found there on the day of your visit will be enumerated there, whereas in hotels a large proportion of the guests will not be enumerated at the hotel. As in the case of hotels,

you should contact the manager or superintendent prior to June 6th, in order to get his co-operation and assistance.

Resident members of the staff of a hostel or mission will be recorded as "employee". All others will be recorded as "lodger".

## 28. Clubs, Fraternities, Y.M.C.A.'s, Y.W.C.A.'s, Large Lodging Houses, etc.

Clubs, fraternity houses, lodging houses, tourist homes, Y.M.C.A.'s, and other similar establishments frequently furnish room accommodation in much the same manner as an hotel. You will deal with these places as with hotels, and the same three types of persons will be enumerated as outlined in Section 26. In general, each such establishment will constitute one dwelling unit, and the persons enumerated there will be grouped into one large household.

The selection of the "head" of the household will be made on the same basis as in the case of hotels, with the other members of the household recorded as "employee", "lodger", or a member of the family of an employee or lodger, as "employee's wife", "lodger's daughter", etc.

## 29. Diplomatic Residences

Although ambassadors, envoys, soldiers, and other citizens of another country living in Canada in an official capacity are not counted in the Canadian Census, nevertheless their homes must be visited. It may be that there are persons living in the home, such as a Canadian maid or gardener, who should be counted. In any event the dwelling is a permanent fixture in the community and must be counted. This calls for an entry in the Visitation Record, and, should it happen to fall in the sample, the completion of a Housing document.

The entry in the Visitation Record will be made in the usual way, with the notation

"Diplomatic residence" entered in the REMARKS column. Columns III and V will be left blank if there are no persons enumerated at the dwelling. On the Population documents of persons enumerated at such places be sure to mark "Diplomatic residence" on the third line of Question 2 (Address).

If it is necessary to complete a Housing document for a diplomatic residence, it will be marked as "Occupied" in Question 5, with the oval "Hotel, etc." marked in Question 6.

## 30. Camps (Other than Military)

In this section the type of camp referred to is one which has an economic basis, such as a lumber camp or a construction camp, rather than one which has a purely social basis, such as a tourist camp or holiday camp.

Persons living in such a camp on June 1st are to be enumerated on Form 2, if they have no usual place of residence elsewhere. Other persons will be enumerated on Form 2A, unless they are certain they will be enumerated at their homes.

In general, the entire personnel of a camp will be grouped into one large household. However, in camps where separate houses are provided for staff personnel and their families, these will rate as separate individual dwellings apart from the camp. In a camp household the senior person in charge will be marked as "head". The correct entry for remaining personnel under Relationship to Head of Household is "employee".

Note that in institutions, hotels, and camps the entry for Question 3 of the Population document (Relationship to Head of Household) applies more specifically to the establishment than to the person recorded as "head". In other words, a person is entered as "employee" because he is employed by the institution or hotel, or by the operators of the camp, rather than because he is employed by the person recorded as "head" of the household.



### 31. Military Camps

Military camps constitute special enumeration areas which will be enumerated by personnel of the armed forces.

Persons in the active forces will be enumerated on Form 2 at the camp where they are located, except in cases where they are permitted to sleep regularly outside the camp. Civilians who sleep in the camp and have no other place of residence will be enumerated at the camp on Form 2 by the special Enumerator.

### 32. Summer Cottages, Cabins, Tourist Camps, and Motels

Places which are obviously designed for summer accommodation only will not be visited if they are unoccupied. However, if they are occupied, you must visit them in order to determine the status of the occupants.

When the occupants of one of these places are living there temporarily and have a usual place of residence elsewhere in Canada, they will be enumerated on Form 2A, unless they are certain they will be enumerated at their usual place of residence. The place they are living in temporarily on June 1st will not be counted as a dwelling unit in the Census. This is provided for by having the entry made on one line of the unnumbered section of the Visitation Record found at the bottom of each page. (See Section 42, Page 35). In other words, what is wanted is a record of the persons, but no record of their temporary living quarters.

A cottage, cabin, motel, etc., loses its temporary status and is treated as a regular dwelling unit if the occupants have *no other usual residence*. It will then be entered in the top, numbered section of the Visitation Record and the persons living there will be enumerated on Form 2.

## Enumeration Technique

### 33. Conducting the Interview

An extensive publicity program has been prepared which should assist you greatly in your dealings with the householder. Nevertheless, much of your success as an Enumerator will depend upon how you make your approach. Most people react favourably to a friendly and courteous approach by a stranger. An approach such as the following, spoken in a pleasant voice and with the presentation of your identification card, should gain for you a favourable reception:



*"Good morning, madam. I am the representative of the Government of Canada appointed to take the Census in this locality. I should like to enumerate you and the members of your household".*

No interviewing pattern will fit every situation. When you are meeting people, each situation is different and you have to be able to adapt yourself to it. Most of all, you need common sense, patience, and tact.

*You should dress neatly and conservatively, keeping in mind the station in life of the people upon whom you expect to be calling.*

Sometimes you may need to put the respondent at ease with some small talk. For example, in a crowded urban district the respondent may want to discuss the new school in her neighbourhood. The small town housewife may be glad to have a compliment about her flower garden; and the farmer probably will want to tell you how his crops are doing. On the other hand, in dealing with a talkative person you may have to adopt the opposite attitude and be very

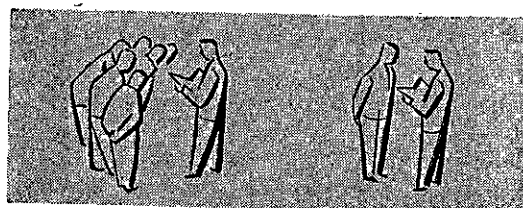
business-like in order to avoid having too much of your time wasted in idle conversation.

*In all circumstances courtesy and thoughtfulness are essential.* Such little actions as removing your hat upon entering a home, and removing your rubbers or brushing your feet in wet weather will create an immediate favourable impression. If you should happen to arrive just at meal time, try something like this:

*"I am sorry that I got here while you are at supper. However, I have another call to make in the neighbourhood and will call back in half an hour. Will that be convenient?"*

If this results in an alteration of your regular route of visitation, be careful to retain the proper numbering of the dwellings in your Visitation Record.

If possible, *avoid enumerating before a group.* Point out that replies to the Census questions are confidential and ask the respondent if you may talk with him alone. The enumeration will usually proceed more rapidly if the respondent is alone, and he may not want to answer some of the questions in the presence of others.



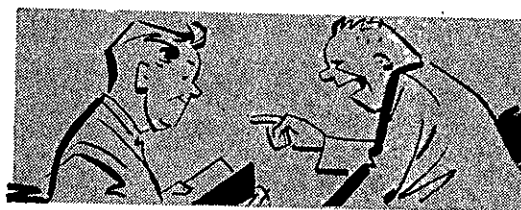
**Wrong**

**Right**

Do not accept information concerning the members of the household from a child. Avoid accepting information for other members of the household from a maid or servant, although occasionally this may be necessary.

### 34. How to Deal with Difficult Cases

You may encounter a few persons in your enumeration area of a suspicious or unco-operative nature. Such persons tend to look upon the Census Enumerator's visit as an intrusion upon their time or privacy. They may resist answering certain questions such



as those relating to age, earnings, or household conveniences. In extreme cases they may refuse to answer any of your questions.

Such resistance may be broken down by a friendly and frank approach on your part. Point out that the information is *strictly confidential*, that all Census employees are *sworn to secrecy*, and that no use is made of any Census return to the disadvantage of the individual. If this approach fails, then attention should be drawn to the fact that the Statistics Act provides a penalty for anyone refusing information to an authorized Census Enumerator. If you still cannot get the required information, make a note of the name and address of such persons, and report the matter to your Field Supervisor.

Another difficult kind of person is the argumentative type. Such a person will probably begin by questioning the value of the Census. Little is gained by arguing with such a person, and, in any case, you must always avoid getting involved in a discussion on politics. Much better to humour him along in a joking or bantering manner. Very often such a person, after he has had his say, will be quite co-operative in answering your questions. Be prepared, however, to spend a little longer time than average in enumerating this type.

### 35. Some Things You Must Not Do

Some definite prohibitions are placed on your actions as a Census Enumerator by Act of Parliament. The disregarding of these makes you liable for fine or imprisonment.

- (1) *You must not disclose to anyone except Census officials any information you receive in the course of your duties as an Enumerator.*
- (2) *You must not permit any unauthorized person, even those in your own family, to see your completed forms or questionnaires.*
- (3) *You must not farm out any of your work as an Enumerator, nor permit any unauthorized persons to accompany you on your visits.*
- (4) *You must not combine with your Census enumeration any canvassing for personal gain, nor for community, church, political, or other organizations.*
- (5) *You must not engage in a discussion of politics while working as an Enumerator.*
- (6) *You must not resign from your position as an Enumerator having taken the oath of office, until the enumeration of your sub-district is completed. In cases of emergency, you should discuss the matter with your Field Supervisor.*

### Some Instructions Concerning Field Procedure

#### 36. Language Difficulties

Separate sets of English language and French language Population and Housing documents have been printed. Your supply of these documents will be either in English or in French, depending upon which of these languages is more commonly spoken in your area. Consequently, in mixed areas you may have to question a person in English, while making your entries on a French language document, or vice versa.

Enumerators working these mixed areas, however, will be supplied with a few documents in the "other" language. Avoid as much as possible using these documents. They are to be used only if a person insists on being enumerated on forms printed in that language, (either English or French), which will rarely occur since the respondent should not see the form. After their completion these "other language" documents will be inserted in their proper place in the binder.

No provision has been made for enumerating in any language other than the two official languages of Canada. Should you encounter a household which cannot speak English or French, and you cannot make yourself understood in German, Finnish, or whatever language is spoken in the household, then your only recourse is to get an interpreter. Mark the household in your Visitation Record for a call-back, and consult your Field Supervisor for advice on getting a qualified interpreter to accompany you when you revisit that household.

### 37. Call-Backs

This term denotes the situation in which an Enumerator, through failure to complete the enumeration of a household at his previous visit, is required to make another visit to the household. The call-back may be made for the purpose of enumerating an entire household, one or two members of a household, or to get certain information needed to complete the enumeration of a member of the household — e.g., the earnings of a lodger.

If you call at a home and get no response, inquire of neighbours as to the best time for getting members of the household at home. Call-backs should be cleared up as quickly as possible, and you may have to devote some of your evenings to this task. This is necessary for several reasons: (i) it reduces the danger of a serious delay in completing the Census of the area; (ii) it minimizes the possibility of households or individuals being overlooked in the Census; (iii) it makes it easier for the Enumerator to keep his returns in order and to have a more accurate idea of the progress of his enumeration.

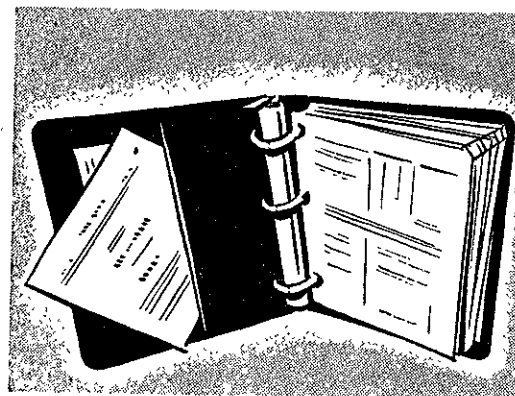
If, after repeated call-backs, you fail to get any response, report the case to your Field Supervisor, giving him such details as the times at which you made your calls, the number of calls, the information gained from neighbours, etc.

When all members of a household are out at the time of your visit, thus necessitating a call-back, you will complete the entry for that household in your Visitation Record in the usual way, getting the necessary information from neighbours. In this way the dwelling is numbered in its proper order in relation to the other dwellings along the street, and the sample design for the Housing Census is not disturbed. (See also Section 38, Paragraphs 5 and 6).

One column of the Visitation Record which has particular application in the case of call-backs is the REMARKS column. It is used to make a note of the fact that a call-back is required, the time at which it should be made, and the number of persons to be enumerated. An example of this use of the REMARKS column is given in the booklet of specimen forms (Form 12). When a call-back is made and the enumeration completed, you should indicate this by making a tick-mark in the right-hand margin opposite the call-back notation. On the other hand, if the case has to be reported to the Field Supervisor, this should be noted in the REMARKS column along with the date.

### 38. The Handling of Documents, Binders, and Jackets

An essential piece of your equipment is a ring binder which will contain your Population and Housing documents, your Visitation Record, and your Blind and Deaf schedule. The documents (Forms 2 and 4) will be fastened into the rings, the Visitation Record inserted into the pocket on the inside front cover, and the Blind and Deaf schedule inserted into the pocket on the inside back cover. This pocket will also be used to carry a small supply of Forms 2A. Be sure the forms you place in the pockets are inserted as far as they will go so as to avoid being damaged by the rings.



The documents are in numbered jackets. Each jacket contains one hundred serially numbered Population documents and ten Housing documents. These are arranged in the jacket in such a way that they can be fastened into the rings before the jacket is removed. This ensures that all the documents from the jacket get into the binder — and in the right order. The rings of the binder are large enough to hold easily one jacket of cards.

When a jacket of documents has been inserted into your binder, it will remain there until the hundred Forms 2 are used. The entire group of documents (including the ten Forms 4) will then be removed from the binder and put back into its same jacket. A new jacket of documents will be placed into the binder, and the process repeated.

It is quite unlikely that the ten Housing documents will ever be used up before the hundred Population documents are completed. However, should this happen, withdraw a few unused Housing documents from another jacket and insert them into your binder. In fact, it is a wise precaution to have a few "spare" Housing documents at all times in the pocket of your binder with the Forms 2A for emergency requirements.

The Population documents in the binder will be used in order, that is, according to their serial numbering. This will result in certain documents being out of their proper household order, if there are any households requiring call-backs. That is to say, if household No. 9 is not at home at the time of your first call, enumerate household No. 10 on the documents following those for household No. 8. When you return to household No. 9 at a later time, say, after you have completed the enumeration of household No. 23, then you will enumerate household No. 9 on the documents immediately following those for household No. 23. (Be careful not to make the error of calling household No. 9 household No. 24.) There will be other cases

in which the document for just one member of a household will be out of its regular order when that person was not enumerated with the other members of the household.

One of your duties is to see that these documents are put back into proper household order. This is another reason why it is to your advantage to make the call-backs as promptly as possible. This re-sorting is to be done daily — either at the end of your day's work or before you start out in the morning. It will be part of the daily check outlined in Section 40.

### 39. Record of Documents Removed from the Jacket

Each jacket of documents is identified by a six digit number, which corresponds to the first six digits in the serial number of each Population document contained in the jacket. This jacket number, together with the district and sub-district numbers, will be entered in the space provided on the outside of the jackets before you receive them from your Field Supervisor.

JACKET No. No DE LA CHEMISE		285643			
DISTRICT No. No DU DISTRICT		83	SUB-DISTRICT No. No DU SOUS-DISTRICT 49		
<b>CALL BACKS—VISITES RÉPÉTÉES</b>					
POPULATION				Housing - Logement	
OUT (Card No.) — SORTIE (No de la carte)	IN (✓) Replacée	OUT (Card No.) — SORTIE (No de la carte)	IN (✓) Replacée	OUT (Dwelling No.) — SORTIE (No du logement)	IN (✓) Replacée
27	✓			017	✓
39	✓				
83					

Provision is also made in this space for the recording of documents removed from the jacket for call-back purposes. This will arise only when a document has previously been *partly completed* and a call-back is being made to obtain the missing information. For example, you may obtain the name and address, etc., of a lodger from the landlady, but be unable to obtain other Census facts such as earnings or years of schooling, without a personal interview with the person concerned.

If the call-back is required to complete a Population document, enter the last two digits of the document in the column headed "Out (Card No.)" at the time you remove the document from the jacket. If the call-back is required to complete a Housing document, enter the exact dwelling number in the column headed "Out (Dwelling No.)".

A document removed from a jacket will be carried in a pocket of your binder until the call-back is made and all entries on the document completed. It will then be returned to its proper place in the jacket and the IN column on the jacket ticked off. An illustration of how the call-back space on the jacket should be used is provided in the accompanying diagram.

#### 40. The Daily Check on Your Enumeration

After each day's enumeration you should perform the following checks on your day's work:

- (a) Draw a line under the last name on your Visitation Record and record the date in the space provided.
- (b) Re-arrange the Forms 2 if necessary, placing together all the documents for each household, with the households arranged in numerical order, as in the Visitation Record.
- (c) Check the name, address, and household number on the Population documents of the household heads with the corresponding entries on the Visitation Record to ensure agreement.

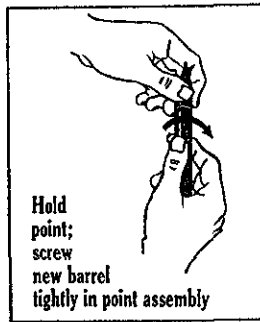
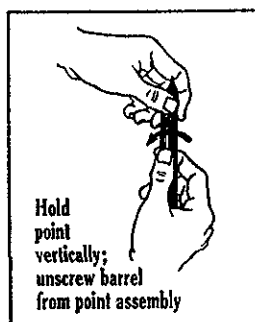
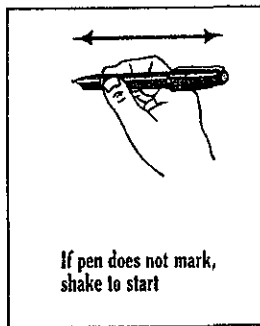
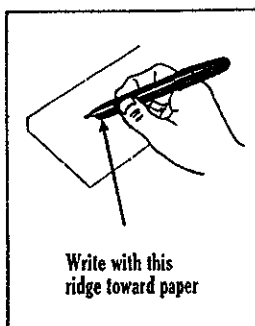
- (d) Check to ensure that each person in the household has the same household number (Question 4) as the household head.
- (e) Check the Housing documents to ensure that there is one for each circled dwelling number for which an entry has been made on the Visitation Record.
- (f) Make a rapid survey of the Population and Housing documents completed during the day to check for any missing or incorrect entries. A useful chart to assist you in checking these documents will be found in Appendix B of this Manual (Page 103).

#### 41. The Use of the "Mark Sense" Pen

The Population and Housing documents are designed for direct machine processing, which requires the use of a special pen containing special ink. Marks made with ordinary ink will not be picked up by the electronic machine. *All your enumeration on Forms 2, 2A, and 4 must be made with the "mark sense" pen.* This applies to the written entries as well as those made by a mark in an oval. If your "mark sense" pen fails to work, use a pencil rather than delay your enumeration. Later you must retrace these marks with a "mark sense" pen. In completing *all other forms* you will use the ball point pen and *blue* ink.

In general, the "mark sense" pen operates very much like a standard fountain pen. However, it should be held with the ridge near the point on the underside or nearest the writing surface. If the ink does not flow immediately, it may be necessary to shake the pen several times before flow is re-established. Incorporated in the pen is a self-cleaning arrangement and shaking of the pen will automatically bring this into play. In using the eraser, it is not necessary to completely obliterate the mark. A few strokes of the eraser are sufficient to destroy the effect of the mark.

If the pen fails to flow even after shaking it several times, it is out of ink. To refill the pen follow these steps very closely:



**IMPORTANT:** *Nothing should be done to prepare the new, filled barrel for use with the writing section. A diaphragm which acts as an ink retainer within the barrel itself is pierced by the action of screwing the parts together, allowing the new ink to flow into the writing section.*

You will be instructed in the use of this pen by your Field Supervisor during the training period and you will have an opportunity to test it. If the pen fails to operate properly during enumeration, communicate with your Field Supervisor as soon as possible. Be very careful not to lose this pen, for it is difficult to replace, and must be returned.

## The Visitation Record (Form 1)

### 42. General Instructions

- (a) With the left hand grasp the writing end of the pen near the point and with the right hand take hold of the barrel section. Keep the point up and the pen in a near vertical position.
- (b) Now, unscrew the barrel from the point by turning the barrel with the right hand in a counter clockwise direction.
- (c) The barrel will part from the point just above the threads. Continue to unscrew until the writing point section can be lifted from the barrel.
- (d) The empty barrel may be discarded. *There may be a small amount of ink remaining in the barrel so care should be exercised that it is not allowed to spill.*
- (e) Retain the writing section in the left hand as before and pick up the spare barrel in the right hand, placing the writing section into the opening at the end of the barrel.
- (f) Screw the two together fully, rotating the barrel in a clockwise direction until tight.
- (g) The pen is now ready for use.

This is the first form you complete when you visit a dwelling. On it you will list every dwelling in the order of your route. Use one line for each dwelling. In general, you will enter this information in the top (numbered) section. However, special rules apply to seasonal dwellings, such as summer cottages, cabins, trailers, etc. If such a dwelling is unoccupied, do not enter it at all. If occupied, and the household has no other residence, enumerate it in the top section. However, if the household in a summer cottage or cabin, etc., has a usual residence elsewhere, list this dwelling in the special section at the bottom of the page. This is the only instance where you will use this lower section.

There are lines for 300 dwellings in the top section of the pages. Be sure to use each page in order regardless of the fact that the page headings are printed alternately in English and French. Obtain another Record from your Field Supervisor if you fill this book. Be sure to change the dwelling num-



bers in the second book to read "301", "302", etc. If you have used all the spaces in the lower sections, (e.g., in a summer colony) cross off the dwelling numbers in the top section of the final page, or pages, and use these spaces, working from the back page toward the front of the book.

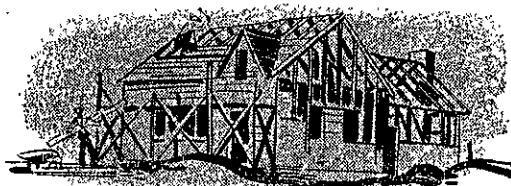
At the close of each day's work, write the date in the right-hand margin, below the line for the last dwelling enumerated that day. Be sure to enter a date for every day you enumerate.

When not in use, the Visitation Record should be kept in the inside front pocket of your binder. Be sure to insert it to the fullest extent of the pocket, so that it will not catch in the rings of the binder and thus become damaged.

The conditions you may find during your enumeration, and the methods of dealing with them, are explained below.

- (a) *Household in usual place of residence:* Fill in Columns III, IV and V, and enumerate each person on a Form 2. If other persons are in the household temporarily as guests, relatives, etc., and do not expect to be enumerated at their usual home, enter the number of such persons in Column VI and enumerate each on a Form 2A.
- (b) *Household with usual residence elsewhere:* Fill in Columns III and IV, but enter the number of persons in Column VI rather than V. If the household is temporarily living in a summer cottage, trailer, etc., and has a usual residence elsewhere, enumerate it in the special lower section of the page. Enumerate each person on a Form 2A.
- (c) *Household out for the time being:* Fill in Columns III, IV and either V or VI, if the information can be obtained from neighbours, etc. Enter a reminder note in Column VII to call back when the household is at home.

- (d) *"Closed" dwelling:* If it is found from neighbours, etc., that the household is living elsewhere temporarily, (e.g., away for the summer), fill in Columns III, IV and V, and enter "Closed" in Column VII with a notation regarding the composition of the household if this can be obtained. (See line 14 on Page 2 of the Specimen Booklet — Form 12).
- (e) *"Vacant" dwelling:* If no one lives in the dwelling, and you are certain that the household is not just temporarily absent, enter "Vacant" in Column III and the address in Column IV.
- (f) *Dwelling "under construction":* If the dwelling is under construction and not yet occupied, enter "Under construction" in Column III and the address in Column IV. If occupied, treat as a completed dwelling.



#### 43. How to Fill Out Each Column

To make sure you fully understand these instructions, consult the sample page of the Visitation Record in the booklet of specimen and blank questionnaires (Form 12).

##### COLUMN I

*Unincorporated villages, hamlets, etc.* If an unincorporated village or hamlet is included in your sub-district, indicate it separately by drawing a short horizontal line across Column I above the number for the first household enumerated in the village, and another line below the number of the last household head. Write the name of the village lengthwise in the space of Column I between the upper and lower lines and on each page until the enumeration of such place is completed.



## COLUMN II

*Dwelling number:* A dwelling number is printed on each line in Column II. This is the number which must be entered in Question 4 of each Population document (Form 2) filled out for the members of the household. The circled numbers represent the sample dwellings which are to be enumerated on the Housing documents (Form 4). Use one line only for each dwelling. Leave no lines blank. (Be sure you understand what is meant by a dwelling as defined on Page 12 of this Manual).

## COLUMN III

*Name of the head of this household:* Print the name of the head of the household (as defined in this Manual) in Column III, with surname first followed by the given name and initials.

## COLUMN IV

*Address of this dwelling:* In urban centres write the street and number, and the apartment number in the case of apartment dwellings. In rural areas write the township, parish, or municipality, and the concession if possible (not the Post Office address), in which the dwelling is situated. In the rural parts of the Prairie Provinces enter the section, township, range, and the meridian in the spaces provided by the vertical dotted lines.

Be sure to enter an address for every dwelling, whether it be occupied, closed, vacant, or under construction. Note that for temporary residents whom you enumerate, the address entered on the Visitation Record will be the address at which they are enumerated, but on each Population document (Form 2A) you will enter the address of their usual residence in Question 2.

## COLUMN V

*Persons in household (Usual residence here):* Enter in this column the total number of persons whose usual residence is in this dwelling. Check this number with the actual number of Population documents (Form 2) you fill out for the household.

## COLUMN VI

*Persons in household (Temporarily residing here):* Enter the number of temporary residents in Column VI, as explained in Section 42 (a) and (b). Check this number with the number of Population documents (Form 2A), you fill out for the household.

## COLUMN VII

*Remarks:* Enter in this column any remarks you consider necessary for your own use such as call-back reminders, an individual form left at a household with the date it is to be picked up, etc. Note carefully that "Closed" dwellings are to be indicated in this column, as well as the names of hotels, institutions, and camps. Study your Form 12 for examples showing the uses to be made of this column.

## The Population Document (Form 2)

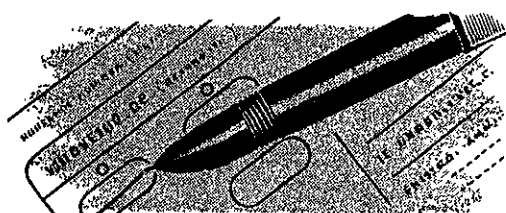
### 44. General Instructions


A Population document (Form 2) will be completed for each member of each household you visit who was living at midnight, May 31, 1951. Be sure to include members of the household temporarily absent, and infants. (Review Section 16 dealing with household membership.) The number of Forms 2 completed for any household must

agree with the number reported for that household in Column V of the Visitation Record.

Since these documents are designed for direct machine processing they must not be damaged in any way. Be careful, therefore, that they are not folded or bent and that the holes for the metal rings do not become enlarged or ragged.

*All entries on this document are to be made with your "mark sense" pen, in most cases*



by means of a horizontal stroke in an appropriate oval. In some cases, however, a written entry is required. In marking an oval, use a firm straight line from edge to edge of the oval, like this . If the mark is not made correctly, the machine will not be able to read it. Avoid, therefore, marks that are too long, too short, broken marks, and marks not centred in the oval. Do not use

a blotter with these documents, but use the document separator exactly as instructed by your Field Supervisor.

*Note carefully the following points relating to the completion of the Population document (Form 2):*

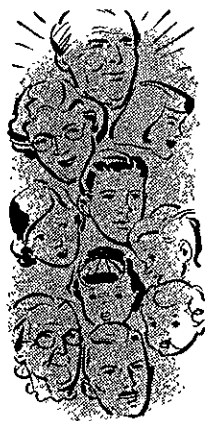
- (a) Fill in each applicable question in the order of numbering.
- (b) Ask all applicable questions; do not assume you know the answer to any question, even when you are enumerating someone you know.
- (c) If the actual wording of the question is printed on the document, be sure always to ask the question in that form.
- (d) Make no entries in the sections enclosed by dotted lines and containing slanted ovals. These are for office use.
- (e) Never make more than one entry for any one question.
- (f) In Questions 12, 13, 14, 16, and 17 use the write-in space only if there is no appropriate oval to mark.
- (g) Complete Questions 18 to the end only for persons 14 years of age and over. Study this section of the form carefully. The arrows and other instructions on the form indicate the conditions which govern the asking of these questions.

#### 45. How to Complete Each Question

1. NAME	Print the name distinctly and take pains to get the correct spelling.
2. ADDRESS	<p>In urban centres record the street and number, and the name of the urban centre — also the apartment number of households living in apartment buildings.</p> <p>In rural areas record the township, parish, or municipality, and the concession if possible, in which the dwelling is situated. In the Prairie Provinces record the section, township, range, and meridian. Note that in rural localities it is not correct to enter the Post Office address on this form.</p> <p>Do not forget to fill in the bottom line of Question 2 on the documents of persons enumerated in an institution, hotel, or camp.</p>

#### 45. How to Complete Each Question — continued

##### 3. RELATIONSHIP TO HEAD OF HOUSEHOLD



For Census purposes every household must have a head. In households consisting of husband and wife with or without children, the husband will be recorded as "head". In households consisting of one parent and an unmarried child or children, the parent will be recorded as "head". In households consisting of a parent and a married son (or daughter) and his (her) family, the "head" may be either the parent, or the son or son-in-law, depending upon which is mainly responsible for the maintenance of the household. In households consisting of brothers and sisters, one (usually the eldest) will be recorded as "head". In households consisting of a group of unrelated persons on equal footing, one will be selected arbitrarily as "head", and the others recorded as "partner". In hotel and institutional households the head will be the officer in charge, provided that he fulfils the residence requirements — otherwise a resident member of the staff. If the household consists entirely of guests, lodgers, patients, or inmates, one will be selected arbitrarily as "head".

Be sure to record the true relationship of each person to the *head of the household*. This is essential to the correct classification of families. The wife of a married son must be shown as "daughter-in-law" — not "wife", and her children as "grandson" or "granddaughter". The families of lodgers or employees should be recorded as "lodger's wife", "employee's daughter", etc.

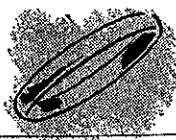
##### 4. HOUSEHOLD NUMBER

This must be the same as the dwelling or household number in Column II of the Visitation Record. Be sure that each person in the household is given the same household number. Be sure also to place a mark in each of the three columns. For example, the twenty-seventh household would be marked 0-2-7.

##### 6. AGE AT LAST BIRTHDAY

Some persons have a tendency to report their ages in round numbers. What is wanted is the person's *exact* age at last birthday.

##### 7. MARITAL STATUS



Inquire of each person whether he or she was single, married, widowed, or divorced as of June 1, 1951. Note that the oval "married" is to be marked for each person whose spouse (husband or wife) is living, unless he or she has obtained a divorce.

##### 8. DOES THIS PERSON LIVE ON A FARM?

An entry is required for every person enumerated. However, in some cases, particularly in densely populated parts of cities, the answer to this question will frequently be obvious. In such cases you may make the entry without actually questioning the respondent.

For Census purposes, a farm is a holding carrying on agricultural operations and:

(i) is three acres or more in size

or

(ii) is from one to three acres in size with the agricultural production in 1950 amounting to \$250 or more.

45. How to Complete Each Question — continued



Agricultural operations include the production of field, orchard, nursery crops grown in the open or under glass, the production (including pasturing) of live stock and live stock products, and the raising of fur-bearing animals.

In general, all persons who live in a dwelling situated on a farm will be marked "Yes" in Question 8, regardless of their occupations.

Institutions which operate a farm, however, will be treated as follows. All persons living in the institution, except the manager of the farm and his household, will be marked "No" in Question 8.

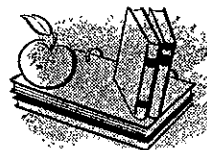
An exception is made in the case of Hutterite colonies. Although these are classed as institutions from the housing standpoint, persons living in Hutterite colonies will be shown in Question 8 as living on a farm.

9. HOW MANY YEARS OF SCHOOLING HAS THIS PERSON HAD?

Make an entry for every person enumerated, although it is not necessary to ask the question of children under five years of age. *Count the total number of school years the person attended any kind of educational institution beyond kindergarten, such as elementary school, secondary school, college or university.* Private study and part-time attendance at classes will count for the number of years of formal schooling to which it is equivalent.

10. HAS THIS PERSON ATTENDED SCHOOL ANY TIME SINCE SEPT., 1950?

Mark the oval "Yes" only if the person has had some regular day-time attendance at some type of formal school or university since Sept., 1950.



11. CAN THIS PERSON SPEAK ENGLISH? FRENCH?

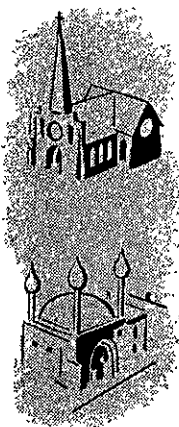
Word this question as indicated on the Population document, making certain to ask about both English and French. Do not mark an oval until a reply is received to each part of your question. For infants, base the entry on the language commonly spoken in the home; in no case, however, should the oval "Speaks both English and French" be marked for an infant. In the case of deaf-mutes the language in which they make themselves understood will apply.

12. WHAT WAS THE LANGUAGE THIS PERSON FIRST SPOKE IN CHILDHOOD AND STILL UNDERSTANDS?

If the answer given varies in any way from the list of sixteen languages printed on the Population document, write the answer in the space provided. The one exception to this rule is "Dutch", which, if given by the respondent, will be recorded by a mark in the oval "Netherlands".

45. How to Complete Each Question — continued

13. RELIGION



Record the specific religious body, denomination, sect, or community of which the person is a member, or which the person adheres to or favours. Do not accept broad, general terms such as Christian, Protestant, or Believer. If a person states he has no religion, write "None" in the space provided.

Church of England in Canada will be marked as "Anglican", Church of Scotland as "Presbyterian". If the answer given is Methodist or Congregationalist, question the person further to make certain that he is not really a member or adherent of the United Church of Canada.

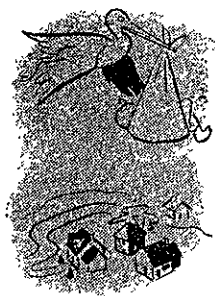
You will note that separate ovals are provided for Ukrainian (Greek) Catholic and Greek Orthodox. If a person gives his religion as Greek Catholic, you must question him further to find out whether he means the Ukrainian Greek Catholic or some other rite. If it is a rite of the Greek Catholic church other than Ukrainian rite, this must be written in the space provided. Terms such as "Greek Church" and "Armenian Church" are not acceptable, since it is necessary to distinguish between the Catholic and Orthodox faiths.

You must guard against any tendency to make your own decisions about a person's religion. Except as indicated above, you must accept without question the answer given to you by the respondent, and, if it varies in any way from the sixteen listed religions, you must write it in the space provided.

If sons or daughters in a family belong to or favour a different religion from the parents or either parent, this fact must be recorded. In cases of children of immature years, record the religion in which they are being trained or brought up.

14. BIRTHPLACE

(IN WHAT PROVINCE OR COUNTRY WAS THIS PERSON BORN?)



If the person was born in Canada indicate the province or territory of birth by marking the appropriate oval in the left-hand column.


If the person was born outside Canada mark the country of birth *as it is now constituted*. This rule has particular bearing for persons born in certain parts of Continental Europe in which there have been recent changes in national boundaries. If the person is uncertain of his country of birth *as it is now constituted*, he should be asked to give the name of the province or district in which he was born — as Alsace-Lorraine, Bohemia, Slovakia; or the nearest city — as Warsaw, Danzig, Lvov, Trieste, Strasbourg, etc. They should be written in the space provided below the ovals.

Be certain to distinguish between Northern Ireland and the Republic of Ireland when marking country of birth. If the respondent is uncertain of the part of Ireland in which he was born, ask him the name of the county of birth. For your guidance the following counties are situated in Northern Ireland:

Antrim,	Armagh,
Down,	Fermanagh,
Londonderry,	Tyrone.

All others are situated in the Republic of Ireland. If a person states his place of birth as Ulster this answer cannot be accepted since six of its

45. How to Complete Each Question — continued

	<p>nine counties comprise Northern Ireland while the remaining three are part of the Republic of Ireland.</p> <p>For persons born on a ship at sea enter "at sea" in the space provided.</p>	
15. PERIOD OF IMMIGRATION (IF BORN OUTSIDE CANADA)	<p>An entry must appear in Question 15 for all persons who indicate in Question 14 that their place of birth is outside of Canada. You will indicate by marking the appropriate oval, the period that the person <i>first</i> came to reside in Canada.</p>	
16. CITIZENSHIP (NATIONALITY)	<p>You will ask "What is this person's citizenship, that is, the country to which he owes allegiance?" To this question there are only three possible answers:</p> <p>(a) The respondent will reply that he is a Canadian citizen.</p> <p>(b) The respondent will say he is a citizen of a country other than Canada.</p> <p>(c) The respondent will reply that he is uncertain of his citizenship.</p> <p>The following table will allow you to determine whether you can safely accept the respondent's statement or whether you must make further inquiries.</p>	
	Citizenship Reported	Conditions Required for Acceptance
	Place of Birth	
Canada	Canada	Accept as given
	U.K. or British Empire	<p>Accept if—</p> <p>(a) The person has completed 5 years residence before Jan. 1, 1947, or obtained a citizenship certificate.</p> <p style="text-align: center;"><i>or</i></p> <p>(b) The person is a woman who married a Canadian prior to Jan. 1, 1947, or obtained a citizenship certificate after that date.</p> <p style="text-align: center;"><i>or</i></p> <p>(c) The person's father was a Canadian citizen at the time of his birth and the person:</p> <p style="padding-left: 40px;">(i) is under 21 years of age;</p> <p style="padding-left: 40px;">(ii) asserted his Canadian citizenship before his 22nd birthday.</p>

45. How to Complete Each Question — continued

Citizenship Reported	Place of Birth	Conditions Required for Acceptance
	Other	Accept if— (a) The person completed 5 years residence in Canada and obtained naturalization papers prior to Jan. 1, 1947, or a citizenship certificate after that date. (b) Same as (b) above. (c) Same as (c) above.
Other than Canada	Other than Canada	Accept as given
	Canada	Make inquiries to be certain respondent has lost or renounced his Canadian citizenship.

Cases will probably arise in which a person is uncertain of his citizenship. In such cases you must attempt to determine this by further questioning, being guided by your knowledge of the Canadian Citizenship Act and the foregoing instructions. The following general regulations relating to this Act may assist you in dealing with such cases:

- (a) A Canadian citizen is a British subject; but the latter term has a broader meaning and includes all persons born or naturalized within the British Commonwealth of Nations.
- (b) An alien woman or a British subject marrying a Canadian citizen since Jan. 1, 1947, does not automatically become a Canadian citizen. She must apply for a certificate of citizenship and establish a residence of *one year* in Canada.
- (c) Service outside Canada either in the armed forces of Canada or in the public service of Canada or a Canadian province is considered as equivalent to residence in Canada for the purpose of the Citizenship Act.
- (d) A Canadian woman who married an alien prior to January 1, 1947, and by such marriage acquired her husband's nationality, or whose husband became an alien during the course of the marriage, lost her Canadian status. Since January 1, 1947, a Canadian woman marrying an alien retains her Canadian citizenship unless she voluntarily files a declaration of alienage.
- (e) An alien woman married to an alien may become a Canadian citizen even though her husband remains an alien, provided that she follows the same procedure for obtaining citizenship as required of a man or an unmarried woman.

45. How to Complete Each Question — continued

- (f) An alien who has made only a Declaration of Intention *is not* a Canadian citizen.
- (g) The death of a husband does not affect the citizenship status of his widow.
- (h) If a child is born after the death of his father he shall be considered to have been born immediately before his father's death for purposes of establishing his citizenship.
- (i) It is quite possible for a person to be "stateless", that is, to have lost his foreign citizenship and not yet acquired Canadian citizenship. In such cases the entry "Stateless" should be written in.

If a person is not a citizen of Canada and does not know to what country he owes allegiance, enter "Unknown" in the space provided for write-ins. Do not accept this answer, however, until you have thoroughly questioned the person in an effort to determine his citizenship.

17. ORIGIN



It is important to distinguish carefully between "citizenship" or "nationality" on the one hand, and "origin" on the other. Origin refers to the cultural group, sometimes erroneously called "racial" group, from which the person is descended; citizenship (nationality) refers to the country to which the person owes allegiance. Canadian citizens are of many origins — English, Irish, Scottish, Jewish, Ukrainian, etc.

For Census purposes a person's origin is traced through his father. For example, if a person's father is German and his mother Norwegian, the origin will be entered as "German".

You will first attempt to establish a person's origin by asking the language spoken by the person (if he is an immigrant), or by his paternal ancestor *when he first came to this continent*. For example, if the person replies that his paternal ancestor spoke French when he came to this continent, you will record the origin as "French". However, if the respondent should reply "English" or "Gaelic" to this question, you must make further inquiries to determine whether the origin is English, Irish, Scottish, or Welsh.

If the respondent does not understand your first question, or you cannot establish the person's origin from the answer you receive, you will ask "Is your origin in the male line English, Scottish, Ukrainian, Jewish, Norwegian, North American Indian, Negro, etc.?"

Ordinarily, persons born and bred in Canada or the United States will report some European origin, such as English, French, or Spanish. However, if a person *insists* that his origin is Canadian or American, you are to accept that answer and write it in the space provided.

Do not confuse Question 12 (Language first spoken in childhood) with this question. Above all, do not assume that the answer given to Question 12 establishes the answer to the question on origin.

For persons of mixed white and Indian parentage, the origin recorded will be as follows:



#### 45. How to Complete Each Question — continued

##### 18-19. WAR SERVICE AND FORCES SERVED IN



(a) For those living on Indian reserves, the origin will be recorded as "Native Indian".

(b) For those not on reserves the origin will be determined through the line of the father, that is, by following the usual procedure.

If a person states that, because of mixed ancestry, he really does not know what to reply to the question on origin, you will mark the oval "Unknown".

Check in every home whether there are any war veterans living in the home. This means enlistment for active service in the armed forces of any country in World War I (1914-18) or World War II (1939-45). The armed forces will include the Army, the Navy, the Air Force, the Marines and the Nursing Corps. It will *not* include semi-civilian organizations such as the Merchant Marine, Red Cross, St. John Ambulance Corps, R.C.M.P., civilian fire fighters, Salvation Army, Knights of Columbus war workers, or civilian instructors or staff in service schools or establishments.

Be careful not to overlook Question 19 because of its rather inconspicuous position on the document below Question 18. This arrangement was necessary in order to save space.

#### Labour Force Classifications (Questions 20 and 21)

Questions 20 and 21 are for the purpose of classifying all persons 14 years of age and over according to their status in the labour force; i.e., at work, not at work but with a job, not at work and seeking work, and not in the labour force during the week ending June 2, 1951. In order to answer these questions correctly, you must understand thoroughly what is included in each of the following terms.

##### 20. WHAT DID THIS PERSON DO MOSTLY DURING THE WEEK ENDING JUNE 2, 1951? \*W



Mark the oval which describes the person's chief activity for the week ending June 2, 1951.

**Worked:** — This includes persons who worked for pay or profit, or worked without pay in an enterprise owned and operated by a related member of the household.

*Examples of whom to classify as "Worked":*

- (1) worked for wages, salary, at piece rates, on commission, for tips, for board or lodging, or for payment in kind in private or government employment.
- (2) worked for profit or fees in his own business or profession, or on his own farm. This includes a person who worked for profit or fees in her own home, such as a woman who took in laundry or sewing.
- (3) worked without money wages or salary, at tasks (other than home housework) which contributed to the operation of a farm or business owned and operated by some member of the household related by blood or marriage, such as a grocer's wife who worked in the store without wages.

\* See Bottom of Page 49.

#### 45. How to Complete Each Question — continued



- (4) worked in connection with renting rooms or providing meals for boarders.
- (5) spent time in the operation of a business or profession even though no sales were made nor professional services rendered, such as a lawyer spending his time in his office waiting for clients.
- (6) spent time at a military camp as a member of a Reserve unit.

*Do not include the following in "Worked":*

- (1) worked without money pay for a related member of the household at tasks which did not contribute to the operation of a farm or business, e.g., home housework, cutting the lawn, painting the garage, weeding the kitchen garden.
- (2) worked without money pay for a related member of the household who does not own and operate a farm or business, but who is himself an employee.
- (3) worked without pay either in cash or kind for a member of the household to whom he is not related by blood or marriage.
- (4) worked without pay either in cash or kind for a related person who is not a member of the same household.
- (5) worked without pay either in cash or kind as a volunteer worker for organizations of all types (Red Cross, charitable organizations, church groups, etc.).

**\*J With a Job But Not at Work:** — This includes persons who had a job or business, but were absent from it during the week ending June 2, 1951, for any of the reasons listed below:

- (1) *Illness* — This refers either to illness of the person himself or any other person.
- (2) *Bad weather* — Some jobs, such as fishing, fruit picking, are affected by weather conditions, and bad weather could be the reason for a person not working at his job.
- (3) *Vacation* — This includes vacations with or without pay, as long as the person's job is being held for his return. This reason would apply in the case of a school-teacher or professor on vacation who has a contract or definite arrangement to resume teaching in the fall.
- (4) *Labour dispute* — This includes strikes, lock-outs, and similar labour disputes which resulted in the person's not being at work.
- (5) *Temporary layoff* — This refers to persons who were laid off from their job, with definite instructions to return to work within 30 days of the layoff. A person who is laid off for more than 30 days, should not be included. If he is not working at some other job, he should be regarded as "Looking for Work" or "Voluntarily Idle".
- (6) *Has a new job to go to* — In order to be included in this category, a person who did not work during the week of June 2nd must have a definite job to report to within 30 days of June 2nd.
- (7) *Other* — Includes reasons which are not described in the categories listed above, as for example, — fire, quarantine, etc.



\* See Bottom of Page 49.

45. How to Complete Each Question — continued



**\*L**

**Looked for Work:** — This includes persons who actively looked for work during the week ending June 2, 1951, or who would have actively looked for work except for temporary illness, indefinite layoff, or the belief that no work was available.

- (1) *Actively looked for work* — This refers to those who made efforts to obtain a job, or establish a business or professional practice. Such efforts may consist of registration in a government employment office, meeting with prospective employers, placing or answering advertisements, writing letters of application, or working without pay in order to gain experience.
- (2) *Would have actively looked for work except for temporary illness* — This refers to those who would have been actively looking for work but were prevented from doing so because of their own temporary illness or disability. It does not include persons who would have been actively looking for work except for the illness of another person or persons.
- (3) *Did not actively look for work because of indefinite layoff* — This includes persons who were laid off from a job at which they were working, without definite instructions to return to work within 30 days of the beginning of the layoff, and did not actively look for another job because they expected to be called back to their old job. It does not include persons who work only off and on of their own volition.
- (4) *Did not actively look for work because of the belief that no work was available* — Individuals in this category usually will be residents of a community where there are only a few important industries which are either shut down or operating at less than capacity during the week ending June 2nd. This group also includes persons who would have been actively engaged in looking for work except for the fact that there were no jobs available in the community suitable to their particular skill. It does not include persons not actively looking for work because they are too old, too young, or handicapped in any way.

**H**

**Keeping House:** — Mark this oval for persons who:



- (1) were occupied with their own housework.
- (2) were helping another member of the household with the housework, such as an unmarried daughter assisting her mother.
- (3) would have been keeping house except for temporary illness.
- (4) were engaged in the management of their own homes or children, even though the actual housework was done by servants under their direction.

*Note:* It does not include "paid" housekeepers or other "paid" domestic helpers. The latter should be marked as "Worked".

\* See Bottom of Page 49.

45. How to Complete Each Question — continued



**S Going to School:** — Mark for persons who attended any kind of public or private school, university, trade or vocational school in which students do not receive any compensation in money or kind. Veterans attending school or university and receiving maintenance grants from the government are not considered as receiving compensation or pay, and should be entered as "Going to School".

Mark "Going to School" also for persons who would have attended school during the week ending June 2, 1951, except for temporary illness or short vacation during the school term.

Do not mark as "Going to School" for:

- (1) Nurses-in-training. They receive room, board, tuition, and usually some wages, and should therefore, be marked "Worked".
- (2) Students on extended vacation. They should be marked in one of the other positions which describes the chief activity.



**R Retired or Voluntarily Idle:** — This is to be marked for persons who are retired on pension or with independent incomes, young persons who are not working, and persons in the off-season for a continuous period of 30 days or more. It does not include school-teachers or professors on summer vacation who have definite arrangements to resume teaching in the fall. The latter should be marked as persons who had a job but were not at work.

**OTH**

**Other:** — Mark this for persons whose major activity does not appear to be described by any of the other labour force classification terms. Some examples are: —

- (1) persons who were doing volunteer work without pay in cash or kind for organizations such as the Red Cross, church organizations.
- (2) persons who worked without pay for a member of the household who does not operate his own farm or business.
- (3) persons who worked without pay for a relative or other person not a member of the household.
- (4) prisoners and patients enumerated in institutional households.



**U**

**Permanently Unable to Work:** — Mark this for persons who, according to the respondent, are permanently unable to work because of old age, physical or mental disability, or chronic illness. The distinction between permanent and temporary disability or illness depends upon the statement of the person interviewed and not on the judgment of the Enumerator. A person who is unable to work himself but owns a business and hires others to do the work should be classified as "Worked" rather than "Permanently Unable to Work", since he is engaged in mental work and is responsible for managing the business.



45. How to Complete Each Question — continued

21. IN ADDITION,  
DID THIS  
PERSON DO  
ANY WORK  
FOR PAY OR  
PROFIT?

This question should be asked in full as follows: *In addition did this person do any work for pay or profit or unpaid family work on a farm or in a business during the week ending June 2, 1951?*

Mark either "Yes" or "No" in Question 21 for every person except those reported as "Worked" or "Permanently Unable to Work" in Question 20. The answer to Question 21 will show whether such persons did some work for pay or profit or unpaid family work in addition to their chief activity reported in Question 20.

Examples of whom to mark "Yes" in Question 21 are:

- (1) A housewife, marked "Keeping House" in Question 20, who helped her husband in his store or other business.
- (2) A student, marked "Going to School" in Question 20, who worked after school hours or on Saturday.
- (3) A retired person, marked "Retired" or "Voluntarily Idle" in Question 20, who worked part-time.
- (4) A person marked "Looked for Work" or "With a Job But Not at Work" in Question 20, who did some work.

Special care must be taken with respect to female unpaid family workers on farms who are principally engaged in keeping house. They should be marked "Yes" in Question 21 *only* if, during the week ending June 2nd, they devoted one hour or more to farm work as distinct from housework and household chores.

22. HOW MANY  
HOURS DID  
THIS PERSON  
WORK?



For any person reported as having "Worked" in Question 20 or "Yes" in Question 21, there must be an entry in Question 22 for the number of hours worked during the week ending June 2, 1951. Find out from the respondent the actual number of hours the person being enumerated worked, and mark the oval for the hour group which contains that figure. In determining the number of hours the person worked, keep in mind the following:

- (1) Take the actual number worked during the week ending June 2, 1951, and not the usual or average.
- (2) Exclude time taken off for lunch.
- (3) Count the time worked to the nearest hour — that is, 24½ hours will be reported as 25 hours.
- (4) If a person held more than one job during the week ending June 2nd, take the sum of the number of hours worked at each job.
- (5) Do not include time spent on home housework, cutting the lawn, painting the garage, etc.
- (6) If it is impossible to obtain a precise answer as to the number of hours worked, make an estimate as accurately as possible on the basis of whatever information can be obtained.

\* If "W", "J", or "L" in Question 20 or "Yes" in Question 21, ask Questions 23 to 27.

Note that ovals for "Worked — W", "With a Job but Not at Work — J", and "Looked for Work — L" in Question 20 and "Yes" in Question 21 bear an asterisk (\*). This symbol is to serve as a reminder that Questions 23 to 27 must be asked and completed, as outlined below, for every person marked in an oval bearing this symbol.

45. How to Complete Each Question — continued

23. NAME OF FIRM  
OR BUSINESS

FOR WHOM DID  
THIS PERSON  
WORK?



For those marked "Worked" in Question 20 or "Yes" in Question 21, enter the name of the firm or business in which the work was done. If a person worked at more than one job during the week ending June 2nd, enter the name of the firm or business in which he worked the greatest number of hours.

For those marked "With a Job But Not at Work" in Question 20 and "No" in Question 21, enter the name of the firm or business in which he had the job.

For those marked "Looked for Work" in Question 20 and "No" in Question 21, enter name of the firm or business in which the person last worked. If, however, the person never worked before, for example, a young man just graduated from school, leave this question blank but enter "None" in Question 25.

If a store, shop, etc., is not operated under a firm or business name, report the name of the person who operates it. Thus a carpenter working for J. A. Brown would report "J. A. Brown" as the firm name. This entry would be made for all persons working for him, including J. A. Brown himself.

Enter "Federal Government", "Provincial Government", or "Municipal Government" for persons employed in the respective government services. The latter will include persons employed by local school authorities, i.e., school boards, districts or corporations, or boards of education.

For persons employed in government commercial or other enterprises, Crown companies or corporations, including transportation companies or services, electric light and power, telephone and water works utilities, street railways or bus lines, enter the name of the enterprise, company, or organization, of which the following are typical examples:

Bank of Canada

Polymer Corporation

Nova Scotian Hotel

Alberta Government Telephones

Canadian National Railways

Toronto Transportation Commission

Windsor Utilities Commission

Eldorado Mining and Refining Company Limited

Canadian National Steamships Limited

Ontario Hydro Electric Power Commission

Pacific Great Eastern Railway

Ottawa Hydro Electric Commission

Sandwich, Windsor and Amherstburg Railway (bus lines)

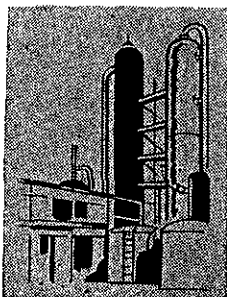


45. How to Complete Each Question — continued

24. INDUSTRY

WHAT KIND OF  
BUSINESS OR  
INDUSTRY IS  
THIS?

(e.g., Rubber Shoes  
Manufacturing,  
Drugs — Retail  
Trade, Grain  
Farming, etc.)



Enter the kind of business, industry, or service in which the firm, business or individual reported in Question 23 was primarily engaged.

Enter both the type of industry (i.e., product grown, mined, sold, made, repaired; transport, communication, or storage facilities provided; medical, educational, personal, financial services provided, etc.), as well as the main division of the industry to which it belongs (i.e., farming, mining, manufacturing, etc.)

Examples of complete entries, with the main division of industry underlined, are:

telephone communication

auto repair shop

automobile manufacturing

iron foundry

building construction

gold mining

wholesale grocery

public library service

retail hardware

salmon fishing

restaurant service

copper smelting

steam railway transportation

retail department store

dairy farming

domestic service

*General terms are not acceptable as descriptions of types of industry. Therefore, never use such terms as factory, shop, foundry, mill, mine, farm, trade, manufacturing, public utility, etc., without fully specifying that the type of industry is, for example, a paper box factory, a railway car shop, a brass foundry, a gold mine, a grain farm, etc. At least two terms are required to describe type of industry correctly.*

*Kind of business:* In reporting the kind of business or industry it is necessary to distinguish between single and multiple establishment businesses.

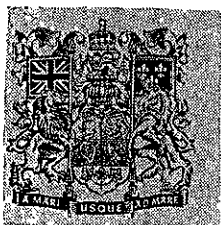
*A single establishment business* conducts its entire business in one location only. In answering Question 24 you must describe the major business or industrial activity. For example, a factory whose output is 60 per cent furniture and 40 per cent toys should be reported as a furniture factory. If a person works in the drug section of a department store, enter *retail department store* in Question 24 and *not retail drugs*. In the case of an establishment doing both wholesale and retail business, report according to the bulk of the business done.

*A multiple establishment business* is one where business is conducted in different plant locations. These may be in the same town or city or in different towns or cities. In the case of these, enter in Question 24, a precise description of the *major* business or industrial activity carried on by the establishment in which the individual being enumerated was employed. Examples of multiple establishment businesses are: Canadian Industries Limited, Canadian National Railways, Canada Packers Limited, T. Eaton Co., Imperial Oil Ltd., Hudson's Bay Co., Winnipeg Electric Co., Forest Products Can. Ltd., etc.

45. How to Complete Each Question — continued

The Canadian Industries Limited operates separate establishments or plants engaged in such major industrial activities as (a) paint and varnish manufacturing — located at Castlefield and Ronald Ave., Toronto and at 6930 Clanranald, Montreal, (b) fabrikoid manufacturing — located in New Toronto, (c) fertilizer manufacturing — located at 1490 Marlborough, Montreal, etc. Each of these establishments is operated under the same firm name, but must be distinguished in answering Question 24.

The Canadian National Railways operates a large number of establishments, engaged in such major activities as steam railway transportation, water transportation, telegraph communication, hotel service, railway car repair shops. These establishments are operated under separate names such as Canadian National Steamship Lines, Chateau Laurier Hotel, MacDonald Hotel, Transcona car shops, etc., and must be reported as separate units in answering Question 24.



*Government Service:* For persons employed in government services, whether federal, provincial, or municipal, enter the name of the branch or service, bureau, agency, board, commission, etc., *and the name of the department of the government concerned.*

Examples of correct entries are:

Experimental Farms Service, Department of Agriculture.

Canadian Travel Bureau, Department of Resources and Development.

Milk Control Board, Department of Agriculture.

Workmen's Compensation Boards.

Quebec Municipal Commission, Department of Municipal Affairs.

Sanitation and Waste Removal Branch, Engineering Department.

Road, Street and Sidewalk Services, Public Works Department.

Province of Ontario Savings Office, Treasury Department.

*Government commercial or other enterprises, Crown companies or corporations, etc.:* For persons employed in government agencies of this nature, enter the major business or industrial activity of the particular establishment in which the person is *employed*, such as:

steam railway transportation, hotel service, railway car shops, etc. (for the Canadian National Railways)

electric light and power production (for the Ontario Hydro Electric Power Commission)

banking services (for the Bank of Canada or the Ontario Savings Offices)

hotel service (for the Nova Scotian or other hotels)

electric light and power distribution (for the Ottawa Hydro Electric Commission)

electric light and power or waterworks distribution (for the Windsor Utilities Commission)

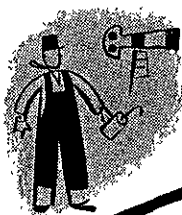
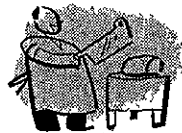


45. How to Complete Each Question — continued

25. OCCUPATION

WHAT KIND OF  
WORK DID THIS  
PERSON DO IN  
THIS INDUSTRY?

(e.g., Office Clerk,  
Sales Clerk, Auto  
Mechanic, Iron  
Moulder, Graduate  
Nurse, etc.)



Enter the occupation at which the person worked in the industry or service reported in the previous question. Write a brief but clear description of the duties or kind of work performed on the job. Two or more words are generally required to describe an occupation correctly.

Examples of the type of entry required are:

telephone operator	iron moulder
filing clerk	mine foreman
sales clerk	radio repairman
bank teller	carpenter
lawyer	registered nurse
clergyman	practical nurse
music teacher	sewing-machine operator
civil engineer	farmer
locomotive engineer	bellboy
farm labourer	auto mechanic

For persons who have never worked but are looking for their first job, enter "None".

**Special Cases —**

*Labourer* — avoid the term "labourer" by itself as an occupation. It will be possible to describe the occupation in more specific terms; such as farm labourer, construction labourer, rock splitter, sewer digger, garden labourer, etc.

*Clerk* — always qualify by specifying file clerk, shipping clerk, time clerk, sales clerk, etc. Typists, accountants, bookkeepers, cashiers, etc., should be classified as such and not as clerks.

*Nurse* — specify whether the person is a registered nurse, nurse-in-training, practical nurse, or nursemaid.

*Engineer* — specify whether the person is a civil engineer, locomotive engineer, stationary engineer, chemical engineer, electrical engineer, etc.

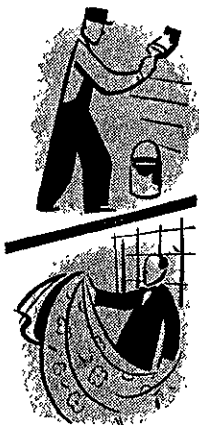
*Agent* — avoid the term "agent" by itself as an occupation. Specify whether the person is an insurance agent, real estate agent, advertising agent, purchasing agent, etc.

*Farmer* — the term "farmer" refers to an operator of a farm. For farm employees or unpaid family workers enter farm labourer or farm hand. A farm manager is a wage-earner, hired by the owner to manage a farm, while a farm foreman directs the farm work under the supervision of the manager or owner.

*Civil Servant* — this entry is not acceptable since civil servants have specific occupational duties which can only be distinguished by such terms as economist, office clerk, stenographer, administrative officer, architect, etc.



45. How to Complete Each Question — continued



*Nun or Brother* — members of religious orders are generally assigned specific duties and should, if possible, specify the type of work performed, as school teacher, registered nurse, nurse-in-training, music teacher, cook, farmer, etc.

*Armed Forces* — report the rank of persons enlisted in the Active Armed Forces and not the trade or occupation to which they are assigned.

*Reserve units* — report the rank of persons at a military camp who are members of a Reserve unit. Do not report their usual occupation nor the trade or occupation to which they are assigned. This appears in Question 26.

**Be careful not to confuse the following:**

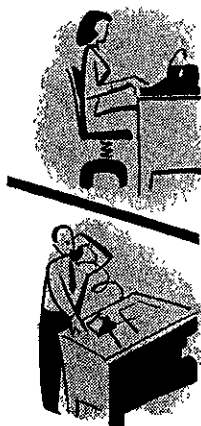
*Painter and decorator vs. interior decorator* — a painter paints houses or buildings. An interior decorator designs decorations for homes, hotels, restaurants, etc. and supervises the arrangement of furniture and decorations.

*Executive secretary vs. clerical secretary* — an executive secretary is an official of a business or other organization. A clerical secretary does stenography, typewriting, and allied clerical work.

*Machinist vs. machine operator* — a machinist is a person skilled in the construction or setting up of machines. A machine operator is a person who operates a machine, for example, sewing-machine operator, drill-press operator, lathe operator, riveter, shaper operator.

*Canvasser vs. huckster* — a canvasser goes from door to door taking orders for goods to be delivered afterwards. A huckster sells merchandise such as fruits, vegetables, peanuts, hot dogs, etc. on the street, from door to door, or at places of amusement.

*Physicians and surgeons* — should be distinguished from osteopaths, dentists, chiropractors and veterinarians.



26. USUAL  
OCCUPATION  
IS THE  
OCCUPATION  
REPORTED IN  
QUESTION 25  
THIS PERSON'S  
USUAL  
OCCUPATION OR  
ACTIVITY?

This question, which refers to the full year ending May 31, 1951, must be asked for any person reporting an occupation or "None" in Question 25.

For a person whose usual occupation is the same as that reported in Question 25, mark the oval "Yes".

For a person whose usual occupation is different from that reported in Question 25, mark the oval "No" and enter the occupation usually followed.

For persons who usually do not work for pay or profit or as unpaid family workers on a farm or in a family business, mark the oval "No" and enter the usual activity as "Keeping House", "Going to School", "Retired", etc.

For persons reported as "None" in Question 25, mark the oval "No" and enter the usual activity as "Keeping House", "Going to School", etc.

45. How to Complete Each Question — continued

27. CLASS OF WORKER



**Wage or Salary Earner:** — Mark this oval for any person who worked for wages, salary, piece rates, commissions, tips, or payment in kind or board and room. Examples:

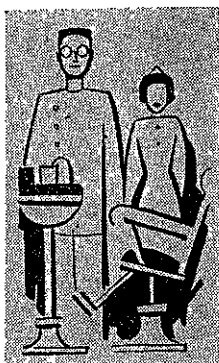
- (a) insurance salesman working on commission.
- (b) waitress working for tips.
- (c) government employee.
- (d) salaried manager of a bank.
- (e) university professor, or school-teacher.
- (f) executive of a Hydro Electric Power Commission.
- (g) person on jury duty.
- (h) store clerk.
- (i) cleaning woman who works for different people each day.

**Own-Account:** — In order to be classed as "Own-Account", a person must have worked during the week ending June 2, 1951, in a business or profession owned and operated by himself without any paid employees. If a person paid any salary, wages, or payment in kind to any employees in his business, he should not be classed as "Own-Account" but as "Employer". Examples:

- (a) farmer who has no paid help (may have unpaid family workers).
- (b) proprietor of a grocery store who does not hire anybody to assist him.
- (c) doctor, lawyer, or other professional person who works for fees and hires no assistants, receptionists, nurse, secretary, etc. (He may hire a maid in his own home, but since this is not in connection with his business he would still be classed as "Own-Account".)
- (d) woman who operates a boarding or rooming house and does not hire anyone to assist her.
- (e) partner in a business in which no salaried persons are employed.
- (f) huckster who neither employs any paid workers, nor is employed by another person.
- (g) retail oil agent who buys oil in bulk from an oil company and resells it.
- (h) a skilled tradesman who does not hire any person to work for him, and who does sub-contract work for larger contractors. (For the occupation of such a person enter his skilled trade, e.g., "Carpenter").

**Employer:** — Mark this oval for any person who operated his own business, farm, or profession, and employed any paid helpers or workers during the week ending June 2nd, in connection with his business. Do not class as an employer any superintendent, manager, foreman, or other executive employed to manage an establishment or business, for although such a person may hire or fire people, he does not do so in the operation of his own business. A person employed by a company cannot himself be considered an employer.

45. How to Complete Each Question — continued



*Examples of employers:*

- (a) farmer who hires a man to help on his farm for money wages, room and board, or payment in kind, or who pays regular money wages to his son or other relative to work on the farm.
- (b) a partner in a business which employs wage or salary workers.
- (c) physician, dentist, or other professional person who works for fees, and hires one or more paid workers in the operation of his profession.
- (d) a contractor who hires one or more helpers.

**No Pay:** — Mark this oval for any person who worked without pay on a farm or in a business owned and operated by a member of the household to whom he is related by blood or marriage. The work done must have contributed to the operation of this family enterprise.

*Examples of no pay workers:*

- (a) a farmer's son who helps his father on the farm without pay during his vacation from school or after school hours.
- (b) a woman who works in her husband's grocery store without wages or salary.
- (c) the wife of a physician with his own medical practice who keeps her husband's books and other records without wages or salary.
- (d) a fisherman's son who works without pay in a fishing boat owned by a member of the family.



*Do not include as "unpaid family workers" the following:*

- (a) the son of a school caretaker who helps his father without pay. (Reason: the father is himself an employee and it was not his own business in which his son was helping him).
- (b) a son working in the family's vegetable garden (non-commercial).
- (c) a daughter who helped her mother with the housework. (Reason: such work has no direct connection with the family's farm or business).

Note: Questions 28 and 29 must be completed for every person reported as a "Wage or Salary Earner" in Question 27, and for no others.

28. WEEKS  
WORKED FOR  
WAGES AND  
SALARY  
DURING 12  
MONTHS PRIOR  
TO JUNE, 1951

Find out from the respondent the number of weeks the person worked for the 12 months prior to June, 1951, and mark the oval for the week group which contains that figure. In determining the number of weeks worked, keep in mind the following:

- (1) Take the number of weeks worked as a wage or salary earner during the 12 months prior to June, 1951.
- (2) Exclude time worked as an employer, own-account, or as a no pay worker.

#### 45. How to Complete Each Question — concluded

- (3) Convert part time employment to a full time weekly basis. Thus a person who worked three days a week for 26 weeks should be marked in the "10 - 14" weeks oval.
- (4) Include time for holidays and sick leave *with pay*.
- (5) School teachers and professors who teach a full school term should be marked in the "50 - 52" weeks oval.

#### 29. WAGE AND SALARY EARNINGS DURING 12 MONTHS PRIOR TO JUNE, 1951



Determine the total wage and salary earnings received for the weeks worked as a wage or salary earner during the 12 months prior to June, 1951, as reported in Question 28 and mark the oval for the earnings group which contains that figure. In determining total wage or salary keep in mind the following:

##### *Include:*

- (1) Money received as wages, salary, commission, tips, and piece-rate payments.
- (2) Money deducted from pay for income tax, unemployment insurance, bonds, medical plans, union dues, insurance plans, or any other similar deduction.

##### *Do not include:*

- (1) Income from investment, unemployment insurance benefits, workmen's compensation, or from other similar sources.
- (2) Income from operating a business, i.e., income from working on own-account or as an employer.
- (3) Money equivalent for room, board, tuition, or payment in kind.

For persons marked as "Wage or Salary Earner" in Question 27 who merely worked for room, board, tuition, or payment in kind, mark the earnings oval "None".

### Other Population Forms

#### 46. The Population Document for Temporary Residents (Form 2A)

Form 2A differs from Form 2 not so much in content as in the purpose for which it is used. Form 2 is used to enumerate household members — in other words, persons whose usual residence is in the place where they are being enumerated. Form 2A is used to enumerate visitors and temporary residents — that is, persons who have a usual place of residence elsewhere. Form 2A is also used to enumerate each member of an entire household temporarily away from its usual place of residence.

The need for the use of this form should not be great, except in summer resort areas. However, when you find a person (or persons) living temporarily in a household with a usual place of residence outside your sub-district, you must determine whether that person (or persons) *has been or is certain to be enumerated* at his usual home. If the answer is "no", or if there is any doubt, then he should be enumerated by you on a Form 2A.



A person's *usual* residence is the place where he regularly sleeps. One exception to this rule is the case where the head of a family and household is unable, because of his work, to live at home with his family except on week-ends and holidays. (See Section 17, Example 2, Page 23). A family's *usual* residence may even be a house they are sub-letting for a few months or less, provided that they have no other place of residence.

The following points regarding the completion of Form 2A should be noted carefully:

- (a) Question 2 (Address), Question 3 (Relationship to head of household), and Question 8 (Does this person live on a farm?) refer to the person's *usual* place of residence, not to the place where he is enumerated.
- (b) The district and sub-district where the person is enumerated are entered in Question 1a — (i.e., you own district and sub-district).
- (c) Provision is made in Question 3a for entering the name of the head of the household at the person's usual residence.
- (d) Question 4 is reserved for office use on Form 2A.
- (e) In all other respects Form 2A is identical with Form 2.

You will receive a number of Forms 2A with your initial supplies. Each day you should carry with you enough for a day's work, keeping them in the back pocket of your binder along with the Blind and Deaf schedule. The used forms should be returned to this pocket until the end of your day's work, when you will store them in a separate "blue card" envelope (Form 11) until you make your final returns. *In no case should the Forms 2A be mixed with the Forms 2 during enumeration.*

#### 47. The Individual Population Form (Form 5)

This form is to be left by you for completion by the individual whose Census records are

required, when it is impossible for you to get the necessary information through a personal interview. It will also be used by certain Enumerators during the T-Night operation.

Form 5 provides for written answers to all the essential questions on the Population document (Form 2), and is bilingual in form. After being completed by the individual, it is to be left with the household head or some other responsible person to be picked up by you within a specified time. For that reason a self-sealing arrangement is provided in order that the entries on the form may be kept confidential. Instructions for the individual on the proper method of completing this form are printed on the form itself.

Before you leave a Form 5 for completion, you must fill in the following information in the space provided:

- (a) the province
- (b) the district number
- (c) your sub-district number
- (d) the dwelling number where the form is left
- (e) the name of the person by whom the form is to be completed
- (f) the earliest date on which the form can be picked up.

An entry such as the following must be made in the REMARKS column of your Visitation Record each time you leave an Individual Population form:

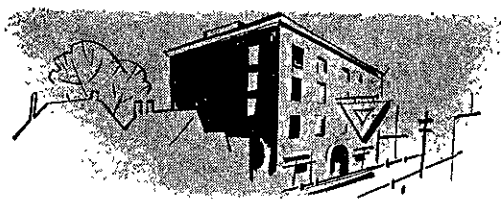
<p><b>REMARKS</b>          (Enter notes re call-backs,          Individual Forms left, etc. Also          indicate "closed" dwellings          in this column)</p>
<p>VII</p>
<p><i>Form 5. Call back June 12.</i></p>



This is very important, since it is your reminder to pick up this form. After the form has been picked up, tick off the notation in the REMARKS column.

When you pick up an Individual Population form, examine it before leaving the dwelling. If some of the information is missing, question the household head or some other responsible person, since it is possible he may be able to supply the missing data. If not, and time permits, leave the form a second time, marking the particular items that were not filled out. If the respondent has obviously misunderstood certain items and given the wrong information, the form may be left a second time, provided that it will not delay your final Census returns. In this case you should attach a brief note to the form, pointing out that a certain item or items have apparently been misunderstood, and explaining as clearly as you can exactly what information is required.

After receiving a properly completed Form 5, *it is your responsibility to transcribe the information on to a Population document.* This document should then be filed with the other documents pertaining to that household, unless it is a Form 2A in which case it will be filed with the other completed Forms 2A. The Form 5 should then be tick-marked to show that a Population document has been made out from it, and filed until you return them with your other Census returns to the Field Supervisor.



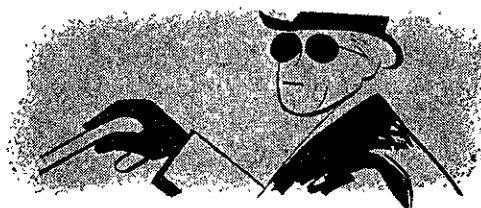
The Individual Population form is intended *only* for such persons as employees on con-

struction work, miners, etc., who cannot be contacted by call-backs, and for whom no other member of the household can supply the necessary information. In other words, *it is a last resort method of getting Census data and is to be used only as such.* When you can contact a lodger merely by calling at a different hour of the day, you must do so rather than leave a Form 5.

#### 48. Supplemental Schedule for the Blind and the Deaf (Form 3)

An entry is to be made on this schedule for all persons living in your sub-district who are totally blind or deaf.

You must inquire *at each household* whether there are any blind or deaf persons living in the dwelling. This inquiry should be made just after the last Population document for the household has been completed.



Form 3 is bilingual, with space for twenty entries on both the English and French sides. Use both sides of this form if necessary, and, should you require an additional form, contact your Field Supervisor. Form 3 should be carried in the inside back pocket of your ring binder throughout the enumeration.

Be sure to return this form with your completed work, even though you do not have any blind or deaf persons in your sub-district. Whether there are any entries on the form or not, the heading must be completed (Province, District No., etc.), and it must be signed by you.