

**Extract from the Manual of Instructions to Officers Employed in  
the taking of the Eighth Census of Canada (1941).**

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**RULES, REGULATIONS AND  
INSTRUCTIONS, CENSUS OF 1941**

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

**INSTRUCTIONS TO COMMISSIONERS AND  
ENUMERATORS**

- 1.** Eighth General Census. Under the provisions of the Statistics Act (1918, C. 43, S. 19), the Eighth General Census of the Dominion will be taken in the month of June of the year 1941, to ascertain, with the utmost possible accuracy for the various territorial divisions of Canada, their population and the classification thereof, as regards name, age, sex, conjugal condition, relation to head of household, nationality, racial origin, language, religion, education, employment, unemployment, occupation, wage-earnings; and such other matters as may be prescribed by the Governor in Council.
- 2.** Provisions by Order in Council. The Act does not specify the full details of the Census, forms to be used, procedure to be followed, etc.; it provides that the latter are to be such as the Governor in Council shall direct.
- 3.** Date for recording population. The date selected for recording the population in the present Census is Monday, the second day of June, 1941. The decisive hour of reckoning is 12 o'clock or midnight, standard time, on the night of June 1 to June 2; everyone born before that hour and everyone dying after it is to be counted in the population. Unless otherwise instructed, Enumerators must begin the enumeration of their respective districts on Monday, the second day of June, and must continue it every day, except Sundays, until the work is completed.
- 4.** The "de jure" method. The Act provides that the Census is to be taken by what is known as the "de jure" method. Briefly, this means that the permanent place of residence is the locality where the persons enumerated should be counted. Definite instructions are given on this point further on. (See Instructions 45 to 59.)
- 5.** Districts and sub-districts. In accordance with the Act, census districts are required to conform, as nearly as may be, with the districts for the representation of the people in the House of Commons, and census sub-districts to the polling divisions in the cities, towns, incorporated villages, townships and parishes which constitute an electoral district.

(a) Where towns, villages, townships, etc., are of small extent, or their population few, two or more may be assigned to one Enumerator. (See Instruction 15.)

(b) Indian Reserves shall not form part of any enumeration area; their enumeration will be made by the Indian Agents, under the direction of the Bureau of Statistics.

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

(a) Commissioners. These officers shall receive instructions from an officer of the Bureau of Statistics at suitable and convenient places selected for that purpose in each province, and shall have direction of the work in the census districts for which they have been appointed. They are to instruct Enumerators in the details of recording the Census in the schedules; to examine the Enumerators in respect of their qualifications and fitness; to revise the work of each Enumerator in accordance with Instructions, and to transmit all papers to the Bureau of Statistics, with which they shall conduct all necessary correspondence. Every commissioner is hereby authorized to assume the duties, rights and obligations of an Enumerator.

(b) ENUMERATORS. To this class of officers shall be entrusted the actual enumeration of the census. It is therefore upon their judgment, discretion and intelligence that the completeness and accuracy of the work will to a very large degree depend. Every Enumerator shall begin his work on the 2nd day of June, 1941, and shall continue it from day to day (except Sundays) until the canvass of his area is completed.

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

(2) Returning completed schedules. As soon as the census of his enumeration sub-district is completed, the Enumerator is required to place the schedules, together with the certificate of his appointment and all other census materials in the portfolio, properly secured, and return them to his Commissioner in person except as follows:

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

If the agricultural schedules are too bulky to be placed inside the portfolio they shall be carefully wrapped in stout brown paper and securely tied between cardboard to prevent damage in transmission through the mails. Another of the Mailing Slips, properly addressed,

should be pasted on the outside of the package, and mailed according to instructions on the Mailing Slip. Whenever possible the whole of in Enumerator's returns should be made up in a single parcel.

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

**9.** Institutions. The larger institutions, such as prisons, hospitals for the insane, charitable and benevolent institutions, have been made separate enumeration sub-districts and will be enumerated in most cases by some employee of the institution. The names of the Institutions which will be withdrawn from the regular Enumerators and enumerated by special officers are listed in the schedule of enumeration areas sent to the Commissioners. The Commissioner is required to check the list of Institutions and if there are omissions to advise the Bureau of Statistics immediately stating whether such institutions are located in rural or urban areas.

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

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

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

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

(3) Care of population schedules, Form 1A or 1B. For this schedule the Enumerator is supplied with a large sheet of paper (Form 30A or 30B) with the same headings as on the Population schedule and the same instructions. He shall use this schedule to cover the entries so that no person will be able to see information concerning people previously enumerated. He will slide this form on the population schedule so that no part filled in will be visible to persons being enumerated. The headings on this sheet being the same as on the population

schedule, the Enumerator will be able to follow the heading in each column without having to refer to those on Form 1.

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

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

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

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

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

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

**18.** Enumerator's rights. An Enumerator has the right of admission to every dwelling (including institutions) within his territory for the purpose of obtaining information required by the Statistics Act. He has the right to ask every question contained in the census schedules and to obtain answers to each and all of them. He is cautioned, however, not to mention or emphasize the compulsory feature of the enumeration unless it is necessary. (See Statistics Act, Sec. 36 to 40, quoted in the Appendix to these instructions.)

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

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

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

**22.** Starting point for enumeration. The work of taking the Census should begin at some well established starting point whether it is in a township or parish, or in a city, town or village, and should be carried on continuously and regularly, whether it be one or more polling subdivisions or a tract of larger extent. (In compiling the records into tables every township, parish, city, town and village will be kept separate.)

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

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

**25.** Enumeration of cities, towns and incorporated villages. In cities, towns and incorporated villages, where the land is usually laid out in blocks or squares bounded on four sides by streets, the Enumerator should start at one corner of the block and proceed around and through it, entering every house or building in regular order and collecting all the information called for in the schedules, before

proceeding to the next block or square, and should so continue until the whole of his sub-district is finished.

**26.** Municipalities situated in two or more census districts. In some instances parts of a municipality may be situated in two or more census districts. When this happens each part of the divided municipality shall constitute a separate census sub-district and the census of each part shall be taken separately and returned in the portfolio provided. When such parts are of small extent, either in area or population, two or more enumeration areas may be assigned to an Enumerator, who will be required to report the census of each part as a separate unit and return each part in a separate portfolio. (See Instructions 14, 15, 39 and 63). In cities, if an Enumerator has parts of two or more wards in his sub-district, he will see that each is kept separate by drawing a line in the margin and marking: "Here begins the enumeration of Ward No. 1," and at the end: "Here ends the enumeration of Ward No. 1," etc.

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

**28.** Complete particulars of information to be taken. The head of every family or household (or whoever gives the information for it) should be asked particulars concerning all the schedules, in order that full and complete particulars may be gathered covering the whole scope of the Census for every part of the country. (See Instructions 17, 18, 19 and 20 and Statistics Act, Sections 35 to 40.)

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

**30.** Oath of office. Every Census Commissioner, Enumerator or other person employed in the execution of the Statistics Act must take and subscribe to an oath binding him to the faithful and exact discharge of his duties under the provisions of the Act, and in all respects as required by the forms and instructions issued under the Act; and every such person who, after having taken the prescribed oath, shall desert from his duty or who shall make wilful default in any matter required by him by the Act or the Instructions, or who wilfully shall make a false declaration touching any such matters, shall be guilty of a misdemeanour and shall be liable to a fine of \$300 or six months' imprisonment or both. (See Sec. 35, Statistics Act.)

**31.** Secrecy of census information provided for. Every officer or other person employed as Census Commissioner, Census Enumerator, or in any other capacity under the Statistics Act is required to keep inviolate the secrecy of the information gathered from the public and entered on the schedules or forms. An

Enumerator is not permitted to show his schedules to any other person, nor to make or keep a copy of them, nor to answer any questions respecting their contents, directly or indirectly; and the same obligation of secrecy is imposed upon Commissioners and other officers or employees of the outside service, as well as upon every officer, clerk or other employee of the Dominion Bureau of Statistics at Ottawa. The custody of census and other statistical records pertains solely to the Bureau, the Act expressly stating that no individual report or return shall be published or divulged. Moreover, no officer or employee of the Bureau is permitted to make a search among the records for information relating to an individual return, except for purposes of verification under the Act. The facts and statistics of the Census may not be used except for statistical compilations, and positive assurance should be given on this point if a fear is entertained by any person that they may be used for taxation or any other object.

**32.** Canvassing or soliciting not permitted. The Enumerator must not combine with his work as Census Enumerator any other occupation, but must devote his whole time to the work of enumeration, in order that the Census of the area assigned to him may be expeditiously and thoroughly covered. He must not collect, obtain, nor seek to obtain any information not required to answer questions contained on the census schedules. He must not permit anyone to accompany or assist him in the performance of his duties, except duly appointed officers or employees of the Bureau of Statistics to whom the oath of office has been administered.

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

**34.** Delegation of work or authority forbidden. It is not permitted to a Commissioner, Enumerator or other employee of the Census to engage a substitute or to farm out his work to another. The position to which he is appointed must be filled by himself, and his duties must be performed by himself. Prompt and expeditious service is required from the time that the work is commenced until it is finished. Commissioners and Enumerators must not delegate their authority to any other person. (See Sec. 35, Statistics Act.)

**35.** Civility and diligence required of an Enumerator. It is the duty of an Enumerator on entering a house to act with civility, to state his business in a few words, to ask the necessary questions, to make the proper entries, and to leave the premises as soon as his business has been transacted. His conduct must be judicious and tactful. It is only when persons refuse to answer questions or to give the required information that legal proceedings may be taken against them and only on the advice of the Commissioner. (See Instruction 20.)

**36.** Day's work and daily earnings. The day's work of Census Officers, Commissioners, Enumerators and other employees for the taking of the Census is not limited by hours of service unless otherwise specified, as payment is made upon a scale of rates and allowances of which Commissioners, Enumerators and all other officials were informed in the letter notifying them of their appointment. Census employees are required to use all practicable expedition to complete the service in the shortest time consistent with accuracy, efficiency and fullness; their daily earnings will depend on the amount of work accurately completed

each day. Final payment to the Enumerator shall not be made until the Bureau is satisfied that the enumeration is complete and the work carefully done.

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

## **INSTRUCTIONS RELATING TO ALL SCHEDULES**

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

**39.** Boundaries of Enumerator's territory. The Enumerator shall study with great care the written description of the boundaries of the territory assigned to him as provided in Instructions 15 and 38, so that he may have a thorough knowledge of it. He shall make himself acquainted not only with the precise boundaries of his territory, but with every portion of it which may be rural or urban, so that farm lands may be distinctly separated from towns, villages and hamlets, or parts of such centres of population. He shall be careful to set at rest any doubt that may arise as to boundaries between his own and adjoining enumeration sub-districts in order to assure himself that no single house or Portion of land will be omitted from the enumeration, and that none will be included which belongs to the territory to be covered by another Enumerator. (See Instructions 14, 26 and 63)

**40.** Pagination of sheets. The number of each page will be entered consecutively on the sheets in the blanks left for it in the headings, and in the exact order in which they are filled as the work of enumeration progresses. When a page is filled the Enumerator will sign his name in the blank left for it in the heading. (See Instruction 65 and Specimen Schedule.)

**41.** Clear and legible records. The Enumerator is required to make all entries on the schedules in black or blue-black ink of good quality, and every name, figure or mark should be clear and legible. If a schedule cannot be read, or if the entries are made with a poor quality of ink, or in pencil. or if they are blurred or blotted, the work of the Enumerator may be wholly wasted. The Census is a permanent record, and its schedules must be carefully preserved for future reference.

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

Establishments Schedule Form 11 are supplied for the guidance of the Enumerators.

## **CENSUS OF POPULATION**

### **INSTRUCTIONS RELATING TO THE POPULATION SCHEDULES**

**43.** Purpose of this schedule. The population schedule is framed with the object of enumerating the population of the country by name. Every person whose habitual home or place of abode is in an Enumerator's sub-district on the second day of June, 1941, is to be entered by name on the schedule, with all inquiries asked on the schedule carefully filled in accordance with the instructions given.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(l) Persons who have come to Canada from another country in 1939, 1940 or 1941 as a result of war conditions, without the intention of making a permanent stay in Canada, shall be enumerated at the place where they reside at the time of the census. This will include persons who are in Canada as refugees and evacuees for the duration of the war. The Enumerator will note that for such persons, provision is made for the entering of the letter "X" in column 22, after the year of immigration. Persons in Canada on official missions are not to be enumerated.

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

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

they leave every night after their day's work they are to be enumerated where they sleep.

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

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

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

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

(a) Visitors or transients. Persons, staying temporarily in hotels, boarding-houses, lodging rooms, with relatives or friends, or other places are not to be enumerated at such places if they have some other usual or permanent home (unless their permanent home is closed). If the permanent home is closed they will be enumerated in the regular way and the Enumerator will fill in and return an "Absentee Household Card." (See Instruction 59 (3).)

(b) Table boarders. Persons who take their meals with a household are not to be enumerated with that household unless they also sleep in the household.

(c) Servants sleeping out. Servants, apprentices or other persons are not to be enumerated with the household in which they work unless they also sleep in the said household.

(d) Students. Children or students living or boarding with a household in order to attend a school or college, but whose home is elsewhere, are not to be enumerated with such a household.

(e) Persons in the Diplomatic Service of other countries, or on official missions shall not be enumerated unless they happen to be Canadian citizens.

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

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

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

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

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

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

**56.** Information must be furnished. The heads of households and institutions are required by Section 39 of the Statistics Act to furnish the Enumerator with all particulars regarding every person in the family, household or institution, as called for in the schedules. But if the head of a family, household or institution cannot give information concerning boarders, lodgers or other inmates (including miners, men employed on construction work, etc.), and if such persons are out of reach when the Enumerator calls, he shall leave with the head of the household one copy of "Individual Form Population," for each such person.

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

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

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

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

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

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

(a) When an Enumerator finds a dwelling where no answer is made to the door-bell he is to ask neighbours, janitors, or others who may know, whether the occupants are merely out for the time being, or are temporarily living elsewhere, and if he is unable to obtain the census information, he is to enter the following particulars

On a CLOSED DWELLING CARD:

- i. The name of the city, town, village or place where the closed dwelling is situated.
- ii. The name and number of the street where the closed dwelling is situated.
- iii. The name and number of his own census district and sub-district.
- iv. The name of the head of the household of the closed dwelling.
- v. The number of persons in the said household.
- vi. Where the said 'household now is in temporary residence.
- vii. The Enumerator's own name.

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

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

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

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

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

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

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

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

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

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

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

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

Column 4 -- Write "Vacant."

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

Column 9 -- Enter the kind of dwelling.

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

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

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

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

(a) It is VACANT.

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

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

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

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

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

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

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

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

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

**65.** Closing a day's work. At the end of each day's work the Enumerator will draw a line in the right-hand margin of the schedule below the record of the last name entered on that day and give the date thus: June 2. (See Specimen Schedule.)

**66.** The Heading of the Schedule. The Enumerator will fill out the spaces at the top of each page of the schedule with the name of the province, the name and the number of the electoral district and the number of the enumeration subdistrict before entering any names on that page. In the last blank on the right-hand side of the sheet he will state whether his enumeration area is a city, town, village, municipality, township or parish, and sign his own name. (See Specimen Schedule.) The Commissioner will be particularly careful that every Enumerator under his direction thoroughly understands how to fill in the heading of the schedule. He is, moreover, required to have the Enumerators, in his presence, fill in the headings of at least one of each kind of schedule with the proper designations for their enumeration areas.

## **MARGINS OF SCHEDULE**

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

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

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

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

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

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

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

- i. Hospitals of all kinds.
- ii. Sanitaria.
- iii Y.M.C.A.'s and Y.W.C.A.'s.
- iv. Clubs.
- v. Hostels.
- vi. Relief camps.
- vii. Colleges, convents, monasteries, etc.
- viii. Military barracks. ix. Salvation Army Citadels, etc. x. Missions providing beds. xi. Penitentiaries.
- xii. Reformatories.

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

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

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

#### **COLUMN 1 -- BUILDING**

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

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

#### **COLUMN 2 -- DWELLING**

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

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

(a) Each single house. The Enumerator must, however, bear in mind that what appears from the outside to be a single house may prove, upon further investigation, to have been divided into two or more structurally separated dwellings. In this case, as many dwellings should be counted as there are such units.

(b) Each apartment or suite of rooms in an "apartment. house," "duplex" or "triplex."

- (e) Each flat in a building containing flats.
- (d) Each section (or so-called "house") of a "row" or "terrace."
- (e) Each half of a "semi-detached" or "double house".

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

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

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

### **COLUMN 3 -- HOUSEHOLD**

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

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

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

(4) Households in apartments and flats. Dwellings consisting of apartments or flats, etc., are generally too compact to permit of their occupancy

by more than one household, but nevertheless there are apartments and flats so occupied, and they should not be missed by the Enumerator.

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

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

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

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

#### **COLUMN 4 -- NAME**

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

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

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

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

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

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

#### **COLUMN 5 -- WAR SERVICE**

**74.** (1) The entry in this column shall be as follows: after listing each person, the Enumerator shall ask whether the person is on Active Service in His Majesty's Forces, either in the Army, the Navy, the Air Force or the Nursing Corps, or has done Military Service at a Camp with a Reserve Unit between June 2, 1940, and June 2, 1941. If the answer is "Yes", he shall enter "0" in Column 5 if the person is overseas, and "A.C." if the person is on Active Service in Canada. If the person has done Military Service in Camp with a Reserve Unit he shall enter in Column 5 the number of days that the person was in Military Camp.

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

#### **COLUMN 6 -- PLACE OF ABODE**

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

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

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

#### **COLUMNS 7 To 10-- DESCRIPTION OF HOME**

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

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

(2) “Rented” home. When the home is not “owned” as defined in Instruction 77 (1) it shall be enumerated as “rented” by entering “R” in Column 7 opposite the name of the head of the household. If the home is not “owned” by a member of the household, it will be enumerated as “rented,” regardless of whether or not the tenant pays rent or gets the home free.

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

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

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

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

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

to another household, the rental value of the rooms retained by the first household shall be estimated and entered in Column 8.

(c) Farm homes. Usually farm houses are not rented separately from the remainder of the farm and the amount of rent paid includes the rent of the house, the other buildings and the land. In this case the Enumerator shall not attempt to estimate the rental value of the house alone and shall put a dash in Column 8.

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

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

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

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

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

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

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

(4) Duplex. It should be carefully noted that what looks from the outside like a "single" often reveals itself as "apartments" or "flats" on the inside. These are generally converted "singles," that is "singles" which have been structurally divided on the inside into self-contained apartments or flats. A household living in one of these shall have "A" or "F," as the case may be, entered in this column.

(5) Dwelling in "Semi-detached". This means that a household is living in what is sometimes called a "double house". The entry "S.D." shall be made in

this column opposite the name of the head of each household living in such "semi-detached" dwellings.

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

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

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

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

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

(3) Hotels, lodging-houses and institutions.

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

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

### **COLUMNS 11 TO 14-- PERSONAL DESCRIPTION**

**81.** Column 11. Relationship to head of household.

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

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

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

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

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

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

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

(8) "Dependant" defined. For census purposes, a dependant is a person who is wholly reliant or reliant to the extent of 50 per cent or more on the head of

the household for his or her maintenance. Homemakers are not to be regarded as dependants.

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

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

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

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

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

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

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

Between June 2, 1940, and July 1, 1940  
(inclusive)

11

11/12

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

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

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

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

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

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

**COLUMN 18 -- PLACE OF BIRTH**

**88.** (1) Place of birth. In this column the Enumerator shall enter the place of birth of every person enumerated. If the person was born in Canada, enter the name of the province or territory, using the abbreviations listed below. If the person was born outside of Canada, enter the country of birth. Following the place of birth, indicate whether the person was born: to parents then living on a farm by entering "F"; to parents then living in a rural community but not on a farm by entering "RNF"; or to parents then living in an incorporated city, town or village by entering "U" in column 18 after the place of birth. (See Specimen Schedule.)

(2) Abbreviations to be used:

Province or Territory	Abbreviation
Prince Edward Island	P.E.I.
Nova Scotia	N.S.

New Brunswick	N.B.
Quebec	Que.
Ontario	Ont.
Manitoba	Man.
Saskatchewan	Sask.
Alberta	Alberta
British Columbia	B.C.
Yukon	Yuk.
Northwest Territories	N.W.T.

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

(a) Born in British Isles. Instead of Great Britain or British Isles, the particular country should be given, as, England, Scotland, Wales, Northern Ireland, Irish Free State (Eire), Isle of Man, Channel Islands, Hebrides, Orkneys, Shetlands, etc. If a person is unable to state definitely whether his or her place of birth is in Northern Ireland or in Eire, enter the county as well, e.g. Ireland (Co. Donegal). Note that "Ulster" should not be reported, as six of its nine counties comprise Northern Ireland and the remaining three are part of the Irish Free State (Eire).

(b) Born in Continental Europe. For persons born on the Continent of Europe enter the country of birth as it was constituted in 1936. For example persons in what constituted Austria before the German invasion should be reported as born in Austria and not in Germany.

(c) Born at sea. For persons born on a ship at sea, the Enumerator will enter "at sea" in column 18.

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

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

#### **COLUMNS 19, 20 AND 21 -- RESIDENCE**

**90.** Column 19. -- Years of continuous residence in province. The Enumerator will ask of each person enumerated if he or she has ever resided, for a year or more, outside of the province in which he or she is now residing. If the answer is "no" enter the letter "A" in column 19. If the person has resided in another province, then the Enumerator shall ask the length in years of the last continuous residence in the present province and shall enter it in column 19. For

example, if a person came to Canada from England 30 years ago and resided in Quebec for 10 years and, then moved to Manitoba where he or she has been living since, the entry in column 19, will be “20”.

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

**92.** Column 21. -- Province or country of former permanent residence. (1) In this column, the Enumerator shall enter the province or country of previous permanent residence, i.e., the province or country where the person resided before moving to the present province of residence. By permanent residence is meant residence which lasted one year or more. If the person never resided permanently in a province or country other than the one where he or she now resides, the entry in this column will be “none”. On the other hand if a person immigrated to Canada for example, from Poland and has always resided in the same Canadian province, then the entry in column 21 will be “Poland”.

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

**COLUMNS 22 AND 23 -- IMMIGRATION AND NATURALIZATION**

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

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

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

(3) Where a person has come to Canada from another country in 1939, 1940 or 1941 as a result of war conditions, place the letter “X” immediately following the year of immigration in Column 22. This will not include persons

who are in Canada on official missions from other countries. Such persons will be treated in the same way as members of the Diplomatic Service, that is, they will not be enumerated in the Census. It will, however, include all so-called "refugees" or "evacuees" for the duration of the war. A separate compilation of these will be made from the census returns.

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

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

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

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

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

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

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

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

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

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

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

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

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

(2) Any person born anywhere of natural born British subject parents -- e.g., a child born in the United States of America of a British subject father is a

British subject. The naturalization of the father in the United States of America after the birth of the child in that country does not affect the British status of the child. The Enumerator shall follow Instruction 94 (4) for entries in Column 23, regarding such persons.

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

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

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

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

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

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

(c) British subject by marriage.

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

2. Naturalization of husband prior to January 15th, 1932. The wife of a man naturalized prior to the 15th of January, 1932, is a British subject with the husband, even when her name does not appear on the certificate.

3. Naturalization of husband on or after January 15th, 1932. In the case of a man naturalized on or after the 15th of January, 1932, the wife shall not be deemed to be a British subject unless a certificate has been subsequently issued to her personally.

4. Woman marrying an alien before January 15th, 1932. Marriage to an alien prior to the 15th of January, 1932, caused a woman to lose her British nationality.

5. Woman marrying an alien after January 15th, 1932. Since the 15th of January, 1932, a woman does not cease to be a British subject on marrying an alien unless she acquires the foreign nationality of her husband by this marriage. She does not lose British nationality by marriage to a citizen of the United States of America, France, the Union of Soviet Socialist Republics (USSR.), Argentina, Cuba, Guatemala and Uruguay.

6. Change in nationality of husband prior to January 15th, 1932. Prior to the 15th of January, 1932, the naturalization in a foreign country of a male British subject caused, in every case, the loss of British nationality for his wife.

7. Change in nationality of husband since January 15th, 1932. Since the 15th of January, 1932, the naturalization of a male British subject in a foreign country causes the loss of British nationality for his wife only when on account of the change of his nationality she acquires with him the new nationality.

8. Widows. The death of a man does not affect the present status of his widow.

**96.** Loss of British nationality. As British nationality may be lost by naturalization in a foreign country, by declaration of alienage, and in certain cases by marriage or by the revocation of naturalization by the Governor in Council, it is important that the Enumerator ask whether or not the person has lost his or her British nationality. In the affirmative, this would also affect minor children whose names appear on the certificate.

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

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

through one of the reasons given in instructions 96 and 97 or whether the person has become stateless.

#### **COLUMNS 24 AND 25 -- NATIONALITY AND RACIAL ORIGIN**

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

(a) Every person born in Canada, and so entered in Column 18, unless such a person has become the citizen of another country.

(b) Every person born out of Canada, whose father was a Canadian citizen at the time of that person's birth, unless such a person has become the citizen of some other country.

(c) Every British subject who has lived in Canada for five years after his entry as an immigrant.

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

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

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

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

**100.** Column 25. -- Racial Origin.

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

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

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

Europe through which they are dispersed. No matter what country they come from, their racial origin is "Ukrainian".

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

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

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

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

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

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

#### **COLUMNS 26, 27 AND 28 -- LANGUAGE**

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

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

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

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

Arabic	Greek	Portuguese
Armenian	Gypsy	Roumanian
Bohemian (Czech)	Hebrew	Russian
Bulgarian	Hindu	Serbian
Chinese	Icelandic	Slovak
Croatian	Italian	Slovene
Dalmatian	Japanese	Spanish

Danish	Korean	Swedish
Dutch	Lettish	Syrian
Estonian	Lithuanian	Turkish
Finnish	Magyar	Ukrainian
Flemish	(Hungarian)	(Ruthenian)
Frisian	Montenegrin	Welsh
Friulan or Furlan	Moravian (Czech)	Wendish
Gaelic	Norwegian	Yiddish
German	Polish	

#### COLUMN 29 -- EDUCATION

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

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

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

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

#### COLUMN 30 -- RELIGION

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

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

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

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

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

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

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

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

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

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

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

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

**112.** “Gainful Occupation” defined. For census purposes, a gainful occupation is one by which the person who pursues it earns money or in which he assists in the production of goods. Children working at home merely on general household duties or chores or at odd times at other work are not to be returned as having an occupation. Similarly women doing housework in their own homes without salary or wages are to be returned as “homemaker.” Persons not at work on June 2 shall report the occupation last followed. For young persons who have never worked, the Enumerator shall make an entry in this column in accordance with Instructions 111 and 116. (For illustrations of occupations, see Instruction 124.)

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

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

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

**116.** “None” or “No Occupation” defined. For all other persons who have no gainful occupation the entry in Column 31 shall be “none”. These include such adult dependants as invalids at home or in institutions, persons with private means, etc., who have never followed a gainful occupation and, therefore, would not be returned as “retired.” Young persons 14 to 24 years of age who have never had a gainful occupation and are not at present attending school shall in addition be asked whether or not they are actually seeking employment. If the answer is in the affirmative the Enumerator must add the word “yes” in the same Column, as “none (yes),” and if the reply is in the negative the entry in Column 31 shall be “none (no)”. (See Specimen Schedule Column 31.) In the case of persons of 25 years of age or more who have never had a gainful occupation, the Enumerator shall enter “none” in Column 31.

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

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

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

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

(4) Unusual occupations for children. It is unusual for a child to be found in a position of ownership of a business or to be a proprietor of a farm, factory or store. Nor is it likely that he would be working in an official capacity, as manager or foreman, or following a profession or a skilled trade. The Enumerator shall in all cases note the age of working members of the family for whom such occupations are reported and verify doubtful cases.

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

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

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

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

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

(8) For persons who are members of His Majesty's Forces, either in the Active Army or the Reserve, the occupation entered in Column 31 shall be that

followed prior to joining the Forces. This will be true also of entries in Columns 32, 33 and 34. In the case of persons who were members of His Majesty's Permanent Forces before the war, however, the entry shall be the occupation followed in the army, navy, air force, etc.

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

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

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

- (a) Farming includes the growing of field crops and garden or nursery products; the raising of livestock, poultry and fur-bearing animals; the keeping of bees, experimental farms, etc.
- (b) Forestry. Includes logging, the cutting of timber for firewood and pulpwood, reforestation projects and forest conservation.
- (c) Fishing. Does not include fish canning or packing which must be included with manufacturing.

- (d) Trapping. Includes hunting also.
- (e) Mining. Includes mining, ore milling, prospecting, quarrying, gravel pit operations, oil and salt wells. Does not include smelting, converting and refining of mineral products.
- (f) "Mfg." for manufacturing. Includes the manufacture, processing and converting of materials, custom work, railway car and locomotive building, shipbuilding, etc.; the production and distribution of electric light and power and of illuminating and fuel gas.
- (g) Repair. Includes all kinds of repairing.
- (h) "Const." for construction. Includes the construction of houses and other buildings, bridges, dams, highways, railways, power and transmission lines, pipe lines, sewers, irrigation and drainage systems, harbours and docks.
- (i) "Ret. Tr." for retail trade. Includes retail stores, retail sales branches and agencies and hawking and peddling.
- (j) "Whole. Tr." for wholesale trade. Includes wholesale dealing and jobbing, importing and exporting, wholesale sales branches and agencies, commission agencies, etc.
- (k) "Trans." or "Comm." for transportation and communication. Includes steam and street railway operations, but not car building or repair or railway line construction. It also includes trucking, taxi and bus services; air and water transportation; telephone, telegraph and radio broadcasting.
- (l) Service. Includes finance and insurance, professional services such as education, health, law and religion, government and municipal services, theatres and amusement services; business services such as accountancy and advertising; personal services such as, barber shops, dyeing, cleaning and pressing, laundering, hotels, restaurants and private domestic service.

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

- D. G. -- for Dominion Government.
- P. G. -- for Provincial Government.
- M. G. -- for Municipal Government.

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

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

(2) Employer "E" defined. If persons such as mill owners, storekeepers, manufacturers, farmers, etc., employ helpers (or workers other than unpaid family workers or domestic servants) in conducting their business or farms, they are to be classed as employers, and the entry "E" (for employer) made in this column. The term "employer" does not include managers, superintendents, foremen, agents or other persons employed to manage establishments or businesses. All such persons should be returned as wage-earners ("W"), for while anyone of these may employ persons, none of them does so in transacting his own business. Thus no individual working for a corporation either as an officer or otherwise, should be returned as an employer but as a wage-earner. No person who himself works for wages, salary or commission is to be returned as an employer. A person who is assisted in his or her own business by unpaid family workers only should not be reported as an employer. On the other hand, the farmer, or independent carpenter, etc., who hires a man to help on his farm or in his business for money wages or for room, board, or pay in kind, or who pays money wages to his son or other relative to help him in his work should be reported as an "employer."

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

(4) Wage-Earners, "W" defined. A person who works for salary, wages, commission, or on piece rates, whether he be the general manager of a bank, railway, or manufacturing establishment or a day labourer, is a wage-earner and shall be so returned, and the entry, "W" (for wage-earner) will record his status. The term wage-earner does not include such persons as lawyers, doctors, and others who work for fees, and who in their work are not subject to the control and direction of those whom they serve.

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

**124.** Illustration of occupation, industry, and status. The Enumerator shall study very carefully the following examples of occupation, industry and status descriptions. The words in heavy type are necessary for an accurate recording of the nature of the occupation and of the kind of industry of each gainfully occupied person.

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

<b>Occupation</b> (Col. 31)	<b>Kind of Product or Service</b> (Col. 32)	<b>Branch of Industry</b> (Col.34) (Col. 33)	<b>Status</b>
Nurse <b>in training</b>	Hospital	Service	W.
<b>Practical</b> nurse	<b>Home</b> nursing	Service	W.
Nurseryman	Nursery prod.	Farming	E.
<b>Sales</b> agent	Nursery prod.	Ret. Tr .	W.
Dynamo man	Electric power	Mfg. P. G.	W.

<b>Coil</b> winder	Electrical prod.	Mfg. .	W.
<b>Radio</b> repairman	Electrical prod.	Repair	W.
Stenographer	Post Office	Service <b>D. G.</b>	W.
<b>Ship's</b> engineer	Fish	Fishing	W.
<b>Custom's</b> ex- aminer	National Revenue Dept.	Service <b>D. G.</b>	W.
Trapper	Furs	Trapping	O.A.
Skidder	Logs	Forestry	W.
Riveter	Rlwy. cars	Repair	W.

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

### COLUMNS 36 AND 37. -- UNEMPLOYMENT

#### (For Wage-Earners Only)

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

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

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

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

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

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

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

Illness in family -- "I.F."

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

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

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

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

(e) "Accident" defined. Where the person is not at work on June 2, 1941, due to personal injury enter "A" (Accident) as the cause, but an accident to machinery which makes necessary the closing down of a plant for a period of time should not be reported as "A" (Accident) but as "L" (Lay-off). Only in cases of personal injury will the reason "Accident" be entered in this column.

(f) "Strike or lockout" defined. The Enumerator shall enter "S" in this column where the person is not at work on the census date owing to an industrial dispute.

(g) "Other cause" defined. If the wage-earner was not at work On June 2, 1941, for a cause other than those defined under 131 (a) to (f) inclusive, then the Enumerator shall write "O.C." for Other cause.

**COLUMNS 38 AND 39. EMPLOYMENT AND EARNINGS**

**(FOR WAGE-EARNERS ONLY)**

**132.** Column 38 -- Weeks employed including paid holidays and time off with pay during the 12 months prior to June 2, 1941. An entry must be made in this column for all persons reporting "W", wage-earner, in Column 34. Where the information is given in months, care must be taken in converting the period reported to a weekly basis. For example, 3 months will be entered as 13 weeks, not 12 weeks; 6 months as 26 weeks, not 24 weeks, etc. For persons whose employment has been of an irregular character, some assistance in remembering time worked may be obtained from the record of the total earnings received

during the 12 months period preceding the date of the Census. Persons on salary who receive holidays or sick leave with pay shall include such periods as time worked. For example, a teacher will be reported as working 52 weeks during the 12 months prior to June 2, 1941, if he or she has worked the full school year. Only the number of weeks worked as a wage-earner ("W" in column 34) are to be reported.

**133.** Employment of soldiers, sailors, aviators and military nurses. For soldiers, sailors, aviators and military nurses who were in His Majesty's Permanent Forces before the war, the entry in Column 38 shall be, the number of weeks employed during the 12 months prior to June 2, 1941. For those who have enlisted since the beginning of the war, however, only the number of weeks employed prior to enlistment shall be reported in this column. For example, if a person enlisted seven months before June 2, 1941, the Enumerator shall enter only the number of weeks worked, as a wage-earner, in the five months which preceded this person's enlistment. On the other hand, if this person enlisted before June 2, 1940, i.e., more than 12 months prior to June 2, 1941, then this column shall be left blank.

**134.** Persons who went to Military Camp with Reserve Units. Persons who went to Military Camp with Reserve Units, between June 2, 1940 and June 2, 1941, will not report the number of weeks at Military Camp as weeks of employment. For example, if a man, who never lost a day's work during the 12 months preceding the date of the census, went to Military Camp during these 12 months for his 30 days' training, then the entry in column 33 shall be "48 weeks" and not "52 weeks". Similarly, if a man was without employment from June 1940, to the first of September, 1940, then secured employment which lasted for the remainder of the 52 weeks between June 2 1940 and June 2, 1941, but in January, 1941, received his call for 30 days' military training; the entry in column 38, for this person, shall be "35 weeks" and not "39 weeks".

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

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

**137.** Earnings of persons who went to Military Camp with Reserve Units during the 12 months preceding the Census. In such cases, the military pay received will not be included in Column 39. The earnings entered in this column will be only for the number of weeks reported in column 38.

## **CENSUS OF HOUSING**

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

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

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

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

### **SECTION 1. THE DWELLING**

**142.** Column 4. -- Type of dwelling. The Enumerator shall follow the instructions given in the box-heading of this column. If the dwelling is in a "single" house he shall enter the letter "X" in the square opposite 1. If it is in a "semi-detached" house he shall enter it in the square opposite 2, etc.

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

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

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

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

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

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

**147.** Column 8. -- Principal exterior material of the building. The Enumerator shall make an entry in this column according to instructions given in the box-heading. If the exterior material is brick, he shall enter "X" in the square opposite 1, if it is of wood, the entry shall be in the square opposite 2, etc.

## **SECTION 11. HOUSEHOLD LIVING QUARTERS**

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

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

**150.** Column 11. -- Principal heating fuel. The entry in this column shall be in accordance with the instructions given in the box-heading. The Enumerator will note that by principal heating fuel is meant the one used for the greatest part of

the year. For example, if a home is commonly heated, with coal and the owner buys some wood to use during, early fall or late spring, the entry in this column will be "X" in the square opposite 1. He will also note that this inquiry refers only to fuel for heating the home and not for cooking.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**162.** Column 23. -- If the water tax is paid by the occupant, what was the amount for the last fiscal year? The Enumerator shall enter in this column the amount paid for water in the last fiscal year. In the case of dwellings occupied by tenants, the amount will be reported only if it is paid by the occupant. In this column as well as in column 20, the amount entered shall be in dollars only. For example, if the water tax for the last fiscal year was six dollars and twenty-five cents, the entry in this column shall be \$6; if, on the other hand, it was six dollars and sixty-five cents, then the entry shall be "\$7". If the annual water tax is not paid by the tenant, the column shall be left blank.

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

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

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

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

**164.** Column 25-Is there a mortgage or agreement for sale on this dwelling?

(1) The Enumerator shall make an entry in this column in accordance with the instructions given in the box-heading.

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

**165.** Column 26. -- Present amount of outstanding mortgage on this dwelling.

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

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

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

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

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

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

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

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

#### **SUPPLEMENTAL SCHEDULE FOR THE BLIND AND THE DEAF-MUTE.**

##### **FORM NO. 8**

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

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

#### **CENSUS OF AGRICULTURE**

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

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

**174.** Census schedules are confidential. The Statistics Act prescribes heavy penalties for revealing census information to unauthorized persons. The Enumerator should make it clear to everyone, particularly to persons who seem to be unwilling to give the information requested, that this information will not be seen by any person except the sworn employees of the Dominion Bureau of Statistics, that it will not be used as a basis for taxation, and that it will be used solely for the preparation of statistical tables. The Enumerator is especially cautioned against showing to anyone any schedule or part of schedule, which has been filled in. To ensure safety and secrecy of returns, each schedule, as soon as it is filled in, should be placed in the envelope provided for the purpose.

**175.** Schedules to be used for the Census of Agriculture. Four schedules are to be used by the Enumerator in taking the Census of Agriculture.

(1) The "General Farm Schedule" (Form 2), will be used in the enumeration of all farms (See the definition of a farm on Form 2), whether located in urban or rural localities.

(2) The "Fruits and Vegetables Schedule" (Form 2A) will be used in addition to Form 2 for the enumeration of farms where in 1940, vegetables, vegetable seed, nursery products or small fruits were produced for sale to the value of \$50 or more and on farms where there are fifty (50) fruit trees or more at the time of the Census.

(3) The "Abandoned or Idle Farm Schedule" (Form 2B), will be used to enumerate farms which have been used for agricultural purposes in the past but are now abandoned or idle.

(4) Form 3 will be used for reporting "Animals, Animal Products, Gardens, Fruits, Bees, etc.", kept in cities, towns and villages or elsewhere on plots which do not qualify as farms according to the census definition.

#### **GENERAL INSTRUCTIONS FOR FILLING OUT THE SCHEDULES**

**176.** (1) Instructions and explanations are given for the most part on the schedules in conjunction with each question. In addition, however, the Enumerator should study the Book of Instructions as well as the schedules, before attempting to fill out the first farm schedule. Inquiries having no instructions either on the schedule or in the Book of Instructions are assumed to be self-explanatory.

(2) Specimen Schedules printed, one on the paper and the other on buff, have been specially provided to show the method of filling out Forms 2 and 2A. These should be studied carefully along with the Book of Instructions and the explanations under each question.

If, after having studied the Book of Instructions and the Specimen Schedules, any question arises as to any inquiry, the Enumerator should apply to his Commissioner for further instructions, or he may write direct to the Dominion Bureau of Statistics.

(3) Use blue or black ink only. Never use ink of any other colour. Do not use a pencil.

(4) Write legibly. Be sure to write all figures clearly, so there can be no mistake as to their meaning.

(5) Do not use an eraser or ink eradicator. If a mistake is made, draw a line through the entry in error in such a manner that it can still be read. and rewrite the new within the proper space.

(6) In entering values use dollars only, omitting cents, e.g., write one hundred dollars as \$100, and not as \$100.00, five dollars and twenty-five cents as \$5, and five dollars and seventy-five cents as \$6, etc.

(7) Where no entries are required leave the spaces blank. Do not insert dashes, ciphers, or check marks.

(8) Any unusual characteristic, such as a crop not common to the locality, should be explained on the margin of the schedule. Do not write in the spaces marked "For office use only", or in spaces marked "XXXX".

(9) Every question must be answered when applicable. Inability to obtain exact data does not justify failure to answer a question. Obtain the most accurate returns that circumstances permit. If farm records are kept, take figures from them. If such records are not available, careful estimates shall be obtained in all cases.

(10) By paying careful attention to the instructions the Enumerator will avoid having incomplete or carelessly prepared schedules returned to him for correction. Note that payment to the Enumerator is not made until the Bureau of Statistics has checked over all of the Enumerator's schedules and is satisfied that they have been filled out carefully and completely.

**177.** Source of information. (1) The Enumerator shall obtain information about a farm from the "farm operator" whenever possible. If it must be obtained from another person, select preferably a member of the operator's household. Make sure that he or she is reliable and competent to give the information.

(2) If the operator resides outside of this enumeration subdistrict and it is impossible to see him or any member of his family, the Enumerator shall secure the information from a neighbour or from any reliable source that may be available. In such a case make a note on the top of the schedule stating from whom the information was obtained.

(3) It is imperative that a complete schedule be turned in for every farm in the sub-district assigned to the Enumerator, whether the farm operator is "resident" or "non-resident". (See instruction 189 for an explanation of these terms.)

**178.** Definition of a "Farm". A farm, for census purposes, is all the land located in any one sub-district which is directly farmed by one person conducting agricultural operations, either by his own labour or with the assistance of members of his family or of hired employees. It may consist of a single tract of land or of a number of separate tracts held under different tenures. In order to be reported as a farm such land must be of one acre or more in extent and have produced in 1940 agricultural products to the value of \$50 or more or be under crops or employed for pasture in 1941.

**179.** "Agricultural operations" is a general term which includes the production of grains, hay, pasture, vegetables or fruits; the raising of domestic animals, poultry, bees, fur bearing animals; and the production of livestock products, such as milk, meat, wool, etc.

**180.** Market gardens, orchards, etc. On farms which produced for sale in 1940 either vegetables, vegetable seed, nursery products or small fruits to the value of \$50 or more and on farms where there were fifty (50) fruit trees or more in 1941, the Enumerator will fill out a Form 2A. For such farms, however, there must also be filled a Form 2.

**181.** Abandoned or Idle farm. The Enumerator shall report every abandoned or idle farm in his enumeration subdistrict on Form 2B according to instructions on the schedule. Do not fill out a Form 2 for such farms.

**182.** Farms operated in 1940, but idle in 1941. If a farm was operated in 1940 but is idle on June 2, 1941, it will be reported on Form 2 and the Enumerator will write in inquiry No. 1 "This Farm is not operated in 1941". He will then obtain the information for 1940 from a neighbouring farmer or some other responsible person.

**183.** Farms operated in 1941 but idle in 1940. If a farm was idle in 1940 but is being farmed in 1941, the Enumerator will enumerate it on Form 2, giving the name of the present operator and filling in all the information obtainable. In the 1940 crop section he will then write: "This farm was not operated in 1940".

**184.** Farms where various tracts are held under different tenures. Where an operator owns 120 acres and rents an additional 20 acres from some other person, he shall be reported as operating one farm of 140 acres. As a rule there should never be more than one Form 2 filled out for the same operator in one sub-district.

**185.** Farms rented to others. When a landowner has one or more tenants, renters, croppers or managers, the land operated by each of these is considered a "farm". For example, if John Doe owns 300 acres but rents 100 acres to Thomas Brown and 100 acres to Richard Greene and operates the remaining 100 acres himself, then a separate Form 2 will be filled for John Doe, Richard Greene and Thomas Brown with 100 acres each.

**186.** Change of farm operator. In many instances the farm operator on June 2, 1941, will be a different person from the one who operated the farm in 1940. When such a case arises the Enumerator shall obtain from the present operator, as accurate a record as possible of the acreage, production, etc., of this farm for the year 1940. The information must be for this farm, do not report crops harvested in 1940 on some other farm.

**187.** Agricultural operations by other than the operator of this farm. On some farms, members of the operator's family or other persons living on the farm will grow small acreages of crops or will keep some livestock, or both. Include all such operations on the schedule of the farm operator. Do not fill out a Form 2 for members of the family or other persons living on the farm unless each operates a tract of land entirely independent and separate from the home farm.

**188.** Institutional farms. The lands utilized by institutions, such as schools, almshouses, hospitals for the insane, etc., for the growing of vegetables or fruits or for carrying on agricultural operations, are, for census purposes, considered as farms and should be reported on Form 2. On such farms, only the land and buildings used for agricultural purposes shall be included when reporting the acreage and values. Do not include the value of any buildings used for the care of inmates or for housing students. The name of the executive officer of the institution or the manager of the farm is to be reported as farm operator. Inmates who spend their full time working on the farm should be classed as farm workers. The products of the farm used by the institution should be entered on Forms 2 and 2A as sold.

**189.** "Resident" and "Non-Resident" Farms. The Statistics Act provides that each Enumerator shall enumerate only that land which lies within his enumeration sub-district. Where a farm lies within two such areas, it is to be enumerated as a farm in both areas. The part that lies in the enumeration area where the farmer lives is called a "resident" farm. The part lying in the other enumeration area is called a "non-resident" farm and should be noted as such in the Enumerator's record opposite the page and line number.

**190.** Land used but neither owned, leased nor rented. There are a few cases where land is being used for agricultural purposes which the operator does not own, or formally lease or rent. Any such land should be considered as rented but with no rent paid.

**191.** (1) Indian reservations and allotted Indian land. Where land has been allotted to Indians a separate Form 2 should be filled out in every case where the agricultural operations are sufficient to bring such land within the definition of a farm. Such land should be reported on Form 2 as owned. The word "allotted" can be taken simply to mean the acreage designated as the place of agricultural activity of an individual Indian. If the Indian has no "allotted land" but has live stock which pastures on unallotted land of the Reservation, report the livestock on Form 2, and write on the schedule "No land allotted."

(2) Any land belonging to an Indian Reservation that has not been allotted or assigned to individual Indians and that is not leased to a corporation or individual, if used for agricultural purposes, constitutes a single farm and should be reported as such under the name of the Indian agent as operator. (Inquiry No. 1.) Report on this schedule any livestock belonging to the

Reservation as a whole, but not to any particular Indian. Do not include the acreage of wild land not utilized for agricultural purposes.

**192.** Community pastures. In some sections of the West, there are areas of land owned by the Provincial Government or by Municipalities that are set aside as community pastures. Such areas should be reported as a single farm. As farm operator, give the name of the manager in charge of the area. The livestock on such pastures should be reported on the farm schedule of their respective owners.

**193.** Boys' farm clubs. In some areas boys' farm clubs are organized and each boy is allotted a small tract of land on which to grow some crops. The operations of each boy should not be reported as a separate farm. In such cases the Enumerator shall report all of the land allotted to the boys' club in an area and its production on one farm schedule. Report as farm operator the county agriculturist or whoever is in charge of the club.

## **INSTRUCTIONS FOR SPECIFIC INQUIRIES**

The instructions which follow supplement those appearing on the schedule (Form 2). Additional ones are given only when deemed necessary. Inquiries which have no instructions are assumed to be self-explanatory.

**194.** Location of farm. The Enumerator will fill in carefully the spaces at the top left hand corner of Form 2, giving the Province, the Electoral District, the Municipality or Township, and the enumeration sub-district. In the Prairie Provinces he will give also the section, township, range and meridian, using a separate line for each section or part, of section as instructed. In the other Provinces, the Enumerator shall give the range or concession and the lot number.

If more lines are needed to give the location of a farm, write them on a separate slip of paper and pin it to the schedule.

**195.** Enumerator's record. The Enumerator shall fill out carefully the blank spaces under this heading at the top right-hand corner of the front page of the schedule. The farms must be numbered in the order visited, beginning with number (1) and continuing in order until the district assigned to one Enumerator is completed. The Enumerator should begin the enumeration of his sub-district at a well-established point and carry on in order, numbering each occupied farm and abandoned or idle farm in consecutive order. Should the Enumerator come to a farm home and find that there is no one there competent to answer the questions, thus necessitating a second visit, he will prepare a schedule with the name of the farm operator, giving it the proper number in consecutive order of visitation. He will then set this schedule aside and use it for the enumeration of this farm at the time of his second visit.

The Enumerator shall then enter in the proper spaces the number of the population sheet and the number of the line on that sheet where the name of the farm operator will be written. These figures are necessary for identification purposes and must never be omitted except where the farm operator does not reside in the enumerator's sub-district. In that case the word "Non-Resident" should be written opposite page and line.

**196.** Maps. The Enumerator will be furnished with a map of his enumeration sub-district whenever such maps are available. It will be his duty to mark each farm on the map after enumeration. The purpose of this map is to ensure that no farm land is omitted. If the farm is occupied, the Enumerator shall mark "F" on the map, if it is abandoned or idle he shall mark "A" and if the land is neither occupied nor abandoned (according to the definitions given for occupied farms and abandoned or idle farms), he shall mark "B." The Enumerator shall see that every quarter section (in the Prairie Provinces) or lot in the Other provinces is thus marked on the map. The map will then be returned to the Commissioner with the schedules.

### **FARM OPERATOR**

**197.** There must be an entry on every resident farm schedule for inquiries 1 to 6 except for No. 4 when the operator is Canadian born.

For "non-resident" farms which are parts of other farms, only inquiry No. 1, name of the operator, need be answered. For "non-resident" farms, which are not part of other farms, there should be entries in all inquiries.

**198.** Inquiry 1. Name. The name of the person operating the farm must be reported under this inquiry, not that of a firm, institution, school, etc., which may own the land. When a farm is operated by a tenant or by a hired manager, his name should appear as operator in this inquiry.

**199.** A hired manager is a person who is paid a salary to operate the farm for another person, firm, corporation, or institution. Caretakers and hired labourers should not be confused with managers. A caretaker who has the use of the land in payment or partial payment for his services should be considered as a tenant and the Enumerator should enter as cash rent the estimated value of such services.

**200.** Inquiry 2. Post office address. The correct post office address of the person whose name is entered after inquiry 1 shall be obtained by direct inquiry. If the operator lives on a rural route, the number of the route shall be given as "R.R. No. 1 or 2" as the case may be.

**201.** Age. The age of the operator must be reported on this schedule as well as on the Population Schedule.

**202.** Inquiry 3. Birthplace and racial origin. These must be filled out on this schedule as well as on the Population Schedule.

**203.** Inquiry 4. How long have you lived in Canada (if not Canadian born)? There must be an entry for this inquiry if the birthplace reported in inquiry 3 is outside of Canada. If the operator is Canadian born, no entry is required.

**204.** Inquiry 5. How long have you operated the farm you now occupy? The answer to this inquiry must always be equal to, or less than the sum of the answers to inquiries 6(a) and 6(b).

**205.** Inquiry 6. How many years have you farmed? There must always be an entry for either 6(a) or 6(b) and usually for 6(c), except on "non-resident" farms. The sum of the entries for inquiries 6(a), 6(b), and 6(c) must bear a reasonable relationship to the age of the operator as given in inquiry 2. Do not include the number of years of experience reported under 6(b) in inquiry 6(a).

**206.** In past censuses there has been a tendency for the Enumerator to omit answering inquiries 5 and 6. These inquiries must be answered on all resident farm schedules. Enumerators failing to do so will have the schedules returned to them for correction.

**207.** Inquiry 7. What is the main source of your (farm operator's) total income? This inquiry is designed to show the main source of the farmer's income. The Enumerator shall enter that source from which, under the present farm organization, the operator generally derives the greatest proportion of his income. If wheat usually supplies most of his income the answer to this inquiry shall be "wheat" even if there happened to be a crop failure in 1940.

If the operator has a small farm but obtains most of his income from working off the farm, such as working in a factory, fishing, etc., these non-farm enterprises shall be entered in this inquiry.

An enterprise should supply 50 per cent or more of the total income before it is considered as the main source. If it takes more than one enterprise to make up the 50 per cent or more of the total income, name them in their order of importance.

**208.** Inquiry 8 (a). How many days in 1940 did you (the farm operator) work for pay at work not connected with this farm? Include in this inquiry the total number of days of work done off this farm for pay by the farm operator, even if it consists of work for the municipality to pay taxes or for some individual to pay off a debt or even if payment for such work is made in merchandise. Do not, however, include labour exchanged, such as is commonly done in certain sections during seeding, harvesting, etc.

**209.** Inquiry 8 (b). Occupation followed on days reported under 8 (a). This inquiry is self-explanatory. Note, that inquiry 8(a) and 8(b) refer only to the farm operator, while 8(c) refers to the returns of all work done off the farm including that of the operator.

**210.** Inquiry 8 (c). Gross returns from outside work. The Enumerator shall include the gross returns of all work done off this farm, whether it was done by hired farm labourers using horses or machinery belonging to this farm, or by members of the operator's family who are living on the farm and are still considered as part of this farm household. For example, if this farm operator threshed 1,000 bushels of wheat at 9 cents a bushel for his neighbour and he hired 6 extra men to do the work, he shall enter \$90 in answer to this inquiry. The expenses for the hired labourers and for fuel and other items shall be entered in inquiries 14 and 15 and under the section "Farm Expenditures, 1940."

**211.** Inquiry 8 (d). Gross income from boarders, lodgers, overnight cabins and campers. Where the farmer takes in boarders, such as a local school teacher, or where he runs a tourist camp, the income from such must be entered in this inquiry.

**212.** Inquiry 8 (e). Amount received for fire and hail damage, sale of farm machinery, etc. If the farmer has hail insurance or fire insurance on his buildings or livestock and he is haled out or has a building burned out, the money received shall be entered in answer to this inquiry. Receipts from the sale of farm machinery shall also be entered here. If an old machine is turned in on a new one, give the allowance on the old machine under this inquiry and the dealer's sale price of the new machine under inquiry No. 53.

### **FARM POPULATION**

**213.** Inquiry No. 9 (a) and (b). Total number of persons living on this farm on June 2nd, 1941. Care should be taken that the sum of inquiries 9(a) and 9(b) is equal to the entry for the "Total number of persons living on this farm June 2nd, 1941." On institutional farms enter as farm population, only those members of the institution who direct or perform agricultural operations. If a member of this household is on Active Service or at camp with a Reserve Unit he will be counted as part of the farm population.

**214.** Inquiry 10. How many persons, 10 years of age and over, living on this farm on June 2nd, 1941, were not living on a farm in 1931? This inquiry is designed to show the movement of population to the farm and will require an entry only when a person over 10 years of age, who is now living on this farm, moved to this or some other farm during last 10 years.

### **FARM LABOUR**

**215.** While housework is often contended to be part of the farm labour, for census purposes, the Enumerator shall take special care to see that it is excluded

**216.** Inquiries 11 and 12. These two inquiries are designed to give a picture of farm labour during a specified time of the year. The members of the family who do not receive specified wages and who are included in inquiry 11 must not be

included in inquiry 12; similarly in inquiry 12, no labourer should be included more than once in (a), (b), and (c)

**217.** Inquiry 13. Number of weeks of hired labour in 1940. This inquiry must always have an entry where hired labour is used or where the operator is a hired manager. Be sure to include the total number of weeks of hired labour, whether it was used on this farm or in doing custom work for this operator. For example, if the hired man uses the operator's tractor to do custom ploughing for a neighbour, his labour during this period shall be included in this inquiry along with the time he spent working on this farm. Include members of the operator's family under this inquiry, when they are paid actual wages.

**218.** Inquiries 14 and 15. These two inquiries are designed to give the wages paid and the value of the room and board furnished the hired labour reported under inquiry 13. The answers to these two inquiries must be consistent with the answer to inquiry 13. Any unexplained inconsistencies will be returned to the Enumerator for correction. Care must be taken to include only the cash wages in inquiry 14. The estimated value of house or of room and board furnished the farm labourers shall be based on current rates prevailing in the locality. If only the house is supplied, write in the word "House" before the dollar sign and if no room and board is supplied, write in "none" before the dollar sign.

#### **FARM ACREAGE AND TENURE**

**219.** The experience of previous censuses has shown that frequently this section is not filled out completely. In many cases the Enumerators failed to realize the relationship of the total acreage in this farm, inquiry 16, to inquiries No. 17, 18, 21, 62, 63, and others.

**220.** Inquiry 16. Total number of acres in this farm. Give the total acreage as indicated by the note under the inquiry. Include all lands, whether owned, rented, leased or managed for others, that are located in this sub-district and on which the operator conducts farming operations of any kind, whether they are cropped, used for hay or pasture, in woodland. etc. Large areas of timber land or other non-agricultural land held by a farm operator, but conducted apart from the farm business and which are not used for hay or pasture or for any other agricultural purpose should not be included.

**221.** Inquiry 17. How many acres of this farm do you (a) own in 1941, (b) rent or lease from others in 1941, and (c) operate for others as a hired manager in 1941? This inquiry has particular reference to the tenure under which the land mentioned in inquiry No. 16 (a) is held. Schedules will not be accepted where the Enumerator has failed to account in this inquiry for all the land reported under inquiry 16 (a).

**222.** Inquiry 17 (a). Acres owned. Consider as owned, the land that the operator or his wife hold under title, homestead law, purchase contract or as an heir or as a trustee of an individual estate or that which is more or less permanently occupied by a squatter.

**223.** Inquiry 17 (b). Rent or lease from others. This includes all land which is rented from others, whether it is used for crops, pasture, hay, etc. In the Prairie Provinces there are many large tracts of land that are leased for hay or pasture at

a nominal rate. Some farmers do not pay any fixed rent. However, these areas must be included as part of the farm acreage.

**224.** Inquiry 17 (c). Operate for others as a hired manager. Where the operator is a hired manager, the acreage shall be reported under this inquiry. In such a case no entry shall appear under inquiry No. 17 (a) or 17 (b).

**225.** Inquiry 18. This inquiry shall be answered whenever there is an entry under inquiry 17 (b), whether the farm is wholly or only partly rented. In order that the different kinds of rent may be comparable, it is essential to give them all in dollars. If the rent is paid in any other way than stated on the schedule, insert under 18 (c) the estimated cash value and write in the kind of rent paid.

**226.** Inquiry 19. If the farmer rents or leases land either in this sub-district or elsewhere, the name and address of the owner or owners must be given in this inquiry. Where the owner is a firm or corporation, give the name and address of the company's nearest office. If more lines are needed for the names and addresses, attach a slip of paper to the schedules, inserting the number of the inquiry and the names and addresses.

**227.** Inquiry 20. Land operated outside of the sub-district. This inquiry is designed to give the acreage of this farm which is located outside of this sub-district and consequently is not reported under inquiry 16 (a). The acreage given under this inquiry, plus that given for inquiry 16 (a), should equal the total area operated by this operator, regardless of location. This inquiry should be answered only on "resident" farm schedules.

The Enumerator shall endeavour to obtain the exact location of these lands held by the farm operator outside of his own sub-district, because these will be matched with the corresponding "non-resident" schedules.

## **FARM VALUES**

**228.** (1) Inquiry 21. Total value Of this farm (land and buildings). This inquiry is important and the Enumerator shall obtain, for all farms, as accurate an estimation of the value as can be secured. The explanatory note under the inquiry must be carefully studied. The value required covers all the land reported under inquiry 16 (a) and the buildings and improvements thereon, as of June 2nd, 1941, whether owned, rented, leased or managed.

(2) Satisfy yourself that the value given is the amount for which the farm would sell if there were a willing buyer and a willing seller, and not a forced sale. Do not report the assessed value unless it conforms with the market value. Assure the operator that the figures given will not be used for taxation purposes and that they will not be seen by anyone other than the sworn employees of the Dominion Bureau of Statistics.

(3) For institutional farms, the report should cover only the value of the land and buildings which are used directly for agricultural purposes. Do not include the value of buildings used for inmates, instructors, students, etc. The value of buildings or factories producing butter, cheese, condensed or evaporated milk, canning factories, which though situated on the farm, are used

for manufacturing or administrative purposes rather than for farm purposes, shall not be included under inquiries 21 or 22.

**229.** Inquiry 22. Value of all buildings on this farm. The value reported here will of course be less than that reported under inquiry 21. The difference between these two amounts will be the value of the land alone. Do not attempt to find out the original cost of the buildings nor the amount it would cost to replace them but arrive at the value in the same manner as instructed for inquiry 21.

### **FARM MACHINERY**

**230.** The Enumerator shall carefully study the explanatory note on the schedule. The values for machinery like those for land and buildings shall be the market value, i.e., the amount for which they would sell if there were a willing buyer and a willing seller. Include all farm machinery which belongs to this farm whether it is owned by this operator or not.

231. Inquiries 23 and 24. These two inquiries are self-explanatory. The Enumerator will note, however, the second column "Year of latest model". If there are two automobiles on the farm, one a 1930 and the other a 1938 model, he shall enter in this column "1938" only. The same procedure will be followed for all other machines for which the question is asked. The value, however, should include all machines reported.

**232.** Inquiry 25. Tractors on this farm. Since tractors are usually rated according to horse-power both on the draw bar and on the belt pulley, the Enumerator shall note that this inquiry is based on the draw bar horse-power and not on the belt pulley rating.

**233.** Inquiries 26 and 27. Grain combines and threshing machines. These two inquiries refer only to combines and threshing machines used for harvesting grains. Do not include potato combine harvesters, etc.

**234.** Inquiry 28. Stationary motors. In column 2 report the aggregate horse-power. For example, if there are 3 gasoline motors reported in column 1 having 2, 3, and 5 horse-power respectively, the Enumerator shall report in column 2, 10 horsepower, which is the sum of the three.

**235.** Inquiry 29. All other equipment and machinery. Be sure to include the value of all other machinery and equipment which is not included in the preceding inquiries. Besides the machinery and equipment given in the note on the schedule under this inquiry include the value of buggies, sleighs, ploughs, discs, harrows, rod weeders, potato planters and diggers, hay loaders, rakes, manure spreaders, silage cutters, feed grinders, cream separators, pails, equipment for hogs, poultry, bees, maple sugar, canning; also equipment for spraying, dusting, picking; small tools, such as shovels, hoes, hammers, carpenter and blacksmith tools; fanning mills, wind mills, etc.

### **MORTGAGES, AGREEMENTS FOR SALE AND LIENS**

**236.** Inquiries 31 to 34 have been given a place on the General Farm Schedule at the request of many Agricultural Associations and Farmers' Organizations.

Positive assurance should be given to the farmer that the records of an individual farm will not be made public. The information is absolutely confidential and will be used only in the compilation of statistical tables.

**237.** (1) Inquiry 31. The Enumerator shall study carefully the note given on the schedule under this inquiry. This inquiry must be asked of all farm operators who own all or part of the land they operate, but not of tenants or managers. It relates to all of the owned land reported under inquiry 16(a) plus any other owned land located outside of this sub-district but operated by this operator.

(2) Mortgages and agreements for sale on land and buildings include all debts represented by agreements for deed or contracts for title, deeds of trust, judgements and by any other legal instrument which partakes of the nature of a mortgage or agreement for sale. Debts covered by crop liens or mortgages on livestock or implements are not to be included here (see inquiry 33).

(3) A farm where foreclosure proceedings have been started but where the period of redemption has not expired and the operator still has the use of the land should be considered. as mortgaged.

(4) If the amount of the mortgage or agreement for sale exceeds the total value of land and buildings reported under inquiry 21, the Enumerator shall state the reason in the margin of the schedule.

(5) Where an agreement for sale is in kind, for example, in bushels of wheat, give in answer to inquiry 31(b) the current value of the amount outstanding. The rate of interest for such contracts is not usually known; therefore the Enumerator shall mark "X" in inquiry 32 opposite the indicated holder of the debt.

**238.** Inquiry 32 (a). Whenever there is an entry under inquiry 31 there must be an entry in the square opposite the indicated holder of the debt. If there is more than one mortgage or agreement for sale bearing different rates of interest, write both rates in the square or squares,

**239.** Inquiry 32 (b). In this inquiry include the principal and interest paid in 1940 on mortgages and agreements for sale given in answer to inquiry 31(a) and 31(b).

**240.** Inquiries 33 and 34. These two inquiries refer to all debts of the farm operator which are secured by liens on crops, livestock or implements, regardless of whether he is the owner, part owner, tenant or manager of a farm.

### **FARM GARDENS AND ORCHARDS**

**241.** A special schedule, Form 2A, has been prepared to satisfy the increasing demand for more detailed information on the commercial production of fruits and vegetables. To classify commercial producers, certain arbitrary standards had to be set up, these appear on Form 2A and in the note given above inquiry No. 35. On those farms which are not classed as commercial producers, the Enumerator shall fill out all the inquiries in this section. However, for those farms which come up to the standard, that is, those farms which produced for sale in 1940 either vegetables, vegetable seed, small fruits, or

nursery products, to the value of \$50 or more, and those farms reporting more than 50 fruit trees in 1941, the Enumerator shall leave inquiries 35 to 38 blank and fill out a Form 2A.

**242.** Inquiries 35 and 36. The Enumerator shall note that the amounts reported in answer to inquiries 35 and 36 (a) are for amounts produced which may be more than 550 as it includes both the amounts sold and consumed. However, the difference between the amount produced and the amount consumed will be equal to the amount sold and should never be greater than \$50.

**243.** Inquiry 36 (b). The value reported here must be in accordance with the number of trees reported in inquiry 38.

**244.** Inquiry 37. Report the value of all fruits and vegetables, not including potatoes and turnips, grown on the farm and consumed by the operator's family (whether living on the farm or not), and by all other households living on the farm. Vegetables and fruits grown on institutional farms for consumption in the institution are not to be reported here, but are to be considered as products sold and if the amount is greater than \$50 a Form 2A will be filled out.

**245.** Inquiry 38. The number of trees reported here must be less than 50. If greater, fill out a Form 2A. Include the number of trees of "bearing age" together with those "not of bearing age."

**246.** Inquiries 39 and 40. Do not include the values reported here under inquiries 36 (a) and (b). These two questions should be answered regardless of whether a Form 2A is filled out or not.

#### **CO-OPERATIVE SELLING AND PURCHASING, 1940**

**247.** For the purposes of the Agricultural Census, a co-operative association is defined as a business organization, owned or controlled by the patrons, that is, people who use its services and operated in their interest.

**248.** Inquiry 41. A member of a co-operative association is defined as a person who paid a membership fee during 1940 or who owns a share of capital stock in a co-operative business organization.

**249.** Inquiry 42. Include the value of all farm products enumerated on the schedule that were sold through co-operative organizations.

**250.** Inquiry 43. Include all general merchandise (groceries, dry goods, coal, etc.), and farm supplies, (oil, building material, implements, fertilizers, feed, etc.) that were bought through or from co-operative organizations.

#### **FOREST PRODUCTS CUT ON THIS FARM**

**251.** Inquiries 44 to 46. All forest products reported in this section must have been cut on this farm, that is, from the acreage reported under inquiry 16 (b). A cord as used in measuring firewood, pulpwood, etc., contains 128 cubic feet of piled material, such as a pile 4 feet high, 4 feet wide, and 8 feet long, or its

equivalent. The value of evergreen trees cut on this farm and sold as "Christmas trees" should be included in inquiry 46.

#### MAPLE SYRUP AND SUGAR

**252.** Inquiries 47 to 49. Include syrup and sugar made in 1941 from all trees tapped on this farm, even though by someone other than the farm operator. Include also syrup and sugar made by the operator from trees in the open woods for which no rental was paid.

In some cases men living in towns and villages rent Crown land which they use only for the production of maple syrup and sugar. The Enumerator shall fill out a farm schedule for these men, whenever the products from such operations amount to \$50 or more.

#### FARM EXPENDITURES, 1940

**253.** Include in this section all expenditures in cash and any obligations incurred during 1940 in the running of all this farm, whether located in this sub-district or elsewhere. Also include cash expenditures incurred in doing custom work off the farm. In the case of rented farms include any contributions made by the landlord, as well as those made by the tenant operator. Do not report expenses on land owned by this operator but rented to someone else. Since the expenditures for the whole farm business will be taken on the "resident" farm schedules, no expenditures should be reported on "non-resident" farm schedules which represent parts of other farms.

**254.** Inquiries 50, 51, and 52. Expenditures for feed, fertilizers and field and garden seeds should be consistent with the size of the farm as well as with the number of animals reported. Be sure to include the value of any seed or feed received in relief.

**255.** (1) Inquiry 53. Include the total cost of new machinery purchased in 1940. For example, if a new tractor was bought in 1940 for \$1,000 and an old one was turned in with an allowance of \$200, the expenditure should be entered as \$1,000 and \$200 should be entered under inquiry No. 8 (e).

(2) Include all repairs bought for machinery such as new binder parts, mower parts etc., and all repair work such as acetylene welding, blacksmithing, etc.

**256.** Inquiry 54. Include the cost of all building material, whether it is used for repairing old buildings or for building new ones.

**257.** Inquiry 55. This inquiry includes all expenditures for hired custom work done on the farm, such as ploughing, threshing, wood-sawing, etc. Custom work includes the work done by a man and his "outfit" and he is usually paid by the bushel, by the acre, by the cord of wood sawed, etc. This type of work should not be confused with the work done by hired farm labourers. The wages paid for hired labour should be included under inquiry 14, and not under this inquiry.

**258.** Inquiries 56 and 57. These two inquiries are explanatory.

**259.** Inquiry 58. Only the current real estate taxes levied in 1940 on the land reported under 17 (a) and on the buildings and improvements thereon shall be included under this inquiry. Do not include back taxes, irrigation taxes, sales taxes, gasoline taxes, etc. If any of the acreage reported as owned in 1941 in inquiry 17 (a) was not operated by the present operator in 1940, the Enumerator shall assist the farmer in approximating the tax levy for such acreage in 1940.

**260.** Inquiry 59. Include only the amount spent in 1940 for the purchase of nursery stock for orchard trees and small fruits.

**261.** Inquiry 60. This inquiry refers mostly to the amount expended in 1940 for materials used in the production of fruits and vegetables. It also includes formaldehyde and other chemicals which may be used for treating grains for smut, etc., or as an insecticide.

**262.** Inquiry 61. This question is designed to include all expenses, other than those enumerated in the previous inquiries, incurred in the operation of this farm in 1940. Do not include expenditures for food, clothing or other necessities for the family.

#### **CONDITION OF LAND ON THIS FARM**

**263.** (1) The purpose of this section is, first, to classify the total acreage of the farm as given in inquiry 16 (a) and (b), into improved and unimproved land, and second, to sub-classify these areas into cropland, pasture land, waste land, etc. Therefore, the answer to inquiry 62, plus the answer to inquiry 63 for 1940 and 1941 must equal the answer to inquiry 16 (a) and (b) for 1940 and 1941. The Enumerator shall note that the addition of the entries under inquiries 62 (a), (b), (c) and (d) and 63 (a), (b) and (c) must equal the entries given in answer to inquiries 62 and 63 respectively for 1940 and 1941.

(2) To fill out this section properly the Enumerator must understand the relationship that each of the inquiries in this section bears to each other and to other inquiries on the schedule.

**264.** Inquiry 62 (a). Area under crops. Include in column 1 the total acreage which was under crop of any kind in 1940 and in column 2 the total acreage which is, or will be, under crop of any kind in 1941. This includes the acreage in field crops, market gardens, orchards, vineyards, small fruits and nurseries. It does not include the acreage planted to pasture or the area of planted woodland. -- (see inquiries 62 (c) and 63 (a) and (b).)

**265.** (1) Inquiry 62 (b). Area of land summer fallowed. Include in columns 1 and 2 the total acreage that is tilled as summer fallow during 1940 and that will be tilled in 1941. Cultivated or improved land that is not being tilled and is not under crops, but is lying idle should be reported under inquiry 62 (d).

(2) Land that is ploughed in the summer, after taking off a crop such as hay, shall be reported under the crop section and not as summer fallow. However, if a crop is sown and ploughed under as green manure, the acreage shall be reported as summer fallow.

**266.** Inquiry 62 (c). Area of improved land in pasture. Include in this inquiry all land which has been cultivated and seeded to pasture. Do not include drained marsh land or natural meadow hay or pasture land. (see inquiry 63 (b).)

**267.** Inquiry 62 (d). Area of other improved land. Include any other land which comes under the definition of improved land as given in the note under inquiry 62, but which does not come under inquiries 62 (a), (b) and (c). In most cases this will include only the area of buildings, barnyards, sheds, lanes, etc. However, it may also include large areas of cultivated land lying idle. In such cases write in "idle land" after the inquiry.

**268.** Inquiry 63. Area of unimproved land. In most cases it will be necessary to add the answers to inquiries 63 (a), (b), and (c) to get the total area of unimproved land.

**269.** Inquiry 63 (a). Area of woodland. Include all woodland, farm woodlots, maple bushes, land leased for firewood and cutover land with young growth, which has or will have value as timber. Do not include any land used for hay or pasture which is reported under inquiry 63 (b). Do not include large timber tracts which are used to supply wood to paper mills and are run as a separate business from the farm.

**270.** Inquiry 63 (b). Include all uncultivated land which is used for hay or pasture. Woodland which has been wholly or partially cleared, drained marshland or dykeland, which have never been ploughed and planted to hay or pasture but from which some hay is cut, are, for census purposes, classed as unimproved land and should be included under this inquiry. Include also any land which has been cultivated in the past but has been idle for a number of years, is going back to its natural state and is now being used for hay or pasture.

**271.** Inquiry 63 (c). Waste land. Include all waste land on the farm which is not enumerated in the above inquiries and which is not being used as hay or pasture or for any agricultural purpose. This will include such areas as marshes, sloughs and rocky land which are not being used, but are part of the farm area and, therefore, must be enumerated to give a complete account of the farm acreage.

**272.** (1) The columns in this section must be filled in wherever applicable for every crop listed. Columns 1 to 5 refer to the 1940 crop acreage and production and column 6 to the 1941 crop acreage. Do not report crops which this farmer may have raised on another farm in 1940 if such land is not part of the farm he now operates.

(2) The Enumerator shall study carefully the list of crops printed on the schedule, in order that he may be sufficiently familiar with them to avoid omitting or duplicating any crop. If the Enumerator finds that crops, other than those listed, were raised on the farm, he shall write in the name of such crops in any available line where the crop listed on the schedule is not grown on this farm.

**273.** Nurse crops. Where nurse crops are grown, as for example, where sweet clover is planted with oats, if the oats are harvested as hay, report under inquiry 85 (a), if as grain, report under inquiry 68. Do not duplicate by reporting the same acreage under sweet clover.

**274.** Make entries on the proper line. Be sure that all entries made in any of the columns are entered on the line opposite the name of the crop to which they refer. Do not enter the acreage under one inquiry and the yield for that acreage under another inquiry. If part of the acreage sown to oats was harvested as grain and part as hay, due to partial crop failure, report only the acreage harvested and threshed as grain under inquiry 68, and report the acreage harvested as hay under inquiry, 85 (a) along with the amount of hay cut.

**275.** Fall crops. If a crop was seeded in the fall of 1939 to be harvested in 1940, such as fall wheat, the acreage shall be entered in column 1 and the yield in column 2. Crops planted in the fall of 1940 for harvest in 1941 shall be reported in column 6.

**276.** Column 1. The Enumerator shall enter the number of acres sown or planted to each crop on this farm for harvest in 1940. Note that the sum of the acreage shown in column 1 plus the acreage in gardens, orchards, and vineyards, should equal the acreage shown for inquiry 62 (a). Whenever there is an entry in column 1, there must be an entry in column 2, quantity harvested, or in column 5, crop failure or in both. (see instruction 279).

**277.** Column 2. The Enumerator shall enter in this column the total production from the acreage sown or planted, according to the instructions given at the top of the column which shall be studied carefully. Be sure that the entries made are correct and are in the units given on the schedule. Where possible, the entries should be made according to weight, allowing for discounts made by threshers measures, etc.

**278.** Columns 3 and 4. The amount reported in column 3 must be included in the entry in column 2. The value of the quantity sold or to be sold, reported in column 4, shall be the value of the amount reported in column 3. Any unusual values reported in column 4 should be explained in the margin. On farms operated by share tenants, the quantity and value of the landlord's share should be considered as sold off the farm and entered in these two columns.

**279.** (1) Column 5. Report in this column the acreage sown or planted for harvest but on which no crop whatever was harvested, due to crop failure. State along with the acreage the cause of the failure, such as drought, rust, hail, frost, flood, disease, wind, insects, etc. The acreage reported in this column must also be reported in column 1.

(2) If a crop was intended for harvest in 1940 but failed and another crop was planted on the same land and was harvested in 1940, do not report the acreage for the first planting in either column 1 or column 5. For example, if 100 acres were planted to wheat in April, 1940 and the seed was blown out and the same 100 acres were reseeded in June, 1940 to flax, and the flax was harvested as grain in the fall of 1940, report the 100 acres of flax in column 1 but do not report the 100 acres of wheat in either column 1 or column 5.

(3) Do not report acreage that had only a partial failure or acreage planted to grain but harvested as hay. Include only in this column, the acreage which was a complete failure.

(4) For example, column 1 may show that 40 acres were sown to barley in 1940; if 20 acres were completely hailed out the entry in column 5 would be "20

hailed” indicating that 20 of the 40 acres sown produced no crop whatever. Note that the entry in column 1 is still 40 acres.

**280.** Column 6. Report in this column the total number of acres planted on the date of the census or that will be planted for harvest in 1941. Every reasonable effort should be made to obtain figures based on records, or if no records are kept, reliable estimates should be made, if possible, by the farm operator or by some other responsible person. It is the Enumerator's duty to become well acquainted with the average production per acre of the various crops in his enumeration sub-district.

**281.** Inquiries 64 to 76. Grains. These inquiries shall include in columns 1 to 5 only grains which were planted and harvested as such in 1940 and in column 6 grains planted to be harvested as grain in 1941. If they were planted for grain in 1940 but due to partial crop failure were harvested as hay or sheaves, such acreage shall be reported under the hay and forage section. Hay and green feed and the acreage from which it was cut must not be reported in this section.

**282.** Inquiry 71. Corn for husking. This inquiry refers only to field corn and not to corn grown for commercial canning or for human consumption. The quantity harvested should be reported in terms of shelled corn. Two bushels of ear corn or husked corn by measure equal approximately one bushel of shelled corn. One bushel of ear corn weighs 70 pounds and one bushel of shelled corn 56 pounds.

**283.** Inquiries 77 to 86. Hay and forage crops. The Enumerator shall include in this section all the hay and forage crops grown on the farm in 1940. Hay or fodder crops which are grown on the farm and are not named on the schedule should be reported under inquiries 82 and 86. If during the year two or more cuttings of hay were taken from the same acreage report the acreage only once. If both hay and seed were harvested from the same acreage or if just seed was harvested report the total acreage in this section. The acreage grown for seed will also be reported under inquiries 95 to 103.

**284.** (1) Inquiries 87 to 91. Potatoes and Roots. The answers to these inquiries must be reported in the units given on the schedule. (See, instruction 314 for conversion tables). In this section the acreage should be reported to the nearest tenth of an acre, such as 1/10, 2/10, 3/10, 4/10, etc. Do not use decimals. Be sure to report all patches of potatoes, no matter how small. The Enumerator shall remember that potatoes and turnips grown by market gardeners must be reported here.

(2) If the roots mentioned in inquiries 88 to 90 are being grown for feed or for seed, report the total acreage in this section. The acreage grown for seed will be reported also under inquiries 104 to 106.

**285.** Inquiry 91. Other field roots. This inquiry refers to field roots only; do not include vegetables that should be included in the farm garden section, or on Form 2A.

**286.** (1) Inquiries 92 to 94. Miscellaneous field crops. Inquiry 92(b) includes all varieties of tobacco, which are not grown for flue curing.

(2) Any field crop grown on the farm which does not come under any of the crop sections should be included under inquiry 94.

**287.** Inquiries 95 to 106. Clover, Grass and Root seeds harvested on this farm in 1940. The Enumerator shall take special care to see that the reported here are also reported under inquiries 77 to 82 and under inquiries 88 to 90, column 1. The quantity harvested should be given on a clean seed basis. If the seed has not been cleaned, the Enumerator shall obtain an estimate of the weight of cleaned seed. If the hay from which the seed was taken is to be used as feed, it should be reported in the hay and forage section.

#### **LIVESTOCK, JUNE 2, 1941, AND ANIMAL PRODUCTS, 1940**

**288.** Report all domestic animals kept on this farm belonging to the farm operator or to the hired help, to members of the operator's family and all animals which are pastured or fed for others. Include, also, livestock owned by this operator which is being pastured in community pastures. Do not report on this schedule livestock owned by this operator which are pastured or kept on another farm or ranch. Such livestock should be enumerated on the schedule of the operator of the farm or ranch where they were being kept. on June 2, 1941.

**289.** Breeding animals owned jointly. Breeding animals owned jointly by two or more farmers and kept in turn on the various farms shall be reported on the farm where they happen to be located on June 2, 1941.

**290.** Entries to be made on the proper line. Care shall be taken to enter each age group on the proper line and to insert both the number and value where required. Also be sure to report livestock born this spring, as the farmer often overlooks such animals unless he is asked directly for their number.

**291.** Inquiries 107 to 112. Horses and Mules, June 2, 1941. These inquiries are self-explanatory.

**292.** Inquiries 113 to 119. Cattle on this farm June 2, 1941. In classifying cattle follow closely the designations on the schedule. Be sure that the sum of inquiries 113 to 118 equals the total number of cattle on the farm.

**293.** Under inquiries 114 and 115 "kept mainly for milk purposes", include those animals of dairy breeds or mixed dairy breeds which are used or will be used primarily as milk cows. Under "kept mainly for beef purposes", include those animals of the beef breeds or mixed beef breeds which may be milked Occasionally but are primarily kept for beef purposes.

**294.** In inquiry 117, write in "working oxen" wherever they are entered in answer to this inquiry.

#### **PRODUCTION OF WHOLE MILK IN 1940**

**295.** Inquiry 120. Report here the number of cows and heifers milked during any part of 1940 whether they are still on the farm or not.

**296.** Inquiries 121 to 127. These inquiries are designed to give the total disposition of whole milk produced on the farm. The amounts disposed of, whether as milk, butter, cream, or cheese, are to be reported in the first column with their values in the second column. The milk from cows kept on this farm by employees should also be included in these inquiries.

**297.** Milk equivalent. In the past censuses, the Enumerators experienced difficulty in arriving at the total production of milk as there were very few farmers who kept accurate records of this item. To obviate this difficulty column 3, "milk equivalent" has been inserted, and if filled in properly, it will be a guide to the Enumerator in arriving at the total milk production. The Enumerator shall enter in column 3 the number of pounds of whole milk that are equivalent to the number of pounds of cream, butter, and cheese that are entered in column 1. The conversion units required to make these changes are given under each inquiry where they are necessary. The entries in columns 1 and 3 will be the same for inquiries 121 and 126. If column 3 is properly filled in, the sum of the entries for inquiries 121 to 126 will give the total milk production. (See inquiry 127). Note that the conversion units are based on milk with a butterfat content of 3.5 per cent, and, for census purposes, this constitutes a fair average for a whole year's production.

**298.** Inquiry 121. The answer to this inquiry must be reported in terms of whole milk in columns 1 and 3. Where the milk is sold on a butterfat basis or by the gallon, use the conversion units given on the schedule. Do not report skimmed milk or buttermilk.

**299.** Inquiry 122. Report all cream sold, whether retailed as sweet cream or sent to a creamery. If sold on a butterfat basis, see the conversion factor given under inquiry 121, namely 3.5 pounds of butterfat equals 100 pounds of whole milk.

**300.** Inquiry 123. This inquiry includes all dairy, or farm butter made from milk produced on this farm whether for home use or for sale.

**301.** Inquiry 124. The butter included in this inquiry must also be included in inquiry 123.

**302.** Inquiry 125. The instructions given for inquiry 123 also apply to this question.

**303.** Inquiry 126. While the farmer will not be able to give exact figures for this inquiry, the Enumerator shall assist him in giving as accurate an estimation as can be given. Include all whole milk used by households living on this farm, whether it is consumed as whole milk or as cream. Do not report cream made into butter or milk used to make cheese as it is already included under inquiries 123 and 125. Be sure to report only the whole milk fed to livestock. Skim milk consumed in the household or fed to livestock shall not be reported under this inquiry.

**304.** Inquiry 127. This inquiry must be answered on all schedules where there is any milk produced. The answer to this inquiry should equal the sum of the entries for inquiries 121 to 126, column 3. However, since this total is based on the accuracy of the conversion units used, which may vary for individual farms and on the estimation of the amount consumed, it should, wherever possible, be

checked with any other figures that the farmer may have to show his total milk production.

**305.** Inquiries 128 to 131. Sheep and lambs on this farm, June 2, 1941. These inquiries are self-explanatory.

**306.** Inquiries 132 and 133. Wool clip in 1940. The Enumerator will observe that it is the weight and value of unwashed fleeces that is required. This is essential in order that there may be comparability of figures for all farms. The Enumerator will remember that there should be some degree of relationship between the number of sheep shorn and the weight of fleeces.

**307.** Inquiries 134 to 144. These inquiries shall be filled in carefully according to instructions on the schedule.

**308.** Inquiries 145 and 146. Eggs produced in 1940. Include all chickens' eggs laid in 1940, whether sold, hatched or used on the farm. Be sure to include eggs consumed by all households living on this farm. The difference between the number of eggs produced and the number of eggs sold should be equal to the number consumed on the farm plus the number used for hatching. Any special case should be noted on the margin.

**309.** Inquiries 147 to 150. Bees, 1941, and bee products, 1940. When the owner of a number of hives of bees places them out on another farm, they shall be reported on his own schedule together with the production of honey and not on the schedule of the farm where they are located. Bees and honey reported on a farm schedule must be owned by the operator of that farm. Where the owner of the bees does not have a farm, according to the census definition, the bees shall be reported on Form 3. The difference between inquiries 148 and 149 should be equal to the amount of honey consumed on the farm which must be in relation to the number of people living on the farm. Any unusual condition should be explained.

**310.** Inquiries 151 to 153. Fur-bearing animals. Give the name, number and value of all fur-bearing animals that are kept in captivity on this farm. As a rule the number of pelts recorded in inquiry 153 should be in relation to the number of animals reported in inquiry 151, unless there has been breeding stock bought or sold in the meantime. Purchases and sales for 1940 should be recorded under inquiry 152.

**311.** (1) Inquiries 154 to 159. Pure-bred animals, June 2, 1941. The Enumerator shall report only the animals on this farm on June 2, 1941 which are registered or are eligible for registration as pure-bred.

(2) The Enumerator shall carefully write the correct name and number of the breed in each case. He will also note, as called for under these inquiries, that registered stock reported under inquiries 154 to 159 must also be included in the proper classes reported in the preceding inquiries on livestock.

**312.** Inquiries 160 to 167. Domestic animals bought and disposal of all animals on this farm in 1940. This section is designed to give a complete picture of the livestock born or purchased and the number sold, slaughtered or that died from disease or other causes in 1940. The livestock reported in this section refer to 1940 while those reported as on the farm in the previous sections refer to June

2, 1941. However, there will generally be some relation between the two years. For example, if a number of animals were reported as born or bought in 1940, they must be shown as either on the farm on June 2, 1941 or as sold, slaughtered or dead of disease in 1940, unless such animals were disposed of during the period between January 1 and June 2, 1941, in which case they would not be included on the schedule.

**313.** Include in this section all animals bought or raised on the farm, whether now on hand, fattened and sold or otherwise disposed of. Do not include the transactions of drovers and livestock dealers unless they buy the livestock for fattening and their operations come under the definition of a farm. Care shall be taken to enter the items on the correct lines. All values reported should be consistent with the corresponding number of animals.

**314.** Conversion Table. The following table gives a number of standard weights which might be useful to the Enumerator in arriving at the units called for on the schedule.

Product	Unit	Net Weight
Grains --		
Wheat .....	1 bushel .....	60
Barley ..... 1 “	.....	48
Oats ..... 1 “	.....	34
Rye ..... 1 “	.....	56
Corn (shelled) .....	1 “ .....	56
Flaxseed .....	1 “ .....	56
Buckwheat .....	1 “ .....	48
Soybeans (dry) .....	1 “ .....	60
Field beans (dry) .....	1 “ .....	60
Field peas (dry) .....	1 “ .....	60
Potatoes and roots --		
Potatoes .....	1 “ .....	60
Turnips and swedes .....	1 “ .....	50
		(approx.)
Clover and grass seed --		
Clover seed .....	1 “ .....	60
Alfalfa seed .....	1 “ .....	60
Timothy seed .....	1 “ .....	48
Brome grass seed ..... 1 “	.....	14
Crested wheat grass seed ...	1 “ .....	22
Millet and Hungarian grass	1 “ .....	50
Honey .....	1 gallon .....	14.2
		(approx.)
Maple syrup .....	1 “ .....	13.2
		(minimum weight)

(1 gallon of maple syrup equals approx. 10 pounds of maple sugar)

**Fruits and Vegetable Schedule. Form. 2A**

**315.** This schedule shall be prepared by the Enumerator according to the instructions given at the top of the schedule. These instructions must be studied carefully, along with Instructions 241 to 246 and 316 to 347 of the Book of Instructions. The Form 2A should be pinned to the corresponding General Farm Schedule, Form 2, of which it is a part.

**316.** Where the farm operator did not grow vegetables and small fruits for sale in 1940 but expects to sell, in the fall of 1941, \$50 worth or more of vegetables, vegetable seed, nursery products or small fruits, he shall enter on Form 2A the acreage for 1941 for such expected production.

**317.** If the present farm operator was not operating this farm in 1940 and there was a sufficient amount of vegetables and fruits sold to warrant filling out a Form 2A, the Enumerator shall fill out this schedule and get as accurate an estimation of the 1940 production is possible.

**318.** The Enumerator's record and inquiry 1 must contain the information on this schedule as on Form 2.

**319.** Inquiry 2. Total value of crops in 1940. Include in this inquiry, the total value of vegetables, fruits and nursery products produced on the farm whether sold or consumed on the farm.

**320.** Inquiry 2(a). Vegetables. The value reported here should be equal to the sum of the values shown for inquiries 4 to 36, column 5, plus the value given in inquiry 40, column 3, plus the value shown in inquiry 42.

**321.** Inquiry 2 (b). All cultivated fruits. The answer to this inquiry should be equal to the sum of the values given in inquiries 43 to 52, column 2, and in inquiries 54 to 61, column 3.

**322.** Inquiry 2 (c). Nursery products. The answer to this inquiry should equal the sum of the values shown in inquiries 64(a), 64(b), and 64(c).

**323.** Inquiry 3. Area of this farm devoted to vegetable crops. The area reported in this inquiry shall be the actual land surface used for growing vegetables other than potatoes and turnips. Since 2 or 3 crops of certain vegetables, such as radishes, lettuce, etc., may be grown on the same piece of land in one year, the acreage given for this inquiry for 1940 and 1941 may be less than the sum of the acreage given in columns 1 and 7.

### **VEGETABLES PRODUCED**

**324.** The Enumerator shall study carefully the instructions given on the schedule. Be sure to report all the vegetables grown on the farm. If the name of a vegetable does not appear on the schedule, it should be listed by writing over the name of some other crop not raised on the farm. Do not include under this section vegetables harvested from greenhouses.

**325.** Columns 1 and 7. Enter in these columns the total acreage for each crop in 1940 and 1941 respectively. When more than one crop is grown in any one year on the same piece of land, the acreage shall be counted as many times as there are crops. (See the instructions at the top of this schedule.) If less than one

acre of any crop is grown, give in fractions of an acre to the nearest one-tenth (1/10). If both vegetables and vegetable seed were harvested from the same acreage or if just seed was harvested, report the total acreage in this column

**326.** Columns 2, 3, 8 and 9. When the farmer has no idea of the acreage sown to a particular crop, the Enumerator shall fill in columns 2 and 3 for 1940, and 8 and 9 for 1941. In columns 2 and 8 give the average length of the rows. Do not give the total length of all of the rows added together. In columns 3 and 9 give the total number of rows. When these columns are filled in properly, it will be possible, in the Bureau of Statistics, to make an estimate of the acreage planted to each crop.

For such vegetables as cabbages, cauliflower, celery, tomatoes, etc., where neither the acreage nor the number of rows and average length of the rows is known, enter in columns 2 and 3 and 8 and 9 the number of plants. For example, if there were 60 tomato plants planted in 1940, write in columns 2 and 3, inquiry 35, "60 plants."

**327.** Column 4. Quantity harvested. In column 4 give the total quantity of vegetables harvested whether sold or consumed on the farm. The Enumerator shall take special care to enter the quantity harvested in the units given on the schedule. The table of standard weights given at the bottom of the schedule will be of assistance to the Enumerator in making any necessary conversion from one unit to another.

**328.** Column 5. Value of quantity harvested. The value entered in this column shall be for the amount entered in column 4 and must bear a reasonable relationship to it.

**329.** Column 6. Quantity of seed produced for home use or for sale. Include the quantity of seed produced for any of the vegetables listed on the schedule whether it is used on the farm or sold. The acreage from which the seed is produced should be entered in column 1.

**330.** Inquiry 4. Asparagus. Under columns 1 and 7 include non-producing as well as producing acreage.

**331.** Inquiry 5. Beans, (string or snap). Include both green and wax and all beans, other than dried beans.

**332.** Inquiries 6 and 13. Beets and carrots (bunched). Include in this inquiry beets and carrots with tops on and tied in bunches.

**333.** Inquiry 21. Cucumbers. Include Gherkins.

**334.** Inquiry 25. Onions (green). Include spring onions, shallots and early onions with tops tied in bunches.

**335.** Inquiry 23. Peas (in pod). Include all peas sold in the pod.

**336.** Inquiry 29. Peas (shelled). Include all green peas sold without the pod.

**337.** Inquiry 32. Rhubarb (1) Include bearing and non-bearing acreage.

(2) Where roots are grown for forcing in rhubarb houses, show acreage of plants in the field and in columns 4 and 5 write "forcing."

**338.** Inquiry 37. Value of vegetables consumed by all households on this farm in 1940. The Enumerator shall enter in this inquiry an estimate of the value of vegetables not including potatoes and turnips consumed in 1940 by all households on this farm. The value reported here should be in relation to the number of persons on the farm.

**339.** Inquiry 38. Did you sell fruits or vegetables to canning factories or processors? This inquiry is designed to get information as to the number of commercial growers who sell to canners or processors. In the case of "home canning" do not enter "yes" unless such canning is carried on specially for sale.

### **GREENHOUSE AND HOTHOUSE ESTABLISHMENTS**

**310.** Inquiry 39. Area and value of greenhouse, hothouses, etc. The value of the greenhouses, rhubarb houses, mushroom houses, and sashes, inquiry 39, shall include the value of all immovable fixtures attached thereunto such as the heating equipment, potting sheds, benches, etc.

**341.** Inquiries 40 and 41. Include the sum of the total crops grown in 1940. For example, if two crops of greenhouse tomatoes were planted, include the sum of the areas planted to each crop in column 1, and the sum of the production and value in columns 2 and 3. Plants started in the greenhouse, hothouse or under sash and then transplanted to the field should not be included under inquiry 40. Inquiry 40 (c) only includes the forced rhubarb grown and harvested in rhubarb houses. The value of flowers grown and harvested in greenhouses will be included in inquiry 64 (b).

**342.** Inquiry 42. Amount received in 1940 from sale of vegetable plants. Include the value of all vegetable plants sold off the farm such as cabbage, tomato plants, etc., whether they were grown in greenhouses, sashes or in the open field.

### **ORCHARD AND VINEYARD FRUITS**

**343.** Inquiries 43 to 52. Orchard and vineyard fruits. (1) Do not include nursery stock, but include all other fruit trees or grapevines whether are of bearing age or not. The quantity of fruit harvested shown in the first column must bear a reasonable relationship to the value as reported in the second column. Refer to the bottom of the schedule for converting quarts, gallons, bushels, barrels, etc., to a weight basis.

(2) The number of fruit, trees reported in columns 3, 4 and 5 and the acreage in column 6 refer to 1911 and may or may not bear a relationship to the quantity harvested in 1910 and its value. If fruit trees that produced in 1940 were removed after the crop was harvested write in columns 3, 4 and 5 the word "removed". Note that the age classification for grapevines is different from that of other orchard fruits.

### SMALL FRUITS, CULTIVATED

**344.** Inquiries 54 to 61. Small fruits. Report under these inquiries the total acreage, production and value of all cultivated small fruits produced on the farm. The entries given in columns 1, 2 and 3 for these inquiries must bear a reasonable relationship to each other. Any unusual entry should be explained. Wild plums must not be included on this schedule. The quantity harvested must be reported in pounds. Refer to the bottom of the schedule for converting quarts, crates, etc., into pounds.

**345.** Inquiry 62. Value of fruits consumed by all households on this farm in 1940. The Enumerator shall enter in this inquiry an estimate of the value of all fruits, tree and small, consumed in 1940 by all households on this farm. The value reported here should be in relation to the number of persons on the farm.

### NURSERY ACREAGE AND VALUE OF PRODUCTS

**346.** Inquiries 63 and 64. Nursery acreage and value of products. Under inquiry 63 give the acreage under all kinds of nursery stock, whether it be ornamental plants, trees, shrubs, fruit trees, forestry plants, etc. The acreage included here must not be duplicated under the acreage in small fruits, orchard fruits or under the area of woodland as shown on Form 2, inquiry 63 (a). For inquiry 64 give the total amount received from the sale of all nursery products. Include also under this inquiry all flowers and flowering plants whether they were produced in the greenhouse or in the nursery.

**347.** Standard plantings for fruit trees and number of trees per acre. The following table will prove useful to the Enumerator in arriving at the area under orchards.

Square planting	Trees per acre
18 x 18 feet	134
20 x 20 feet	108
22 x 22 feet	90
25 x 25 feet	70
30 x 30 feet	48
35 x 35 feet	35
40 x 40 feet	27
50 x* 50 feet	17
Hexagonal planting	
18 x 18 feet	154
20 x 20 feet	124
22 x 22 feet	104
25 x 25 feet	80
30 x 30 feet	55
35 x 35 feet	41
50 x 50 feet	20

**348.** The purpose of this schedule is to obtain a record of every abandoned or idle farm in the Dominion of Canada in the census year. The information given on this schedule, along with that shown on Forms 2, 2A and 3, will give a complete record of the agricultural production on land in Canada that is now being used for agricultural purposes or that has been used for agricultural purposes in the past. All necessary definitions and instructions are given on the schedule and they should be studied carefully by the Enumerator before any attempt is made to fill out the schedule.

**Animals, Animal Products, Fruits, Gardens, etc., not on  
Farms. Form 3**

**349.** The record of incidental agricultural operations, on plots of less than one acre and on other plots of one acre or more which were not used for pasture and where the value of agricultural production was less than \$50, will be reported on Form 3.

**350.** The Enumerator shall inquire of every household, not living on a farm (particularly in cities, towns and villages) whose census he records on the Population Schedule, whether or not they are in possession of any of the items listed on Form 3, and if so, he will obtain and enter the information under the proper headings on this schedule.

**351.** Reference to schedule 1. In columns 1 and 2 will be entered the numbers of the page and line respectively on which the person is recorded on the Population Schedule. In column 3 will be entered the name of the occupier or owner or other person in charge.

**352.** Columns 4 to 17. Domestic animals and poultry on this plot, June 2, 1941. The entries for the animals on this plot on June 2, 1941, must be filled out in columns 1 to 17 according to the heading for each column.

**353.** Column 18. Bees, June 2, 1941. Enter in this column the number of hives of bees owned by the person enumerated whether they are kept on this plot or placed out on some other farm or plot of land. The total amount of honey and wax produced in 1940 will be entered in columns 23 and 24. (Read carefully Instruction 309.)

**354.** Columns 19 to 24. Animal products on this plot, 1940. These columns shall contain a record of the animal products produced on this plot during the calendar year 1940. The total quantity of milk, butter, eggs and honey entered in these columns must be that produced on this plot and not the quantities purchased.

**355.** The Enumerator shall see that the number of pounds of butter entered in column 21 is in proper relation to the quantity of milk reported in column 20 which in turn should be in relation to the number of cows reported as milked in column 19. An imperial gallon of milk weighs approximately 10 pounds.

**356.** Columns 25 to 33. Domestic animals and poultry sold alive or slaughtered for home use or for sale in 1940. Columns 25 to 33 inclusive shall contain a record of all domestic animals and poultry sold alive or slaughtered for home use or for sale during the calendar year, 1940, as indicated by the headings.

Do not include animals or poultry sold by drovers and animals bought for immediate slaughterings unless such animals or poultry were kept, for some time and fattened by the occupier or owner of this plot.

**357.** Columns 34 to 37. Greenhouses and home gardens. In column 34 will be entered the number of square feet under glass and in columns 35 and 36 the value of greenhouse products. Include in column 37 the value of home garden production whether sold or consumed by the household.

**358.** Columns 38 to 49. Fruit trees, June 2, 1941, and fruits harvested in 1940. In order to conform to the General Farm Schedule and to make possible the combination of the information obtained for farms and small plots, the inquiries under this heading cover the crop year 1940 as well as the census year 1941. The inquiries in columns 38, 40, 42, 44, 46 and 48 relate to the number of trees of each kind at the date of the census, while the inquiries in columns 39, 41, 43, 45, 47 and 49 have reference to the quantity of fruit produced in 1940.

**359.** Columns 50 to 54. Grapes and small fruits harvested in 1940. Include in these columns the quantities of cultivated fruits only. Do not enter wild fruits

## **CENSUS OF MERCHANDISING AND SERVICE ESTABLISHMENTS**

**360.** Purpose. The purpose of this Census is to obtain comprehensive information regarding the distribution of commodities and services to the consumer. A similar Census of Merchandising and Service Establishments was taken ten years ago and the results of that work have proven to be of great value to those interested in the study of Canadian marketing problems. But there have been many changes in the marketing structure of the country in the past ten years. Results of the present Census will reveal the extent of the changes which have taken place and will provide a basis for marketing studies for the next ten years. This Census should lead to improvements which will be of benefit to merchants, manufacturers, and consumers.

**361.** Duty of Enumerator. The Enumerator shall enter the name of every merchandising and service establishment in his territory and record the name, address and a few general facts regarding the business carried on. This information will form the basis of a mailing list to which schedules will be sent direct from the Bureau of Statistics. It is therefore imperative that you obtain the correct name and post-office address of each establishment listed. It is absolutely necessary that you make complete and accurate returns. Incomplete and incorrect listings will NOT be paid for. Commissioners have been instructed not to accept schedules which have been incompletely or inaccurately filled in.

Note: Many firms especially in the smaller towns carry on a combined business such as hardware and farm implements, hardware and automobiles, lumber and coal, etc. Such firms should be listed only once on this form. More than one entry for the same business establishment will not be paid for.

**362.** Definition of Merchandising and Service Establishments. For the purpose of the Census a Merchandising Establishment is one which sells merchandise (as for example, groceries, hardware, dry goods, etc.) at wholesale or

retail prices. A Service Establishment is one which performs services for the public, such as those performed by barbers, tailors, beauty parlours, shoe shine parlours, dyers and cleaners, theatres, hotels, all kinds of automobile repairs, etc., etc. Further instructions regarding the types of business to be included appear under the headings: Retail, Wholesale and Service Establishments.

### **INSTRUCTIONS FOR FILLING IN SCHEDULE**

**363.** The schedule consists of eleven columns, the first eight of which should be completed for every establishment which you list. Column 9 "Remarks" need be completed only when necessary in accordance with the instructions following.

**364.** Columns 1 and 2. Firm name. The firm name and name of proprietor should be shown for all establishments. In cases where the firm name and proprietor's name are the same, enter it in your schedule twice.

**365.** Column 3. Post office address. Insert street and number in cities and towns. In villages and rural areas give name of locality followed by post-office address if different.

**366.** Column 4. Head office address. Insert the post office address of the head office of the firm. If the same as column 3, enter the word "same."

**367.** Column 5. Number of stores. Insert the total number of merchandising or service establishments operated by the organization you are listing. This will usually be "one". If more than four insert, "more than four."

**368.** Column 6. Nature of trading. This question is for the purpose of finding out the manner in which the firm does business: Retailer, Wholesaler or Service. In the case of wholesale firms, give as exact a description as possible, according to the definitions given on page 106. When a firm states that it operates on both a wholesale and retail basis, ascertain the approximate proportions of the total annual business done on each basis and enter these proportions in this column; (e.g., Wholesale, 30 per cent; Retail, 70 per cent).

**369.** Column 7. Kind of business. There are many kinds of business. The lists on pages 109 to 115 contain suggestions as to the kinds of business you will meet. Try to list each establishment under the "kind of business" heading, under which it is generally known: Confectionery store, fruit and vegetable store, hardware store, shoe repair, etc. In the case of the wholesale trade, it may be found easier to list some of the main commodities handled.

**370.** Column 8. Size of business. Find out if the total yearly sales for 1940 of the establishment you are listing amounted to (A) under \$1,000; (B) \$1,000 to \$5,000; (C) \$5,000 to \$10,000; (D) \$10,000 to \$20,000; (E) \$20,000 to \$100,000; (F) over \$100,000. Enter A, B, C, D, E, or F.

**371.** Column 9. Remarks. Insert "F" opposite firms to which schedules in the French language should be sent.

### **RETAIL ESTABLISHMENTS**

**372.** Under this description you must include not only establishments generally known as stores but also gasoline filling stations, garages, restaurants of all types, retail lumber yards, coal and wood yards, refreshment stands, retail florists' shops, co-operative associations and other establishments which, while not usually designated as stores, sell commodities at retail. Your attention is called to the following special cases.

**373.** Gasoline filling stations. Filling stations may be divided into three types according to their method of operation. These types, together with the way in which they should be listed, are as follows:

(a) Company operated stations These are stations operated directly by the wholesale gasoline companies. Enter the name of the company under both "Firm Name" and "Name of Proprietor". The address of the individual station should be entered, together with the other information requested. Make the notation, "Company operated" under "Remarks" in column 9.

(b) Leased stations. These are stations owned by the wholesale gasoline companies but rented to operators who carry on business on their own account, selling the products of the owning company. Enter name of the owning company under "Firm Name". Enter name of the lessee or operator under "Name of Proprietor". Fill in the other information requested and make the notation "Leased Station" in the "Remarks" column.

(c) Independent stations. All stations other than those owned by the wholesale gasoline companies May be treated as ordinary retail stores. No special notation need be made under "Remarks".

**374.** "Restaurants" defined. All restaurants, cafes, lunch counters, cafeterias, etc., are to be listed. Dining rooms and other meal rooms located in hotels and operated by the hotel should not be listed apart from the hotel, but restaurants, etc., in hotels operated by other than the hotel management, are to be listed. Do not list boarding houses, clubs, lunch rooms in schools or factories for pupils or employees, dining cars on trains or dining rooms on boats.

**375.** Concessions. A number of the larger stores and hotels in Canada contain departments, concessions, or businesses which are operated independently of the main establishment. All such lessees should be listed on the schedule immediately below the entry for the main establishment. A notation "Leased Concession" should be inserted under "Remarks" in column 9.

## **MANUFACTURING ESTABLISHMENTS**

**376.** All establishments which are engaged in producing or manufacturing such as mines, factories, farms, fisheries, etc., ARE NOT to be reported; but establishments such as bakers, milliners, custom and merchant tailors, which are merchandising stores, but which make on their own premises the goods they sell, ARE to be included.

## WHOLESALE ESTABLISHMENTS

**377.** A large number of wholesale firms are engaged in supplying the retail trades; they purchase goods from the manufacturer and sell to the retail store. In addition there are a large number of firms engaged in supplying industrial firms with material or equipment, or engaged in the export trade or in the purchase of farm products. These and other types of firms which distribute merchandise at wholesale ARE TO BE INCLUDED in your canvass, even if their place of business is only an office through which orders are placed and in which no goods are actually handled. It is therefore imperative that all office buildings should be canvassed thoroughly in order to ensure a complete enumeration.

**378.** In addition to those establishments regularly known as wholesale houses there are others which also conduct business but which are known by special names such as: merchandise broker, jobber, manufacturer's agent, commission agent, manufacturer's sales branch, co-operative association, supply house and equipment dealer, export merchant, bulk tank station, etc. Descriptions of some of the more important types of wholesale distributors to be included follow. In the column "Nature of Trading" enter the description which applies most closely.

**379.** Co-operative buying and selling organizations. Some of these associations exist to sell for their own members; some are purely for the purpose of buying for their members and some perform both functions. Obtain the names and addresses of all kinds.

**380.** Wholesalers and jobbers. These are types of business in which goods are bought outright by the firm and title taken to them. As a result, they also sell the goods on their own account as principals and not in the capacity of agents.

**381.** Drop shippers or desk jobbers. These buy and sell on their own account but they have no warehouses of their own and do not actually handle goods. They usually obtain orders from retailers and send them to manufacturers to be filled directly. In this class list only those who specialize in this type of business.

**382.** Commission merchants. These may be individuals, partnerships, corporations, or co-operative associations. Goods sold on commission are not bought by the commission merchant. They are handled but are sold on a commission basis. Many commission merchants do regular wholesale business as well as a commission business, that is, they buy some of the goods on their own account as wholesalers and jobbers do. In such cases list the firm as commission merchant and wholesaler.

**383.** Grain elevators. Only those grain elevators which sell flour, feed, coal or other supplies should be listed. Grain elevators which are engaged exclusively in the grain trade should not be listed.

**384.** Brokers. Such establishments do not as a rule take title to, nor actually handle the goods they buy or sell. They buy or sell for others and differ from commission merchants in that they do not actually handle goods in their place of business. Commission merchants represent sellers who send their goods to them to be sold, whereas brokers may represent either buyers or sellers. The broker's place of business may often consist of only an office.

**385.** Supply houses and equipment dealers. These are establishments which sell goods to large consumers in wholesale quantities and at wholesale prices. They include oil-well supply companies, mine and mill supply companies, machinery dealers, and a large variety of supply houses for bakers' supplies, barbers' supplies, etc.

**386.** Importers. Importers are wholesalers or jobbers who deal in goods bought in other countries. They buy and sell on their own account.

**387.** Export merchants. These buy goods on their own account for export to other countries. They are wholesalers similar to importers but deal in domestic goods bought for resale in other lands.

**388.** Manufacturers' agents. These act as the sales representatives of manufacturing establishments with which they maintain continuous relations. They are in business for themselves working on a commission basis. They are generally limited as to the territory in which they may operate.

**389.** Manufacturers' sales branches. Manufacturing plants must not be listed. But many manufacturers maintain sales offices or branches for the purpose of selling the goods which they manufacture. Manufacturers' sales branches differ from manufacturers' agents in that the branches are operated by the manufacturers, themselves rather than being independent enterprises. All manufacturers' sales branches should be listed. Since these sales branches are operated by the manufacturer, the name of the manufacturer should be listed under "Firm Name" and also under "Name of Proprietor." The "Nature of Trading" should be shown as – "Manufacturer's Sales Branch." The location of the head office of the company should be given in column 4.

**390.** Bulk tank stations. These are the wholesale depots from which petroleum products are distributed by tank wagon to service stations or other wholesale purchasers. All such establishments should be listed

## **SERVICE ESTABLISHMENTS**

**391.** Service establishments which must be reported include the following:

1. Personal Service Establishments such its barber shops, beauty parlours, shoe shine parlours.
2. Business Service Establishments such as advertising agencies, collection agencies, addressing and circulation agencies.
3. Repair Shops such as automobile repair, black-smithing, bicycle and motorcycle repair, boot and shoe repair, furniture repair, jewellery and watch repair, radio repair, upholstery repair, electrical repair.
4. Entertainment Service Establishments such as bowling alleys, pool and billiard rooms, theatres, skating rinks, etc.
5. Other Service Establishments such its cartage and storage, dyeing, cleaning and valet service, fur storage, hemstitching and embroidery,

laundry, locksmith shop, messenger, photography, undertaking, storage garage, taxi, etc.

6. Hotels, tourist camps.

**392.** Do not report on the following:

1. Professional services, such as doctors, dentists, chiropractors, surgeons, artists, lawyers, etc.

2. Trade services, such as building trades, carpentry, masonry, tin-smithing, plumbing, etc.

3. Public services, such as electric light, telephone, gas, steam, electric railroad, etc. Stores run by such public utilities, selling commodities (such as electrical equipment) at retail must be reported.

4. Financial houses, such as real estate brokers and dealers, stock brokers, bond houses or banks.

**393.** The following lists contain suggestions as to the kind of establishments you are to record. They are not complete. Remember that you must enter in your schedules all merchandising and service establishments selling at retail or wholesale prices except those which these instructions definitely say you need not report.

## **LIST OF ESTABLISHMENTS**

### **RETAIL ESTABLISHMENTS**

Accessories, tire and battery shops.

Aircraft and accessory dealers.

Antique shops (furniture, objects of art and miscellaneous).

Artificial limb dealers.

Artists' supply stores.

Auction houses (merchandise sales).

Automobile dealers.

Awnings, flags, banners, window shades and tents.

Bakery products stores.

Bicycle dealers.

Boats (motor boats, canoes, yachts).

Book stores.

Brewers' warehouses.

Brushes and brooms.

Cafes (including confectionery).

Cafeterias.

Cameras and photographic stores.

Candy stores -- nut stores.

Caterers.

China, glassware, crockery, etc.

Clothing stores.

Coal and wood yards (including ice).

Coffee, tea and spice stores.  
Confectionery stores.  
Costume accessories stores (including costume jewellery, bags and gloves).  
Custom tailors.  
Dairy products dealers.  
Delicatessen stores.  
Department stores.  
Dressmakers and ladies' tailors.  
Drug stores.  
Dry goods stores.  
Egg and poultry stores.  
Electrical supply dealers.  
Embroidery, needlework and stamped goods.  
Farmers' supply stores.  
Farm implement agents and dealers.  
Feed stores.  
Filling stations.  
Fish markets.  
Floor coverings, curtains, draperies, interior decorations.  
Florists.  
Fruit and vegetable stores.  
Furniture stores.  
Furniture and undertaker.  
Furriers -- fur shops.  
Fur trading posts.  
Garages.  
General stores.  
Gift, novelty and souvenir shops.  
Glass and mirror shops.  
Government liquor stores.  
Grain elevators (list only those retailing feed and coal).  
Grocery stores.  
Hardware stores.  
Harness shops.  
Heating appliances and oil burners.  
Heating and plumbing fixtures.  
Household appliance stores.  
Household appliance stores (owned by utility companies).  
Ice dealers.  
Institutional stores (Blind Institute, etc.).  
Jewellery stores.  
Lamps and lamp shade specialty stores.  
Luggage and leather goods stores.  
Lumber and building materials.  
Lunch rooms and counters.  
Machinery dealers.  
Malt products and supplies.  
Meat markets.  
Men's and boys' clothing stores.  
Men's and boys' hat stores.  
Millinery stores.  
Motorcycle dealers.  
Music stores.  
News dealers.

Novelty and souvenir shops.  
Office, store and school furniture equipment and supplies.  
Opticians and optometrists.  
Paint and glass stores.  
Patent medicines, remedies, perfumes, extracts, etc.  
Pet shops (animals, birds, etc.).  
Philatelist (stamp) shops.  
Pictures and picture framing.  
Radio and electrical shops.  
Radio and music stores.  
Refreshment booths and soft drink stands,  
Refrigeration dealers.  
Religious goods.  
Restaurants.  
Roofing material dealers.  
Sandwich shops.  
Scientific and medical instruments.  
Second-hand stores (all kinds).  
Seeds, bulbs and nursery stocks.  
Shoe stores.  
Sporting goods stores.  
Stoves and ranges.  
Taverns.  
Tea rooms.  
Tire shops.  
Tobacco stores and stands.  
Toy shops.  
Typewriter dealers.  
Used car establishments (when operated independently of a new  
car agency).  
Variety, 5 and 10 and to-a-dollar stoics.  
Wine shops.  
Women's clothing stores.

#### **WHOLESALE ESTABLISHMENTS**

Agricultural implements and machinery.  
Automobiles.  
Auto trucks, tractors.  
Automobile tires and tubes.  
Automobile equipment and supplies.  
Biscuits and crackers.  
Building materials.  
Cameras, photographic supplies.  
Chemicals, dyes, etc.  
China, glassware, crockery.  
Cigars and tobacco.  
Clothing and apparel.  
Coal and coke.  
Confectionery, soft drinks.  
Dairy products.  
Drugs.  
Dry goods and notions.  
Electrical goods.

Feed.  
Fish.  
Flour and feed.  
Fruit and vegetables.  
Fur goods.  
Furs (raw).  
Gasoline and oil.  
Grain.  
Grocery.  
Hardware.  
Hay, grain and feed.  
Hides and skins.  
Iron and steel.  
Jewellery and silverware.  
Junk.  
Leather.  
Livestock.  
Luggage and leather goods.  
Lumber and millwork.  
Machinery and commercial, industrial or professional equipment of all kinds  
such as used by: bakers, butchers, construction companies, dentists,  
hotels, factories of all kinds, foundries, lumbering companies., mines, oil  
wells, service stations, undertakers, etc., etc.  
Meats.  
Motorcycles, bicycles, supplies.  
Optical goods.  
Paint, varnish, glass and supplies.  
Paper and paper goods.  
Plumbing and heating equipment.  
Poultry and eggs.  
Radio and radio accessories.  
Roofing materials.  
Rubber goods (other than tires and tubes).  
Scientific apparatus.  
Shoes.  
Sporting goods.  
Stationery, books, magazines.  
Tobacco (leaf).  
Wool (raw).

#### **SERVICE ESTABLISHMENTS**

Addressing and circulation agencies.  
Adjustment and appraisal offices.  
Advertising agencies.  
Amateur theatrical societies.  
Amusement concessions.  
Amusement parks, carnivals, midways, etc.  
Animal care.  
Animal destruction and burial.  
Athletic clubs (rowing, boxing, etc.).  
Auction houses and auctioneers.  
Auditoriums and music halls.  
Auto battery and electrical service.

Auto finance and acceptance companies.  
Auto tire shops and brake service.  
Auto washing, polishing, greasing, painting, etc.  
Automobile rental agencies.  
Automobile transport.  
Badminton and curling clubs.  
Barber shops.  
Barber shops with beauty parlour.  
Barber shops with billiard parlour.  
Barber shops with shoe shine.  
Baseball, football and athletic grounds.  
Bathing beaches and bath houses.  
Beauty parlours and hairdressing.  
Beauty parlours, with merchandise.  
Bicycle and motorcycle repair shops.  
Billiard parlours.  
Billiard parlours and barber shops.  
Billiard parlours with tobacco, soft drinks, etc.  
Billiards and bowling.  
Blacksmith shops.  
Boat and canoe rental.  
Boat and canoe storage.  
Bonding agencies.  
Boot and shoe repair shops.  
Boot and shoe repair shops with shoe shine.  
Bottle exchanges.  
Bowling alleys.  
Bowling alleys, billiards, soft drinks, etc.  
Boxing and wrestling auditoriums.  
Bus lines (inter-city).  
Bus lines (local).  
Carriage and implement repairs.  
Cartage and transfer (local).  
Cemeteries and mausoleums.  
Central heating plants.  
Check rooms (concessions).  
Chimney cleaning and repairs.  
Chinese laundries.  
Circuses.  
Collection agencies.  
Costume, chair and property rentals.  
Credit agencies.  
Crematoriums.  
Dance halls.  
Dancing schools.  
Day nurseries.  
Dental laboratories.  
Detective agencies.  
Dress suit rentals.  
Dry cleaning agencies.  
Dry cleaners and dyers.  
Electrical repair and service shops.  
Electrical repairs with machine shops.  
Electric signs.

Employment agencies (other than government).  
Excursion boats.  
Feed and livery stables.  
Freight forwarding and storage.  
Fruit packing and storage.  
Fumigation and pest extermination.  
Funeral directors.  
Funeral directors with ambulance service.  
Fur cleaning, repairs and storage.  
Furnace cleaning and repairs.  
Furniture rental.  
Golf clubs.  
Gymnasiums.  
Hand laundries.  
Handbill and novelty advertising.  
Harness repair shops.  
Hat cleaning and blacking.  
Hemstitching, dress plaiting and tucking.  
Hockey rinks.  
Horse vans.  
Hotels.  
Inter-city trucking and furniture moving.  
Landscape gardening.  
Laundry agents and agencies.  
Legitimate theatres (amateur and professional).  
Locksmiths and grinders.  
Machine shops.  
Messenger and light delivery.  
Milk and other farm products trucking.  
Motion picture theatres.  
Mounting and finishing photographs.  
Museums and art exhibitions.  
Music halls.  
Night clubs, cabarets and roof gardens.  
Office equipment, rental and repairs.  
Parking lots.  
Photographers.  
Piano tuning and instrument repairs.  
Posters, showcards and commercial artists.  
Power (steam) laundries.  
Press clipping agencies.  
Pressing and repair shops.  
Printing, developing and enlarging.  
Protective associations (burglar alarms).  
Public weigh scales.  
Race tracks.  
Rental agencies.  
Rental libraries.  
Repair shops of all kinds.  
Riding schools and academies.  
Rug and carpet cleaners.  
Service garages and auto repairs.  
Service garages with machine shops.  
Shoe shine parlours with hat cleaning.

Showcards and signs.  
Sightseeing conveyances.  
Signs and billboards.  
Skating rinks (ice and roller).  
Slaughter houses.  
Statistical agencies.  
Stenography, typing and mimeographing.  
Storage and parking garages.  
Swimming pools (indoor and outdoor).  
Taxidermists.  
Taxi service.  
Tennis clubs.  
Theatrical booking agencies.  
Tourist cabins and camp grounds.  
Towel, coat and apron supply companies.  
Transfer and express.  
Travel and ticket agencies.  
Trucking.  
Turkish baths.  
Undertaking parlours with furniture stores.  
Upholstery and furniture repair shops.  
Warehousing and cold storage.  
Warehousing, furniture and terminal storage.  
Watch and jewellery repairs.  
Window cleaning.  
Window dressing.

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