SEVENTH CENSUS OF CANADA
1931

INSTRUCTIONS TO
COMMISSIONERS AND ENUMERATORS

Approved by Order in Council

OTTAWA
F. A. ACLAND
PRINTER TO THE KING'S MOST EXCELLENT MAJESTY 1931
# INDEX TO CONTENTS

## GENERAL

<table>
<thead>
<tr>
<th>Section in Book of Instructions</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbreviations which may be used</td>
<td>43</td>
</tr>
<tr>
<td>Assignment of territory</td>
<td>16</td>
</tr>
<tr>
<td>Boundaries of enumerator's territory</td>
<td>30</td>
</tr>
<tr>
<td>Care of schedules</td>
<td>12</td>
</tr>
<tr>
<td>Census dates</td>
<td>3</td>
</tr>
<tr>
<td>Cities, towns and incorporated villages, enumeration of</td>
<td>25</td>
</tr>
<tr>
<td>Commissioners authorized to appoint Enumerators</td>
<td>8</td>
</tr>
<tr>
<td>Complete canvas required</td>
<td>17, 26, 83</td>
</tr>
<tr>
<td>Complete particulars of information to be taken</td>
<td>28</td>
</tr>
<tr>
<td>Conduct while taking census, instructions regarding</td>
<td>35</td>
</tr>
<tr>
<td>Daily earnings of commissioners</td>
<td>36</td>
</tr>
<tr>
<td>Date of census</td>
<td>3</td>
</tr>
<tr>
<td>De jure system explained</td>
<td>4</td>
</tr>
<tr>
<td>Districts and subdistricts</td>
<td>5</td>
</tr>
<tr>
<td>Duties of commissioners</td>
<td>14</td>
</tr>
<tr>
<td>Duties of enumerators</td>
<td>6 and 7</td>
</tr>
<tr>
<td>Enumeration district limits of, stated oninside of portfolio</td>
<td>18</td>
</tr>
<tr>
<td>Enumerators certificate of appointment</td>
<td>13</td>
</tr>
<tr>
<td>Enumerators must not desert from their duty</td>
<td>30</td>
</tr>
<tr>
<td>Enumerators must not engage in any otherwork while acting as Census Enumerator</td>
<td>32</td>
</tr>
<tr>
<td>Enumerator's rights</td>
<td>18</td>
</tr>
<tr>
<td>Indian Reserves enumerated by Indian agent</td>
<td>5</td>
</tr>
<tr>
<td>Information concerning all schedules to be obtained</td>
<td>29</td>
</tr>
<tr>
<td>Information, strictly confidential</td>
<td>20 and 31</td>
</tr>
<tr>
<td>Information regarding census may not be given out except by authority of the Minister of Trade and Commerce</td>
<td>23</td>
</tr>
<tr>
<td>Inquiries, public, how to enumerate</td>
<td>9</td>
</tr>
<tr>
<td>Live stock in cities, towns and villages, census of</td>
<td>27</td>
</tr>
<tr>
<td>Municipalities parts of, in two census districts</td>
<td>28</td>
</tr>
<tr>
<td>Oath of Office</td>
<td>30</td>
</tr>
<tr>
<td>Officers for the outside service</td>
<td>6</td>
</tr>
<tr>
<td>Pagination of sheets</td>
<td>40</td>
</tr>
<tr>
<td>Postoffice for supplies</td>
<td>11</td>
</tr>
<tr>
<td>Preparation of schedules for enumerators</td>
<td>38</td>
</tr>
<tr>
<td>Records to be clear and legible</td>
<td>41</td>
</tr>
<tr>
<td>Records which are to be kept separate</td>
<td>65</td>
</tr>
<tr>
<td>Refusals to answer</td>
<td>19</td>
</tr>
<tr>
<td>Returning completed schedules to commissioner</td>
<td>7</td>
</tr>
<tr>
<td>Rural and unincorporated village enumeration to be kept separate</td>
<td>24</td>
</tr>
<tr>
<td>Security of census information provided for</td>
<td>20 and 31</td>
</tr>
<tr>
<td>Specimen schedules</td>
<td>42</td>
</tr>
<tr>
<td>Starting point for enumeration</td>
<td>22</td>
</tr>
<tr>
<td>Statistics Act, The</td>
<td>Appendix</td>
</tr>
<tr>
<td>Substitutes must not be engaged by enumerators</td>
<td>34</td>
</tr>
<tr>
<td>Supplies for enumerators</td>
<td>10</td>
</tr>
<tr>
<td>Township and parish records to be kept separate</td>
<td>23</td>
</tr>
<tr>
<td>Untruthful replies</td>
<td>21</td>
</tr>
<tr>
<td>AGRICULTURE</td>
<td>Section in Book of Instructions</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>Area planted for harvest, 1931</td>
<td>276</td>
</tr>
<tr>
<td>Advance schedule</td>
<td>291</td>
</tr>
<tr>
<td>Advance schedule to be left with farmer</td>
<td>276</td>
</tr>
<tr>
<td>Agriculture, census of</td>
<td>191-332</td>
</tr>
<tr>
<td>Agriculture information confidential</td>
<td>182</td>
</tr>
<tr>
<td>Animals and animal products, schedule A</td>
<td>323-322</td>
</tr>
<tr>
<td>Animals reported to have values of</td>
<td>327</td>
</tr>
<tr>
<td>Animals, pure-bred</td>
<td>318</td>
</tr>
<tr>
<td>Animals slaughtered for home use</td>
<td>315</td>
</tr>
<tr>
<td>Animal sold alive</td>
<td>316</td>
</tr>
<tr>
<td>Bees and bee products</td>
<td>313</td>
</tr>
<tr>
<td>Cattle on this farm June 1, 1931</td>
<td>290</td>
</tr>
<tr>
<td>Co-operation in marketing in 1930</td>
<td>290</td>
</tr>
<tr>
<td>Co-operative purchasing</td>
<td>320</td>
</tr>
<tr>
<td>Cows milked in 1930</td>
<td>306</td>
</tr>
<tr>
<td>Crops, 1930</td>
<td>276, 274 and 281</td>
</tr>
<tr>
<td>Crop failure</td>
<td>272 and 273</td>
</tr>
<tr>
<td>Crops of 1930 sold or to be sold</td>
<td>282</td>
</tr>
<tr>
<td>Domestic animals and poultry on this farm</td>
<td>297-298</td>
</tr>
<tr>
<td>Expenses on this farm in 1930, detailed</td>
<td>290-292</td>
</tr>
<tr>
<td>Farm, definition of</td>
<td>301-304</td>
</tr>
<tr>
<td>Farm acreage and tenure</td>
<td>320-323</td>
</tr>
<tr>
<td>Farm facilities</td>
<td>265-266</td>
</tr>
<tr>
<td>Farm garden</td>
<td>284</td>
</tr>
<tr>
<td>Farm land, conditions of</td>
<td>234-244</td>
</tr>
<tr>
<td>Farm, location of</td>
<td>197</td>
</tr>
<tr>
<td>Farm statistics June 1, 1931</td>
<td>252-254</td>
</tr>
<tr>
<td>Farm operator defined</td>
<td>215-219</td>
</tr>
<tr>
<td>Farm population, what constitutes</td>
<td>222-224</td>
</tr>
<tr>
<td>Farm values</td>
<td>245-251</td>
</tr>
<tr>
<td>Farm workers</td>
<td>229-231</td>
</tr>
<tr>
<td>Farms, Institutional</td>
<td>206</td>
</tr>
<tr>
<td>Forest products</td>
<td>284-286</td>
</tr>
<tr>
<td>Fruits, orchard</td>
<td>287</td>
</tr>
<tr>
<td>Fruits, small</td>
<td>288-290</td>
</tr>
<tr>
<td>General farm schedule, if any</td>
<td>234-236</td>
</tr>
<tr>
<td>Goats</td>
<td>312</td>
</tr>
<tr>
<td>Grains</td>
<td>277</td>
</tr>
<tr>
<td>Grass grown on this farm</td>
<td>290 and 291</td>
</tr>
<tr>
<td>Grass seeds harvested on this farm in 1930</td>
<td>281</td>
</tr>
<tr>
<td>Greenhouses and hothouse establishments</td>
<td>291</td>
</tr>
<tr>
<td>Hay and forage crops</td>
<td>278</td>
</tr>
<tr>
<td>Herd and male June 1, 1931</td>
<td>298</td>
</tr>
<tr>
<td>Indian reservations</td>
<td>207-208</td>
</tr>
<tr>
<td>Information from whom to obtain</td>
<td>189 and 200</td>
</tr>
<tr>
<td>Irrigated crops on this farm in 1930</td>
<td>298</td>
</tr>
<tr>
<td>Maple sugar and syrup</td>
<td>286</td>
</tr>
<tr>
<td>Market garden, home farm</td>
<td>285 and 286</td>
</tr>
<tr>
<td>Market gardens, dairies, etc</td>
<td>285</td>
</tr>
<tr>
<td>Milk produced in 1930 and disposition of</td>
<td>301-308</td>
</tr>
<tr>
<td>Miscellaneous field crops</td>
<td>280</td>
</tr>
<tr>
<td>Mortgage on farm</td>
<td>292-294</td>
</tr>
<tr>
<td>Nurseries and Greenhouses</td>
<td>282, 291-293</td>
</tr>
<tr>
<td>Potatoes and roots</td>
<td>279</td>
</tr>
<tr>
<td>Poultry</td>
<td>290</td>
</tr>
<tr>
<td>Questions must be answered in regular order</td>
<td>210</td>
</tr>
<tr>
<td>Schedules to be used in taking census</td>
<td>158</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MERCHANDISING AND SERVICE ESTABLISHMENTS</th>
<th>Section in Book of Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose of census of merchandising and service establishments</td>
<td>333</td>
</tr>
<tr>
<td>Duty of enumerator of census of merchandising and service establishments</td>
<td>334</td>
</tr>
<tr>
<td>Definition of merchandising and service establishments</td>
<td>335</td>
</tr>
<tr>
<td>Retail establishments</td>
<td>336-342</td>
</tr>
<tr>
<td>Shops and counters in hotels defined</td>
<td>337</td>
</tr>
<tr>
<td>Gasoline filling stations defined</td>
<td>338</td>
</tr>
<tr>
<td>Automobile repair and service establishments defined</td>
<td>339</td>
</tr>
<tr>
<td>Slaughtering establishments defined</td>
<td>340</td>
</tr>
<tr>
<td>Restaurants defined</td>
<td>341</td>
</tr>
<tr>
<td>Manufacturing Establishments</td>
<td>342</td>
</tr>
<tr>
<td>Merchandising Establishments which manufacture their own goods</td>
<td>342</td>
</tr>
<tr>
<td>Wholesale establishments</td>
<td>343-350</td>
</tr>
<tr>
<td>Co-operative buying and selling organizations</td>
<td>344</td>
</tr>
<tr>
<td>Wholesalers and jobbers</td>
<td>345</td>
</tr>
<tr>
<td>Cash and carry wholesalers</td>
<td>346</td>
</tr>
<tr>
<td>Drop shippers or desk jobbers</td>
<td>347</td>
</tr>
<tr>
<td>Wagon distributors</td>
<td>348</td>
</tr>
<tr>
<td>Chain store warehouses</td>
<td>349</td>
</tr>
<tr>
<td>Commission merchants</td>
<td>350</td>
</tr>
<tr>
<td>Graing dealers</td>
<td>351</td>
</tr>
<tr>
<td>Auction companies</td>
<td>352</td>
</tr>
<tr>
<td>Brokers</td>
<td>353</td>
</tr>
<tr>
<td>Selling agencies</td>
<td>354</td>
</tr>
<tr>
<td>Manufacturers' agents</td>
<td>355</td>
</tr>
<tr>
<td>Manufacturer's sales branches</td>
<td>357</td>
</tr>
<tr>
<td>Supply houses and equipment dealers</td>
<td>358</td>
</tr>
<tr>
<td>Importers</td>
<td>359</td>
</tr>
<tr>
<td>Export merchants</td>
<td>360</td>
</tr>
<tr>
<td>Export commission houses</td>
<td>360</td>
</tr>
<tr>
<td>Service establishments</td>
<td>361-362</td>
</tr>
<tr>
<td>Professional services</td>
<td>362</td>
</tr>
<tr>
<td>Trade services</td>
<td>362</td>
</tr>
<tr>
<td>Public utilities</td>
<td>362</td>
</tr>
<tr>
<td>Instructions (Additional) for filling in schedule</td>
<td>363-367</td>
</tr>
<tr>
<td>Nature of trading</td>
<td>364</td>
</tr>
<tr>
<td>Nature of commodities handled or services rendered</td>
<td>365</td>
</tr>
<tr>
<td>Chains</td>
<td>366</td>
</tr>
<tr>
<td>Size of business</td>
<td>367</td>
</tr>
<tr>
<td>List of merchandising and service establishments</td>
<td>393</td>
</tr>
</tbody>
</table>
REGULATIONS PERTAINING TO THE CENSUS OF POPULATION AND AGRICULTURE, 1931

In the following regulations and instructions, the term "Act" means the "Act respecting the Dominion Bureau of Statistics, 8-Geo. V, C. 42" (short title "the Statistics Act"). The term "Bureau" means the Dominion Bureau of Statistics.

INSTRUCTIONS TO COMMISSIONERS AND ENUMERATORS

GENERAL PROVISIONS

1. Seventh General Census. The Seventh General Census of the Dominion is required to be taken in the year 1931 under the provisions of the Statistics Act, so as to ascertain, with the utmost possible accuracy, for the various territorial divisions of the country, their population and the classification or grouping of it as regards age, sex, social condition, religion, education, race, occupation and otherwise, and whatever other matters are specified in the forms and instructions to be issued and used, as the Act provides.

2. Provisions by Order in Council. The Act does not specify the 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 by Proclamation direct.

3. Date for recording population. The date selected for recording the population in the present Census is Monday, the first day of June, 1931. The decisive hour of reckoning is 12 o'clock or midnight on the night of 31st of May to 1st June; everyone born before that hour and everyone dying after it are to be counted in the population. Unless otherwise instructed, for particular localities, enumerators must begin the canvass of their respective districts on Monday, the first day of June, and must prosecute it continuously from day to day, except Sundays, until the work is completed.

4. The de jure system. The Act provides that the Census is to be taken by what is known as the de jure system. Briefly, this means that the home or usual place of abode is the place where the majority of persons should be counted. Definite instructions are given on this point further on. (See Instructions 49 and 50.)
5. Districts and subdistricts. Census districts are required to conform, as nearly as may be, with the districts for the representation of the people in the House of Commons, and Census subdistricts to the cities, towns, incorporated villages, townships and parishes which constitute an electoral district. Where towns, villages, townships, etc., are of small extent, or their population few, two or more may be assigned to one enumerator. Indian Reserves shall not form part of any enumeration area; their enumeration will be made by officials of the Indian Department.

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

7. 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.

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 should 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. Wherever possible the whole of an Enumerator's returns should be made up in a single parcel.

8. Commissioner's Powers. Each commissioner is empowered to appoint an enumerator or enumerators in the field in the event of a vacancy occurring, for any cause, during the time of instruction or thereafter; he shall also, in case of a sub-district being ascertain by the Sub-Director of the Census, be empowered to make a division of the subdistrict and appoint with the consent of the Minister one or more enumerators thereto. In such cases the commissioner is required to 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, insane hospitals, charitable and benevolent institutions have been made separate enumeration districts and will be enumerated in most cases by some employee of the institution. A list of the Institutions which will be withdrawn from the normal enumerators and enumerated by special officers will be supplied to the commissioners.

10. Supplies for enumerators. The Commissioners will be supplied from the Bureau of Statistics with schedules, instructions and all other printed matter and stationery necessary for the taking of the Census, 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 cleanly state throughout the progress of his work. It may
happen in certain localities that some of the schedules are not required or only in limited quantity. It will be the duty of the commissioner in consultation with each enumerator to ascertain exactly the kinds of schedules and the number of sheets of each that may be wanted.

12. Care of schedules. Blank schedules and schedules already filled out must be kept in a safe place where they will not be accessible to any unauthorized person. For the day to day work, the enumerator is supplied with a special envelope to hold completed farm schedules. For other schedules a large sheet of blotting paper is supplied which should be used to prevent undue exposure of the filled in portion of them.

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 as indicated 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 subdistrict which it covers, when it is to be returned to the Commissioner with his completed schedules—who will return it to the Bureau at Ottawa.

14. Duties of commissioners. One of the first duties of Commissioners is to ascertain and define by written description for the guidance of each enumerator the boundaries of the territory allotted to him, so that no part of the Census district may be missed, or be taken by more than one enumerator (See Instructions 26, 29 and 60).

15. Assignment of territory. In a majority of cases each enumerator will be assigned one enumeration subdistrict 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 subdistricts and will receive a separate appointment and portfolio for each. When two or more districts are assigned to an enumerator, he should complete all work on the first subdistrict before beginning the second, and so on. The census of each subdistrict must be kept in its own portfolio.

16. Enumeration district. The limits of the subdistrict (or of each subdistrict) within which an enumerator is to take the census are generally stated on the inside of the portfolio. For most subdistricts a map of it is pasted on the inside of the cover of the portfolio. Outside of the subdistrict (or subdistricts), as thus described, the enumerator has no authority and will have no duties to perform unless otherwise instructed.

17. Complete canvas required. It is the enumerator’s duty, personally, to visit every family and farm within his territory, to obtain the information required with reference to them; and to enter the same on the census schedule. See also Instruction 28.

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 Appendix to these instructions.)

19. Refusals to answer. In case an enumerator’s authority is disputed, he should show his appointment certificate, which he must carry with him. But it is of the utmost importance that his manner should, under all circumstances, be courteous and conciliatory. In no instance should he lose his temper or indulge in disputatious or threats. Much can be accomplished by tact and persuasion. Many persons will give information after a night’s reflection which they refused to give when first visited. (See also Instructions 13.)

20. 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 whatever, 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 procedure to be followed is clearly set out in the sections quoted from the Statistics Act, in the appendix to these instructions. All such cases should be reported 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 any reason to
believe is inaccurate or false. Where he considers that the answer given is incorrect he should call the informant's attention 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 apart.)

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

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 subdivision is finished.

26. 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 will constitute a separate census subdistrict and the census of it will be made 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. (See Instructions 14, 39 and 65.)

27. Census of crops and live stock in cities, towns and villages. Where grain, fruit and root crops are grown, and domestic animals are kept, and fruit trees, small fruits, etc., are planted, in cities, towns and villages, the statistics of them (including values) should be taken as carefully as the statistics of crops and animals on farms; 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 live stock 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 live stock, 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 or 3.

30. Oath of Office. Every census commissioner, enumerator or other person employed in the execution of the Statistics Act must take and subscribe an oath binding him to the faithful and exact discharge of his duties under the provisions of the Act, and in all respects as required by the forms and instructions issued under the Act; and every such person who, after having taken the prescribed oath shall desert from his duty or who shall make willful default in any matter required by him by the Act or the Instructions, or who willfully 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 enum-
erator 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 DUTY APPOINTED OFFICERS
OR EMPLOYEES OF THE BUREAU OF STATISTICS TO
WHOM THE OATH OF OFFICE HAS BEEN ADMIN-
ISTERED.

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

34. No employee can farm out his work. It is not per-
mitted 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 expe-
ditious service is required from the time that the work is com-
menced until it is finished. COMMISSIONERS AND ENUM-
ERATORS 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. (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 fulness; their daily
earnings will depend on the amount of work accurately com-
pleted each day.

37. The Statistics Act. The sections of the Statistics Act,
which apply to the taking of a census, published with these
Instructions (pp. 94 to 99 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 they may proceed to collect every parti-
cular of information called for in the schedules, as provided in
the Act.

INSTRUCTIONS RELATING TO ALL SCHEDULES

38. Preparation of schedules for enumerators. The Com-
missioner will fill in the blanks in the heading of at least one
of each schedule, with the name of the province, the name of the
electoral district, the number of the polling subdivision or other
unit of enumeration, and the name of the city, town, village,
43. Abbreviations. The names of the provinces and territories will be denoted as follows:—

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

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

INSTRUCTIONS RELATING TO THE POPULATION SCHEDULE

44. Object 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 district on the first day of June, 1931, is to be entered by name on the schedule, with the details of information asked for on the schedule carefully filled in according to instructions.

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

46. 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.

47. Habitual home or usual place of abode. The Statistics Act provides that the population shall be enumerated under the de jure system. The literal meaning of the term de jure is "by right of law", "legally". For the purpose of the census, the home of any person shall mean the usual fixed place of abode of that person—that is where the person usually sleeps or dwells.
When a young person has left his parents' home and obtained employment elsewhere, the place where he usually stays while engaged in such employment should be considered his usual place of abode, and not his parents' residence even though he may still think of and refer to the latter as "home." (See Instructions 4, 50 and 62 and the "Absentee Family Card").

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

49. Persons to be enumerated as members of the family. While it is not possible to lay down a rule applicable to every case, the following persons should generally be included as members of the family:

(a) Members of the family temporarily absent on the census day, either in foreign countries or elsewhere in Canada on business or visiting. (But a son or daughter permanently located elsewhere, or regularly employed elsewhere and not sleeping at home should not be included with the family.)

(b) Members of the family attending schools or colleges located in other districts. (But a student nurse who receives even a nominal salary should be enumerated where she is in training.)

(c) Members of the family who are ill in hospitals or sanitariums and whose period of absence is more or less known.

(d) Servants, labourers, or other employees who live with the family and sleep on the premises.

(e) Boarders or lodgers who sleep in the house.

(f) Sailors or fishermen at sea; lumbermen in the forest; commercial travellers on the road who are members of the family. (See Instruction 75.)

In many cases it is more than likely that the names of absent members of the family will not be given to the enumerator by the person furnishing the information unless particular attention is called to them. Before finishing the enumeration of a family the enumerator should in all cases, therefore, specifically ask the question as to whether there are any absent members, as described above, who should be enumerated with the family.

50. Domestic servants, etc. There is a probability that some persons may be counted in two places, and that others may not be counted at all, under the de jure system. A domestic servant, for example, may be reported at the home of her parents as a member of a family de jure, and she may also be reported as de facto of the family or household where she is employed; or if absent from her home for a comparatively long time, and in her present place of service for only a short time she may be left out of the enumeration altogether. The same thing may occur in the case of farm labourers and employees in other callings. The enumerator is instructed to take all such persons where found at service,—but not at the family home.

51. Doubtful cases. Where there is a doubt as to whether the absent member of the family or household is temporarily removed to another part of the Dominion, the enumerator should enter the complete record of such person on the Population Schedule No. 1 and write after the name in Column 3 "Ab" for absent, and at the same time make a record in Column 4 of present P.O. address. The entry in Column 3 in such cases should be made thus "John Smith (ab)."

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

(a) Persons visiting this family; in such cases the enumerator should fill and return as directed by Instruction 61 an "Absentee Family Card." (See 61, 62 and 188);

(b) Transient boarders or lodgers at hotels or elsewhere who have some other usual or permanent place of abode;

(c) Persons who take their meals with this family, but lodge or sleep elsewhere;

(d) Servants, apprentices or other persons employed in this family and working in the home or on the premises but not sleeping there;

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

(g) Members of this family who have been away from home for twelve months or more.

53. Servants. Servants, labourers, or other employees who live with the family or sleep in the same house or on the premises should be enumerated with the family. (See Instruction 50.)

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

55. Inmates of Prisons, Asylums and 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 subdistrict unless the institution is made a separate enumeration area and its census provided for as directed in Instruction 9.

It is specially to be noted that in the case of jails, the prisoners should be there enumerated, however short the term of sentence. The name of the home address of such persons must be entered in Column 4.

56. Individual Census Form—Population. The “Individual Census 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 can not be supplied by anyone else, especially for boarders and lodgers. It is to be left with the head of the family, the landlady, or with some member of the family, 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 house until the enumerator calls for it at a later date. (Instructions for filling out are printed on the slip.) Before leaving an “individ-
dual census form,” the enumerator should make the proper entries in the heading of the form. When the enumerator receives this form completed, he should transfer the information to the census schedules just as if he had obtained the information in the regular way.

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 family or household of which such persons are members. (See Instructions 87, 186, 187.)

57. Information must be furnished. The heads of families, 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 family or household one copy of “Individual Form—Population,” for each such person.

The enumerator will exercise great care to leave as many blank lines under the head of the family in the Population Schedule for the transcribing of this information as he leaves copies of the “Individual Form” to be filled up by absences of the family or household.

58. Families out on first visit. In case a family is 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 family, the enumerator must return later to enumerate this family. If he has reliable information as to the number of persons in the family, including possible boarders or lodgers he should leave the necessary number of blank lines on the population schedule for the entries.

59. Absent families. When the enumerator finds a dwelling in his district which is usually occupied by a family, closed and the family temporarily absent, he should first try to obtain the required information for this family from some neighbour or other person from whom he feels confident that he can
secure accurate information. If, however, he is unable to obtain reliable information with regard to this absent family he should find out the family’s present address if possible and report the same at once to the Dominion Bureau of Statistics at Ottawa on the “Closed House Card” as directed in the instructions regarding the use of same in the following paragraph.

60. The Closed House Card. The purpose of the Closed House Card is to enable enumerators in cities and towns to account for every closed house, or apartment or flat, the usual occupants of which are in temporary residence elsewhere.

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

The “Closed House Card” when filled must be mailed by the enumerator, at the close of each day to the Dominion Bureau of Statistics at Ottawa. They are postage free; and for every properly filled in card he will be paid five cents.

EVERY OCCUPIED DWELLING HOUSE MUST BE ACCOUNTED FOR ON THE POPULATION SCHEDULE NO. 1 AND ON THIS SPECIAL CARD. (See Instruction 188.)

61. Non-Resident Families or Persons. When an enumerator finds families or persons, such as summer residents, in temporary residence in his subdistrict he is to take their census on the regular schedules although their fixed or permanent home may be elsewhere—having first satisfied himself by inquiry of a responsible member of such family in temporary residence that they have not been enumerated at their permanent or usual place of abode; and he is to mark with a star or asterisk (thus *) on the left hand margin of the sheet the name of every person so entered. He is also to make a report on the “Absentee Family Card” (blue) as directed in the following paragraphs.

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

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

The enumerator will charge for the census of families or persons taken according to the foregoing instruction at the same rates as for families or persons living in their fixed homes, making the statement of account without any distinction or separation of records for fixed or temporary homes; and for every Absentee Family Card mailed to the Bureau of Statistics he will be entitled to an extra rate of five cents per family. (See Instruction 188.)

63. Thorough canvass. The enumerator should visit every occupied building or other place of abode in his district and make sure before leaving it that he has taken all persons living therein. He should also make careful inquiry whether any members of the family are temporarily absent, and whether there are any boarders or lodgers or servants or any other persons in the same house who have not been recorded in his book. Nor should an enumerator take it for granted because a dwelling house, apartment or flat is closed on the day of his visit that the place is unoccupied. He should by inquiry find out whether anyone is living there. In an apartment house he should consult the janitor to make sure he has omitted no one. In a flat or tenement he should inquire of neighbors whether anyone lives there. Neither should an enumerator take it for granted, because a building appears to be used for business purposes only, that no one lives or sleeps in it, but should satisfy himself by careful inquiries.
64. General method of making the record. Black ink should be used. Care should be taken to write legibly and not to blot the page. The work should be done carefully and the entry should be made in the proper column, so as to avoid erasing and interlinings. Ditto marks or any other marks to show repetition must not be used except as authorized in the instructions for entering names. (See Instruction 41.)

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

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

In all such cases the enumeration of one such division of an enumeration area should be completed before beginning the enumeration of another. The entries for each subdivision should begin at the top of a new page of the population schedule; and at the end of the entries for that subdivision the enumerator should 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 Instruction 14. This applies particularly to cases where parts of a municipality are in two or more electoral districts. (See Instructions 14, 26 and 39.)


67. The Heading of the Schedule. The enumerator will fill out the spaces at the top of each page of the schedule before entering any names on that page, with the name of the province, the district number, the enumeration subdivision number, and in the last blank on the right hand side of the sheet he will state whether his enumeration area is part of a city, town, village township or parish, and write his own name. (See Specimen Schedule.) The commissioner will be particularly careful that every enumerator under his direction thoroughly understands how to fill in the heading of the schedules properly. He is, moreover, required to have the enumerators fill the headings of some of their schedules with the proper designations for their enumeration area in his presence.

68. 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 10. (See Specimen Schedule.)

69. Column 1: Number of dwelling house in order of visitation. In Column one the dwelling house will be entered and numbered in order of visitation. The first dwelling house should be numbered as “1”, the second as “2” and so on until the enumeration of the subdivision is completed. The number should always be entered opposite the name of the first person enumerated in each dwelling house and should not be repeated for other persons or for other families living in the same dwelling house. (See Specimen Schedule.)

70. Dwelling house defined. A dwelling house, for census purposes, is a place in which, at the time of the census, one or more persons regularly sleep. It need not be a house in the usual sense of the word, but may be a room in a factory, a store or office building, a boat, a tent, a railway car, or the like. A building containing apartments, or flats counts only as one dwelling house.

71. Apartment House defined. A building like a tenement or apartment house counts only as one dwelling house no matter how many entrances it may have or how many families it may contain, and it should be recorded by number only once in Column 1. To provide against errors the enumerator will write in the margin of the schedule opposite the record of the families living in it the words “Apartment House.” (See Instruction 94 and Specimen Schedule.)

72. Flat defined. 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.

Families living in such buildings are said to occupy a “flat” and the building should be numbered only once in Column 1 of the Population Schedule in the same manner as an Apartment house.

To provide, however, for the proper listing of such buildings in the census, the enumerator will enter in the left hand margin of the schedule opposite the census record of the families occupying them the word “flat”. (See Specimen Schedule lines 20-33.)
These flats from their individual character are sometimes considered separate dwellings and may be recognized by civic authorities, as such, by giving each “flat” a separate street number.

While such a building is to be reported only once in Column 1 of the Population Schedule, the enumerator is directed to be particularly careful to enter in Column 4 the street number of each separate flat. He will inquire of each family the street number of the dwelling and enter the same in Column 4.

73. Row or Terrace defined. A building with solid partition walls running through it from cellar to attic and making of each part what is usually known as a “whole house” and having a separate entrance to each part, counts for as many separate dwellings as there are separate front or principal entrances from the street level.

74. Column 2: Number of Family, household or institution in order of visitation. In Column 2 the families or households should be numbered in the order in which they are enumerated entering the number opposite the head of the family. As in the same house there may be one or more families or households the numbers will not necessarily correspond with the dwelling house. For example, if there are four families in dwelling house number 17, consequently in dwelling house number 2 the first family visited will be family number 57. (See Specimen Schedule.)

75. Family defined. In a restricted sense of the term a family consists of parents with sons and daughters in a living and housekeeping community. For census purposes it has a somewhat different application from what it has in popular usage. It means a group of persons living together in the same dwelling house. The persons constituting this group may or may not be related by ties of kinship, but if they live together forming one household they should be considered as one family. Thus a servant who sleeps in the house or on the premises should be included with the members of the family for which he or she works. Again, a boarder or lodger should be included with the members of the family with which he lodges; but a person who boards in one place and lodges or rooms in another should be returned as a member of the family at the place where he lodges or rooms.

76. It should be noted, however, that two or more families may occupy the same dwelling house without living together. If they occupy separate portions of the dwelling house and their housekeeping is entirely separate, they should be returned as separate families and the number of rooms occupied by each family reported in Column 9. (See Instruction 99.)

77. Families in apartment houses or flats. In an apartment or a tenement house or flat there will be as many families as there are separate occupied apartments, or tenements or flats.

78. Boarding-house families. All the occupants and employees of a boarding house or lodging house, if that is their usual place of abode, make up, for census purposes, a single family.

79. Families in hotels. All the persons returned from a hotel should likewise be counted as a single “family,” except that where a family of two or more members (as a husband and wife, or a mother and daughter) occupies permanent quarters in a hotel (or an apartment hotel) it should be returned as a separate and distinct family, leaving the “hotel family” as made up principally of individuals having no other family relations.

80. Institutional families. The officials and inmates of an institution who lives in the institution building or buildings form one family. But any officers or employees who sleep in detached houses or separate dwellings containing no inmates should be returned as separate families.

81. Persons living alone. The census family may likewise consist of a single person. Thus, an employee in a store who regularly sleeps there is to be returned as a family and the store as his dwelling place or a person occupying a house or apartment alone is also to be returned as a family.

NAME AND RESIDENCE

82. Column 3: Name of each person in family, household or institution. The names of every person whose usual place of abode on June 1, 1891, was with the family or in the dwelling house for which the enumeration is being made are to be entered in the following order, namely: Head, first, wife, second, then sons and daughters in the order of their ages, and lastly, relatives, servants, boarders, lodgers or other persons living in the family or household. The persons in an institution may be described as officer, principal, inmate, patient, prisoner, pupil, etc.
83. How to write names. The last name or surname is to be written first, then the given name in full. Where the surname is the same as that of the person in the preceding line it should not be repeated.

84. Column 4: Place of abode. In the case of a city, town or incorporated village the enumerator will enter the number of the house and the street in this column. In the case of rural districts, the name of the township, lot, parish, or cadastral number will be entered in Column 4.

Provided however, that in Manitoba, Saskatchewan and Alberta, the Section, Township, Range and Meridian and in some cases the Parish, will be entered in this column.

TENURE AND CLASS OF HOME

85. Column 5: Home owned or rented. This question is to be answered only opposite the name of the head of each family and refers to the home in which the family is living at the date of the Census. If the home is owned write "O," if the home is rented write "R." Make no entries in this column for the other members of the family. (See note at foot of this column on population schedule.)

86. If a dwelling is occupied by more than one family it is the home of each of them, and the question should be answered with reference to each family in the dwelling. The whole dwelling may be owned by one family and a part rented by the other family.

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

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

89. Column 6: If owned give value. If rented give rent paid per month. If the home is owned as indicated by the letter "O" in Column 5 the enumerator will enter in Column 6 opposite the line for the head of the family as nearly as it can be ascertained the current or actual market value of the house. This estimate should represent the amount for which the house would sell under ordinary conditions, not at forced sale.

90. If the home is rented as indicated by the entry "R" in Column 5 the amount of rent paid each month should be entered in Column 6, opposite the name of the head of the family. In the case of "free tenants" such as clergymen, janitors, hired men, etc., the estimated value of the monthly rental based on local conditions should be given. The rent entered in this column should be the rent paid for the month of May 1931, and should include only the rental paid for the house or part of house occupied as a home. If the monthly rental includes a store or shop the rental value of said store or shop should be deducted from the rent, before entering it in Column 6.

91. Column 7: Class of home. Opposite the name of the head of the family state whether the home of the family whose Census is being taken is situated in an "Apartment," "Flat," "Row or Terrace," or is a "Single" or "Semi-detached" house, or is a "Hotel" or "boarding-house."

92. Home in a single or detached house. A single house refers to a self-contained house occupied as a separate dwelling and will be entered in Column 7 by the letter "S."

93. Home in a semi-detached house. A semi-detached house means two separate and distinct dwellings, with separate entrances, under one roof with partition walls running through it from cellar to attic and making of each part a "whole house." This kind of house will be entered in Column 7 by the letter "D."

94. Home in an apartment. A home in an apartment house is one in which the housekeeping is self-contained and the family does not occupy any portion in common with another family and the entry in this column will be for apartment by writing the letter "A." (See Instruction 71.)

95. Home in a row or terrace. A home in a row or terrace will be entered in this column by the letter "R."

96. Home in a flat. A home in a flat is fully described in Instruction 72 and should be described in Column 7 by the letter "F."
97. How entries are to be made in Column 7, summarized. Entries will be made to indicate each class of house in Column 7, as follows:—(See also note at foot of Schedule No. 1.)

"Single house" by the letter "S."
"Semi-detached" house by the letter "D."
"Apartment" house by the letter "A."
"Row or Terrace" by the letter "R."
"Flat" by the letter "F."

98. Column 3: Materials of construction. The enumerator will indicate the principal materials of the exterior walls of the house in the following manner; thus the entry "S" would signify stone house; "B" would signify brick house; "W" would signify wooden house. The initials "b.v." will indicate brick veneered; "p.l." plastered with lime mortar (on the exterior) "p.c." plastered with cement mortar (stucco). For houses constructed of cement blocks or of concrete, the abbreviation "c.b." will be used. (See also foot of Schedule No. 1.)

99. Column 9: Rooms occupied by this family. Enter in Column 9 the number of rooms occupied by this family for living purposes. The entry must be made in the line opposite the head of the house. In the case of a hotel or boarding house the total number of rooms in the house should be entered opposite the head of said hotel or boarding house. If, however, a family occupies permanent quarters in a hotel or boarding house for living purposes, the number of rooms occupied by it for exclusive family purposes should be entered in Column 9 on the line opposite the name of the head of the family, and the number of rooms thus occupied as a private residence deducted from the total number of hotel rooms used for general purposes. For example if a hotel contains 100 rooms and a private family occupies permanently 10 rooms the number 10 will be entered opposite the head of the private family and the number 90 opposite the name of the head of the hotel family. (See Instruction 79.)

100. Column 10: Has this family a radio? This question will be answered by writing "yes" for every family which has a radio set and "no" for every family which does not possess one. The entry in Column 10 will be made opposite the name of the head of the family irrespective of the ownership of the instrument.

101. Column 11: Relationship to head of family or household. The head of the family or household, whether husband or father, widow or unmarried person of either sex, is to be designated by the word "Head" in Column 11, and the other members of the family as wife, father, mother, son, daughter, grandson, daughter-in-law, uncle, aunt, nephew, niece, partner, boarder, lodger, servant, etc., according to the relationship which the person bears to the head of the family. Persons in an institution may be designated as officer, inmate, patient, pupil, prisoner, etc., and in the case of the Chief Officer his title should be used as Warden, Superintendent, Principal, etc. If the husband and wife, the father and children, or mother and children are boarding they constitute a family and it should be indicated in this column with a bracket. (See Specimen Schedule lines 49, 50.)

102. Column 12: Sex. The sex will be denoted by "M" for males and "F" for females.

103. Column 13: Conjugal condition. The description in Column 13 will be given by the use of the initials letters, "S" for single person, "M" for married, "W" for widowed (man or woman) and "D" for divorced. Married persons who are legally separated, not divorced, or separated as to bed and board will be described as married by the letter "M."

104. Column 14: Age last birthday. The age of a person if over one year will be the age in completed years at the last birthday prior to June 1, 1931; but in the case of a child not one year old on June 1, 1931 the age should be given in completed months expressed as twelfths of a year. Thus, the age of a child one month old should be expressed as 1/12, two months 2/12, three months 3/12, four months 4/12, etc. If a child is not a month old the age should be expressed in days, as 5 days, 10 days, as the case may be. The age of a child who is just one year old on June 2 or any other near date following June 1, 1931 should be expressed as 11/12, because that is its age in completed months on June 1, the day of the Census. In the case of young children it is very important that the enumerator should obtain this information and carefully record it.

105. Age in round numbers. In many cases persons will report the age in round numbers, like 80 or 46, or about 80" or about 45" when that is not the exact age. Therefore when an
age ending in "0" or "5" is reported, the enumerator should inquire whether it is the exact age. If, however, it is impossible to get the exact age, enter the approximate age rather than return the age as unknown.

COUNTRY OF BIRTH

106. Column 15: Country or place of birth of person. If the person was born in Canada the name of the province or territory in which born should be entered in Column 15. The names of the provinces and territories will be denoted by abbreviations. (See Instruction 43.)

107. If born out of Canada. If the person was born outside of Canada the enumerator will enter the name of the country (not city, town or state) in which he or she was born.

Since it is essential that each foreign born person be credited to the country in which his birthplace is now located, special attention must be given to the six countries which lost a part of their territory in the readjustments following the World War. These six countries are as follows:

Austria, which lost territory to Czechoslovakia, Italy, Yugoslavia, Poland and Rumania.

Hungary, which lost territory to Austria, Czechoslovakia, Italy, Poland, Rumania, and Yugoslavia.

Bulgaria, which lost territory to Greece and Yugoslavia.

Germany, which lost territory to Belgium, Czechoslovakia, Danzig, Denmark, France, Lithuania and Poland.

Russia, which lost territory to Estonia, Finland, Latvia, Lithuania, Poland and Turkey.

Turkey, which lost territory to Greece and Italy, and from which the following areas became independent: Iraq (Mesopotamia); Palestine (including Transjordan); Syria (including the Lebanon); and various States and Kingdoms in Arabia (Asir, Hejaz and Yemen).

If the person reports one of these six countries as his place of birth or that of his parents, ask specifically whether the birthplace is located within the present area of the country; and if not, find out to what country it has been transferred. If a person was born in the province of Bohemia, for example, which was formerly in Austria but is now a part of Czechoslovakia, the proper return for country of birth is Czechoslovakia. If the enumerator cannot ascertain with certainty the present location of the birthplace, where this group of countries is involved, 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, Mora-
via, Slovakia, etc., or the city as Warsaw, Prague, Strasbourg, etc.

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

108. Language not evidence of birthplace. The language spoken should not be relied upon to determine birthplace. This is especially true of the German language, for over one-third of the Austrians and nearly three-fourths of the Swiss speak German; it is also spoken by many people in Russia.

109. If born at sea. If the person was born "at sea," his birthplace should be so recorded.

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

111. Column 16: Place of birth of father. Enter in Column 16 the birthplace of the father of the person whose own birthplace was entered in Column 15. In designating the birthplace of the father follow the same instructions as for the person himself. (See Instructions 106 to 110). In case, however, a person does not know the Province of birth of his father, but knows that he was born in Canada, write "Canada" rather than "unknown."

112. Column 17: Place of birth of mother. Enter in Column 17 the birthplace of the mother of the person whose own birthplace was entered in Column 15. In designating the birthplace of the mother, follow the same instructions as for the person himself. (See Instructions 106 to 110). In case, however, a person does not know the Province of birth of his mother, but knows that she was born in "Canada" write Canada rather than "unknown."
IMMIGRATION, NATIONALITY AND RACIAL ORIGIN

113. The facts regarding immigration, nationality and racial origin of the people of a country are closely related. Therefore, any analysis of the movement of population, its composition and structure require that the information under these headings shall be gathered with the greatest care and the instruction which follow not only studied carefully, but followed implicitly. The information is of special value in a study of the foreign born population, its habitat, its tendency to assume Canadian citizenship, etc. It is also essential in dealing with questions relating to education, occupation and unemployment that these basic facts should be carefully ascertained.

114. Immigration. Information concerning the immigrant population at the date of the census is required under two headings (1) "The year of Immigration to Canada" and (2) "The year of Naturalization." Both of these questions are necessary to give a picture of the extent to which Canada is absorbing into its citizenship the immigrant population of alien nationality.

115. Column 18: Year of Immigration to Canada. This inquiry applies to all persons irrespective of age or sex who were born outside of Canada. It also applies to Canadian born persons who had either through their own action or that of their parents become residents of a foreign country, but who have now returned to their native soil. For immigrants not of Canadian birth the year of their first entry into Canada should be given and for those born in Canada the year of their returning home to remain permanently should be given.

116. Column 19: Year of Naturalization. Naturalization is the legal process by which a citizen of a foreign country becomes a citizen of Canada. A person born or naturalized in any part of the British Empire does not require naturalization in Canada provided he or she had not at any time taken the oath of allegiance to a foreign country.

117. This question, therefore, applies only to persons who formerly owed allegiance, either by birth or otherwise, to a foreign country. Such persons consist largely of foreign born persons, that is persons born in some other country than England, Ireland, Scotland, the British Dominions or other portion of the British Empire. The answer in this column is to be made for such persons by entering the year in which the person attained full Canadian citizenship either through his or her

own act or through the act of his or her parents. It also applies to persons born in Canada or any other part of the British Empire who had become citizens of a foreign country but who subsequently have become British subjects. The inquiry in this connection regarding the Canadian born should be made for everyone who reports a year of immigration. The enumerator should ask of such persons if they had taken out citizenship in the country from which they permanently immigrated to Canada.

118. It should be noted, however, that the child of a British subject born in a foreign country does not require to be naturalized on becoming permanently domiciled in Canada if the latter occurs before his or her attainment of twenty-one years of age.

119. If a person has been for naturalization papers but has not yet reached the full status of citizenship the fact should be indicated by writing the letter "Pa" for papers. In the case of a person naturalized through the act of a parent, enter the date of the year that the parent was naturalized.

(For further information as to what constitutes Canadian citizenship, see Instruction 120 under Column 20 "Nationality.")

*An Act respecting British Nationality, Naturalization and Aliens, 1914, c. 44, s. 35.

NATURALIZATION OF ALIENS

"The Minister may grant a certificate of naturalization to an alien who makes an application for the purpose, and satisfies the Minister:

(a) that he has either resided in His Majesty's dominions for a period of not less than five years in the manner required by this section, or been in the service of the Crown for not less than five years, within the last eight years before the application; and

(b) that he is of good character and has an adequate knowledge of either the English or French language and,

(c) that he intends if his application is granted either to reside in His Majesty's dominions or to enter or continue in the service of the Crown."

"The residence required by this section is residence in Canada for not less than one year immediately preceding the application, and previous residence either in Canada or in some other part of His Majesty's dominions, for a period of four years within the last eight years before the application.

The grant of a certificate of naturalization to any such alien shall be in the absolute discretion of the Minister, and he may, with or without assigning any reason, give or withhold the certificate as he thinks most conducive to the public good, and no appeal shall lie from his decision."
A certificate of naturalisation shall not take effect until the applicant has taken the oath of allegiance.

In the case of a woman who was a British Subject previously to her marriage to an alien and whose husband has died, or whose marriage has been dissolved, the requirements of this section as to residence shall not apply, and the Minister may, in any other special case, if he thinks fit, grant a certificate of naturalisation, although the four years' residence or five years' service has not been within the last eight years before the application.

For the purposes of this section a period spent in the service of the Crown may, if the Minister thinks fit, be treated as equivalent to a period of residence in Canada, 1914, c. 44, s. 2; 1914 (2nd Session), c. 7, s. 1; 1020, o. 50, s. 3.

120. Column 20: Nationality. The term “Canadian” should be used as descriptive of every person whose home is in the country and who has rights of citizenship in Canada. Every person born in Canada, and so entered in Column 15 should be entered in Column 20 as “Canadian” unless he or she has subsequently become the citizen of another country. Similarly any person born in the United Kingdom or in any of the British dominions or dependencies, who has not subsequently become the citizen of another country, and who is now permanently domiciled in Canada should be entered as “Canadian”. Similarly, also any person born in the United States, France, Germany or any other foreign country, whose home is now in Canada, and who has become a naturalized citizen of Canada, should be entered as “Canadian”.

An alien person should be classed in Column 20 as of the nationality or citizenship of the country to which he or she professes to owe allegiance. A married woman is to be reported as of the same citizenship as her husband.

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

The law of Canada relating to nationality is contained in the Immigration Act, (Chapter 63, Revised Statutes of Canada 1927) under which a “Canadian” by nationality is defined as—

(I) a person born in Canada who has not become an alien;
(II) a British subject who has Canadian domicile;
(III) A person naturalized under the laws of Canada who has not subsequently become an alien or lost Canadian domicile.

1 Canadian domicile can only be acquired for the purposes of the Immigration Act by a person having his domicile for at least five years in Canada after having been landed therein.

121. Following the participation of Canada in the Treaty of Versailles and in membership of the League of Nations, Canadian nationality was defined by Act of Parliament (“An Act to define Canadian Nationals and to provide for the Renunciation of Canadian Nationality”, Chapter 21, Revised Statutes of Canada, 1927) as including—

(a) any British subject who is a Canadian citizen within the meaning of the Immigration Act, chapter 27 of the Statutes of 1910 as heretofore amended...
(b) the wife of any such person;
(c) any person born out of Canada, whose father was a Canadian national at the time of such person's birth, or with regard to persons born before the passing of this Act, any person whose father at the time of such birth possessed all the qualifications of a Canadian national as defined in this Act.

In connection with the last paragraph it should be noted that a child of Canadian parents domiciled in a foreign country retains Canadian nationality up to the age of 21 years, and should he become domiciled in Canada prior to that age does not require to be naturalized.

It is proper to use the term “Canadian” in this column when the information furnished by the individual conforms to the foregoing definitions and explanations.

122. Column 21: Racial Origin. The purpose of the information sought in this column is to measure as accurately as possible the racial origins of the population of Canada, i.e., the original sources from which the present population has been derived.

In the case of distinct ethnic stocks, involving differences in colour (i.e. the black, red, yellow or brown races) the answer will be Negro, Indian, Japanese, Chinese, Hindu, Malayans, etc., as the case may be.

In the case of persons deriving from European stocks, the proper answer will in many cases be indicated by the country or portion of the country from which the family of the person originally came, for example, English, Scot, Irish, Welsh, French, but certain stocks may be found in more than one European country. In such cases the country of birth or the country from which they came to Canada, may not indicate their racial origin. For example the Ukrainians (Ruthenians) may have immigrated to Canada from Poland, Russia, Austria, Hungary but they should not be classed as Poles, Russians, Austrians, Hungarians, but as Ukrainians. Similarly many immigrants from Russia are of German origin. The enumerator should make specific inquiry and should not assume that the country of birth discloses origin. A German born in France is not French by origin although he may be a citizen of France.
123. Origin is to be traced through the father. A person whose father is English and whose mother is French will be recorded as of English origin, while a person whose father is French and whose mother is English will be recorded as of French origin, and similarly with other combinations. In the case of the aboriginal Indian population of Canada, the origin is to be traced through the mother, and the names of their tribes should be given as Chippewa, Cree, Blackfoot, etc. The children begotten of marriages between white and black or yellow races will be recorded as Negro, Chinese, Japanese, Indian, etc., as the case may be. The object of this question is to obtain a knowledge of the various constituent elements that have combined from the earliest times to make up the present population of Canada.

LANGUAGE

124. Column 22: Can Speak English. Write “yes” for every person who can speak English. Write “No” for every person who cannot speak English.

125. Column 23: Can Speak French. Write “yes” for every person who can speak French. Write “no” for every person who cannot speak French. (If a person can speak both English and French write “yes” in both Columns 22 and 23.)

126. Column 24: Language other than English or French spoken as mother tongue. By mother tongue is meant the language learned in childhood and still spoken by the person. In the case of foreign-born persons what is required is the native language of the person or the language which he or she spoke in his or her native country before coming to Canada. Write out the name of the language in full. Do not abbreviate.

127. The enumerator should not neglect to report the mother tongue simply because it is the same as the language of the country in which the person was born. Thus if a person reports that he was born in Italy and that his mother tongue is Italian it is absolutely necessary to enter the mother tongue as well as the country of birth. On the other hand the enumerator should not assume that the mother tongue is the same as the country of birth; for instance, persons born in Austria should not be reported as of “Austrian” mother tongue or persons born in Hungary as of “Hungarian” mother tongue, since “Austrian” and “Hungarian” are not languages. The predominant language of present day Austria is German and of Hungary, Magyar. It is therefore necessary to make specific inquiry as to the language spoken. The enumerator should not accept “Scandinavian” as a mother tongue but should specify whether Danish, Norwegian, or Swedish; similarly he should not report “Slavics” but should specify whether Croatian, Serbian, Slovak, Slovenian, etc.

128. 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:

- Armenian
- Bohemian
- Bulgarian
- Chinese
- Croatian
- Dalmatian
- Danish
- Dutch
- Estonian
- Finnish
- Flemish
- Friulian
- Friulian
- Gaelic
- German
- Greek
- Gypsy
- Hebrew
- Hindi
- Icelandic
- Italian
- Japanese
- Korean
- Lettish
- Lithuanian
- Magyar (Hungarian)
- Montenegrin
- Moravian (Czech)
- Norwegian
- Polish
- Portuguese
- Rumanian
- Russian
- Serbian
- Slovene
- Spanish
- Swedish
- Syrian
- Turkish
- Ukrainian
- Welsh
- Wendish
- Yiddish

RELIGIONS

129. Column 25: Religious body, denomination or community 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 3.

The information must be written out in full. Abbreviations must not be used.

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

1914-3
131. Indefinite terms should not be used but wherever possible the name of a specific religious body should be recorded, the proper terminology for the latter being employed.

132. 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,” since the last census, persons calling themselves Presbyterians, Methodists or Congregationalists should be asked if they are or are not members of the United Church of Canada and the answer should be recorded as given.

EDUCATION

133. Column 26: Can read and write. If the person can read in any language the question will be answered by writing “R,” but if the person is able to read only in English the question will be answered by writing “E.” For a blind person write “yes” if the person could read and write in any language before becoming blind or, if being born blind he or she has been taught to read and write.

Do not return any person as able to read and write simply because he can write his own name. For persons under 5 years of age leave the column blank.

134. Column 27: Months at school since September 1, 1930. This question refers to persons of school age which generally may be taken as those between the ages of five and twenty, inclusive. If the person has attended a school or other institution of learning for any period from September 1, 1930 to June 1, 1931, the time will be indicated by writing the number of months which the person spent at school or other institution of learning in Column 27; but if the person has not attended school for any part of this period, the fact will be indicated in this column by writing “no.”

OCCUPATION AND INDUSTRY

135. It is very important that the entries under these headings in Columns 28 and 29 should be made in the proper detail. When an occupation is reported in Column 28 an entry must be made in Column 29 descriptive of the industry or business in which the worker is employed. The following are cited as examples: if the entry in Column 28 for any person is “Farmer” the entry in Column 29 should state whether the farm is a “dairy farm,” “general farm” or other; if the entry in Column 28 is carpenter the entry in Column 29 should disclose the industry or business in which the person is employed as “car factory,” “ship yard,” “house,” etc., (for further illustrations see Instruction 168). The enumerator should pay particular attention to Instructions 135 to 174.

136. Column 28: Occupation: Trade, profession or particular kind of work. The chief or principal occupation or means of living of every person 10 years of age and over will be entered in Column 28. An entry must be made in this column for every person 10 years of age and over. The entry should be either (1) the word or words which most accurately indicate the particular kind of work done by which the individual earns money or money equivalent as physician, carpenter, dressmaker, salesman, farmer, stenographer, nurse, teacher, etc., etc., etc.; or (2) income or (3) none, if the person has no gainful occupation. The entry none should be made in the case of persons who follow no gainful occupation.

137. A gainful occupation in census usage is an occupation by which the person who pursues it, earns money or money equivalent or in which he assists in the production of marketable goods. Children working at home merely on general household work, or chores or at odd times on other work are not to be entered as gainfully employed.

138. Income. For every person who does not follow a specific occupation but has an independent income, as from investments, pensions, superannuation, etc., the fact should be noted by writing the word “income” in Column 28. The entry “none” should be made for all persons ten years old and over who follow “no occupation” and who do not live on “income”.

139. Persons Retired. Persons who on account of old age, permanent physical disability or otherwise are no longer following a gainful occupation should not be reported as of the occupation formerly followed. If living on their own income the entry should be “income” but if they are supported gratuitously by other persons or institutions the entry in this column should be “none.”

140. Occupation of persons unemployed. On the other hand, persons out of employment on June 1st may state that they have no occupation, when the fact is that they have an
occupation but happen to be idle or unemployed at the time of the visit. In such cases the entry should be the occupation followed when the person is employed or the occupation in which last regularly employed, and the fact that the person was not at work should be recorded in Column 32 and the reason for being out of employment stated, in Column 33. The number of weeks "out of work" will be reported in Columns 34 to 40 as directed in Instructions 175 to 185.

141. Persons having two occupations. If a person has two occupations, return only the more important one; that is, the one from which he gets the more money. If you cannot learn that, return the one at which he spends the most time. For example: Return a man as a farmer if he gets more of his income from farming, although he may also follow the occupation of physician; but return him as a physician if he gets more of his income from that occupation than he does from farming.

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

143. Women doing housework. 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 Column 28 should be "homemaker". But a woman working at housework for wages, should be returned in Column 28 as housekeeper. servant, cook, chambermaid, etc., as the case may be; and the entry in Column 29 should state the kind of place where she works, as private family, hotel or boarding house. If a woman, in addition to doing housework in her own home, regularly earns money by some other occupation, whether pursued in her own home or outside, the kind of occupation should be stated in Column 28 and the place where employed in Column 29. For instance, a woman who regularly takes in washing should be reported as laundress or washerwoman in Column 28 and the entry "at home" should be made in Column 29.

144. Women doing farm work. A woman who works only occasionally, or only a short time each day at outdoor farm or garden work, or in the dairy, or in caring for livestock or poultry should not be returned as a farm labourer; but for a woman who works regularly and most of the time at such work, the return in Column 28, should be farm labourer. Of course, a woman who herself operates or runs a farm or ranch, should be reported as a farmer and not as a farm labourer. In either case the kind of "Farm" on which employed must be stated in Column 29.

145. Unusual occupation for women. There are many occupations such as carpenter and blacksmith which women usually do not follow. Therefore, if you are told that a woman follows an occupation which is peculiar or unusual for a woman, verify the statement.

146. Children on farms. In the case of children who work regularly for their own parents on a farm, in an orchard, on a truck farm, etc., the entry in Column 28 should be farm labourer. orchard labourer, or garden labourer, as the case may be, and the entry in Column 29 should be the kind of farm or orchard, etc.

147. Children working for parents. Children of ten years of age and over who work for their parents at home at general household work, or on the farm, or at any other work or chores, when attending school, should not be recorded as having an occupation. Those, however, who spend the major portion of their time at home, and who materially assist their parents in the performance of work other than household duties, should be reported in Column 28 as of the occupation in which their time is employed and the industry or business as "general farm," "grocery," etc. entered in Column 29.

148. Unusual occupation for children. It is very unusual for a child to be a farmer or other proprietor of any kind; to be an official, a manager or a foreman; to follow a professional pursuit; or to pursue any of the skilled trades such as blacksmith, carpenter, machinist, etc. Therefore, should an enumerator be told that a child is following an occupation usually followed only by adults, he should ask whether the child is not merely a helper or an apprentice in the occupation, and make the entry accordingly in Column 28 and state the business or industry in Column 29.

149. Keeping boarders. Keeping boarders or lodgers should be returned as an occupation if the person engaged in it relies upon it as his (or her) principal means of support or principal source of income. In that case the return should be boarding house keeper or lodging house keeper. If, however, a family keeps a few boarders or roomers merely as a means of supple-
menting the earnings or income obtained from other occupations or from other sources, no one in the family should be returned as a boarding or lodging house keeper.

150. Officers, employees and inmates of institutions or homes. For an officer or regular employee of an institution or home, such as an asylum, penitentiary, jail, reform school, or convict camp, return the occupation followed in the institution in Column 28 and the kind of institution in Column 29. For an inmate of such an institution, if regularly employed, return the occupation pursued in the institution, whether the employment be at productive labor or at other duties such as cooking, scrubbing, laundry work, etc., but if an inmate is not regularly employed—that is, has no specific duties or work to perform—write "none" in Column 28. Do not return the occupation pursued prior to commitment to the institution.

In a supplementary inquiry a record will be required of the occupation followed by the person before becoming an inmate of the institution.

151. Builders and contractors. Only persons engaged principally in securing and supervising the carrying out of building or other construction contracts should be returned as builders or contractors. Craftsmen who usually work with their tools should be returned as carpenters, plasterers, etc., and not as contractors.

152. Doctors or physicians. In the case of a doctor or physician enter in Column 28 the word "doctor" preceded by the name of the class to which he belongs as medical, osteopathic, chiropractic, etc., and in Column 29 whether employed in private practice, in hospital, or is attached to a mine, a railroad, manufacturing concern, etc.

153. Engineers. The different kinds of engineers should be carefully distinguished by stating the full descriptive title in Column 28 as civil engineer, electrical engineer, locomotive engineer, mechanical engineer, mining engineer, stationary engineer, etc., and in Column 29 how or where employed as "private practice," or give industry in which employed or piece of work upon which engaged as "bridge work," "road construction," "railway," etc.

154. Nurses. In the case of a nurse, always specify whether she is a trained nurse (R.N.), a practical nurse or a child's nurse in Column 28 and whether employed privately or in an institution in Column 29.

155. Cooks and general houseworkers. Distinguish carefully between cooks and general houseworkers. Return a person who does general housework as a servant and not as a cook in Column 28 and where employed as "hotel," "private family," etc., in Column 29.

156. Agent. The different kinds of "agents" should be carefully distinguished in Column 28, as "claims agent," "manufacturers agent," etc., and the line of business followed by them stated in Column 29 as Life Insurance, Real Estate, Commercial, etc., etc.

157. Retail or wholesale merchants. The enumerator will distinguish carefully between retail and wholesale merchants; the kind or class will be entered in Column 28 as retail or wholesale and the kind of business, as dry goods, groceries, hardware, etc., will be entered in Column 29.

158. Clerk. The use of the word "clerk" should be avoided whenever a more definite occupation can be named. Thus a person in a store who is engaged in selling goods should be recorded as a "salesman" or a "saleswoman," in Column 28 and where employed as dry goods store, grocery, general store, etc., in Column 29. A stenographer, typist, accountant, bookkeeper, cashier, etc., should be reported as such and not as a clerk. Do not report a stenographer as secretary.

159. Mechanic. The use of the word "mechanic" should be avoided when a more specific occupation can be given, such as carpenter, painter, electrician, etc. In general the enumerator should avoid all indefinite terms.

160. Workers attending school. In the case of a person who is at work and also attends school or a college, enter the occupation followed in Columns 28 and 29 the fact of school or college attendance will be indicated in Column 27 by entering the number of months in school or college. In such cases make dashes thus (---) in Column 32 to 40 opposite this name.

161. Labourer. The term "labourer" should be avoided if any more precise statement of the occupation can be secured. Employees in factories, and mills, for example, usually have some definite designation as weaver, roller, puddler, etc. Where the term "labourer" is used in Column 28 the enumerator should be careful to state accurately the industry or business in which the person worked in Column 29. (See Instruction 160.)
162. Caution. You need not give a person's occupation just as he expresses it. Always find out exactly the kind of work he does and the industry, business or place in which he works, and so state it. For instance if a person says that he is "in business," find out what branch of business and kind of work he does or what position he holds.

163. Column 29: Industry or business in which employed. Make an entry in this column in all cases where an occupation is reported in Column 28. But when the entry in Column 28 is "none," leave Column 29 blank. The entry in Column 29, when made, should be the name of the industry, or the business, or the place in which this person works, as cotton mill, coal mine, dry-goods store, insurance office, bank, etc.

164. Never use the word "Company" in Column 29. An "oil company," for example, may operate oil wells, or a pipe line, or an oil refinery, or it may be engaged in selling oil. Never enter in Column 29 such indefinite terms as "factory," "mill," "shop," or "store," without stating kind of "factory," etc., as soap factory, cotton mill, blacksmith shop, grocery store. Likewise, never enter a firm name in Column 29, as "Jones & Co.," but state the industry or business in which the person works as coal mine, real estate, etc. Avoid entering the word "contractor" in Column 29. Enter, instead, the name of the industry in which the person works as building construction, street construction, etc.

165. The purpose of Columns 28 and 29 is to bring out the specific occupation or work performed and the industry, business or place in which such work is performed. In rare cases, especially with professions, the enumerator may use in Column 29 the expression general practice or independent or, for some labourers, odd jobs. **The Commissioner has been instructed not to certify Enumerator's vouchers for payment if he does not find an entry in both of these columns for every person gainfully employed.**

The enumerator must obtain answers to the inquiries in Columns 28 and 29 and enter the same in their proper places.

In some instances the proper classification of an occupation may be dependent upon a statement of the materials worked in. The enumerator in such cases should find out the kind of material the worker is employed on and enter it, as well as the occupation in Column 28. For example, "polishers" may be employed on either wood, or brass, or nickel, or steel, or iron, or silver, or other material in the same industrial establishment, therefore the proper entry in Column 28 in such cases will be "wood polisher, brass polisher, nickel polisher, iron polisher," or as the case may be. The name of the industry will be entered in Column 29.

166. Illustrations of occupations. The following examples will illustrate the method of returning some of the common occupations (Column 28) and places of employment or industry (Column 29); these will also suggest to enumerators the distinctions which they are to make in the nearly two thousand other occupational classes.

<table>
<thead>
<tr>
<th>Column 28</th>
<th>Column 29</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labourer</td>
<td>Dairy Farm</td>
</tr>
<tr>
<td>Labourer</td>
<td>Coal mine</td>
</tr>
<tr>
<td>Labourer</td>
<td>Odd jobs</td>
</tr>
<tr>
<td>Labourer</td>
<td>Street construction</td>
</tr>
<tr>
<td>Labourer</td>
<td>Gravel pit</td>
</tr>
<tr>
<td>Labourer</td>
<td>Steam railroad</td>
</tr>
<tr>
<td>Labourer</td>
<td>Iron Foundry</td>
</tr>
<tr>
<td>Manager</td>
<td>Steam railroad</td>
</tr>
<tr>
<td>Brakeman</td>
<td>At home</td>
</tr>
<tr>
<td>Dressmaker</td>
<td>Cotton mill</td>
</tr>
<tr>
<td>Weaver</td>
<td>Cotton mill</td>
</tr>
<tr>
<td>Doffer</td>
<td>Public school</td>
</tr>
<tr>
<td>Inspect</td>
<td>Steam railroad</td>
</tr>
<tr>
<td>Locomotive engineer</td>
<td>Restaurant</td>
</tr>
<tr>
<td>Waitress</td>
<td>Saw mill</td>
</tr>
<tr>
<td>Stationary engineer</td>
<td>General practice</td>
</tr>
<tr>
<td>Civil engineer</td>
<td>Street railway</td>
</tr>
<tr>
<td>Electrical engineer</td>
<td>Saw mill</td>
</tr>
<tr>
<td>Fireman</td>
<td>Fire Department</td>
</tr>
<tr>
<td>Fireman</td>
<td>Sheep ranch</td>
</tr>
<tr>
<td>Overseer</td>
<td>Sheep and door factory</td>
</tr>
<tr>
<td>Carpenter</td>
<td>House</td>
</tr>
<tr>
<td>Carpenter</td>
<td>Garage</td>
</tr>
<tr>
<td>Carpenter</td>
<td>Public School</td>
</tr>
<tr>
<td>Farmer</td>
<td>General Farm</td>
</tr>
<tr>
<td>Machinist</td>
<td>Steel mill</td>
</tr>
<tr>
<td>Trained nurse</td>
<td>Hospital</td>
</tr>
<tr>
<td>Agent</td>
<td>Real Estate</td>
</tr>
<tr>
<td>Agent</td>
<td>Life Insurance</td>
</tr>
<tr>
<td>Quarryman</td>
<td>Stone quarry</td>
</tr>
<tr>
<td>Cook</td>
<td>Restaurant</td>
</tr>
<tr>
<td>Miner</td>
<td>Gold mine</td>
</tr>
<tr>
<td>Servant</td>
<td>Private family</td>
</tr>
<tr>
<td>Cashier</td>
<td>Department store</td>
</tr>
<tr>
<td>Retail merchant</td>
<td>Hardware</td>
</tr>
<tr>
<td>Column 28</td>
<td>Column 29</td>
</tr>
<tr>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td>Wholesale merchant</td>
<td>Groceries</td>
</tr>
<tr>
<td>Tannery</td>
<td>Coal or wood yard</td>
</tr>
<tr>
<td>Janitor</td>
<td>Apartment house</td>
</tr>
<tr>
<td>Chauffeur</td>
<td>Taxi Co.</td>
</tr>
<tr>
<td>Chauffeur</td>
<td>Boots and shoes</td>
</tr>
<tr>
<td>Commercial traveller</td>
<td>Dry goods store</td>
</tr>
<tr>
<td>Salesman</td>
<td>Department store</td>
</tr>
<tr>
<td>Bookkeeper</td>
<td>Grocery store</td>
</tr>
<tr>
<td>Deliverman</td>
<td>Automobile factory</td>
</tr>
<tr>
<td>Assembler</td>
<td>Steam railroad</td>
</tr>
<tr>
<td>Conductor</td>
<td>Private family</td>
</tr>
<tr>
<td>Gardener</td>
<td>Pulp mill</td>
</tr>
<tr>
<td>Superintendent</td>
<td>Flower shop</td>
</tr>
<tr>
<td>Florist</td>
<td>Flour mill</td>
</tr>
<tr>
<td>Foreman</td>
<td>Street</td>
</tr>
<tr>
<td>Newshaw</td>
<td>Street</td>
</tr>
<tr>
<td>Painter</td>
<td>Furniture factory</td>
</tr>
<tr>
<td>Stenographer</td>
<td>Life Insurance Co.</td>
</tr>
<tr>
<td>Washwoman</td>
<td>At home</td>
</tr>
<tr>
<td>Messenger</td>
<td>Telegraph Company</td>
</tr>
<tr>
<td>Logger</td>
<td>Lammer camp</td>
</tr>
</tbody>
</table>

167. Column 30: Class of Worker. For an employer—that is, one who employs helpers other than domestic servants in transacting his own business—write "E" in Column 30; for a wage or salary worker write "W"; for a person working on his own account write "O"; for an unpaid family worker—that is, a member of the family employed without pay on work which contributes to the family income—write "NP." For all persons returned as having no gainful occupation, leave Column 30 blank.

168. Employer, "E." If persons such as millowners, storekeepers, manufacturers, large farmers, etc., employ helpers other than domestic servants, in their own business, they are to be classed as employers, and the entry "E" (for employer) made in this column. The term "employer" does not include managers, superintendents, foremen, agents or other persons who may engage help to carry on a business, but who are conducting the enterprise for some other person than themselves. All such persons should be returned as employees, for while anyone of these may employ persons, none of them does so in transacting his own business. Thus individual working for a corporation, either as an officer or otherwise, should be returned as an employer but not as an employee.

169. A "farmer" who does not hire any help the year round should be entered in column 30 as "O.A." for "own account," but a farmer who has one or more employees the year round should be entered in this column as employer "E."

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

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

172. Domestic, gainful and non-gainful occupations. If female dependents or children of ten years of age or over carry on a gainful or wage-earning occupation in any capacity, the kind of occupation will be given in Column 28 and the business in which employed in Column 29, and they will be classed as employers or employees, as the case may be, in Column 30 but if they are only carrying on domestic affairs in a household without wages they are not to be classed as having any occupation in Column 28.

173. Piece-work at home. A person doing piece-work at home will be entered in Column 28 according to the occupation, whether employed under contract or agreement with a manufacturer or other employer of labour or as help to the person so employed, and will be classed in Column 30 as an employee by the letter "W."
174. Column 31: Total earnings in past twelve months.
In Column 31 the total earnings in the twelve months, June 1, 1930 to June 1, 1931, will be entered for every person who is recorded with an occupation or trade in Column 28, and who is reported in Column 30 with the letter “W” for “worker or employee.” The enumerator must obtain from every person who works for salary, wages, commission or piece-work his or her total earnings in the past twelve months.

UNEMPLOYMENT

175. The purpose of the inquiries under this heading in Columns 32 to 40 is to elicit information on the problem of the economic insecurity of the worker and to ascertain as far as possible the causes which make for unemployment. The value of the information entered on the schedule under this heading will depend entirely upon the care exercised by the enumerator in prosecuting the inquiries. If he does his duty conscientiously and well, very valuable information, which will form the basis for a comprehensive study of the various causes alleged as the reasons for periods of unemployment, will be obtained through the census. The enumerator should carefully study the Specimen Schedule and these Instructions. If, when he starts the work of enumeration, he finds there is any question upon which he is not clear or has any doubt he should communicate immediately with his Commissioner.

176. Column 32: If an employee were you at work on Monday June 1, 1931. The enumerator must make an entry in this column for every person who is recorded with an occupation in Column 28 and is reported in Column 30 with the letter “W” for “employee” or “worker.” The inquiry in this column is to be answered by “yes” or “no” as the case may be. If the entry in this column is “no” there must also be an entry in Column 33.

In addition to obtaining a record of unemployment at a given date the inquiry is also intended to direct the mind of the person to the length of time, if any, he was out of work during the 12 months immediately preceding the census. The cause or causes for being out of work will be stated in Columns 35 to 40.

In some occupations, however, such as the running trades on railways, where employment is reckoned by runs (with minimum monthly earnings guaranteed) Monday June 1, 1931 may be the day when certain men will be off duty between runs. In such cases the person (train hand) is not to be reported as “not at work” consequently the proper answer in Column 32 will be “yes.” There may also be other instances where Monday June 1 will not be an ordinary working day, because the person had worked perhaps on the Sunday previous or overtime and was entitled to Monday as his rest day. For all such cases the proper answer in Column 32 will be “yes.”

177. Column 33: If answer to previous question is “no” why were you not at work on Monday June 1, 1931. The enumerator should enter in this column the exact reason why the person was not at work on June 1, 1931. The enumerator should make every effort to discover the correct reason why the person was not at work. The enumerator must be specific; general statements are not accepted. The following may be cited as examples.

No Job. If the person was not at work on Monday June 1, 1931 because he had “no job” then the entry in Column 33 should be “no job.”

Illness. If the person is detained from his job because of illness, the enumerator should differentiate between the sickness of the person enumerated and that of the members of the family, other relatives or friends. The enumerator should enter in this column “ill” or “sick” if the person is idle because he himself is sick; but if the person is not at work because he is helping others who are ill, the entry should be “sickness in family.”

Accident. Careful distinction should be made between personal accident to the wage earner and those which force the closing of part or all of the plant where he is employed. If it is a personal accident to the wage earner, the words “Injury by accident” should be entered, and for closing of plant due to a breakdown the enumerator will enter “machinery broken down,” “wreck” or some similar expression for the latter. The enumerator should endeavour to obtain a clear statement as to cause and enter it in Column 33.

Lay-off. There are two kinds of “lay-off”, voluntary and involuntary, and they should be carefully distinguished. If the worker has taken days of for personal reasons, or has resigned to look for another job, the enumerator will enter in this column “Vol. lay-off,” but if the person is laid off at the orders of the employer the enumerator will enter the cause, such as “mill closed”, “work completed”, “plant burned”, or whatever the cause of the “lay-off” may have been.
The enumerator will find many other causes such as "lack of materials" or of supplies or of equipment; weather conditions; floods, strikes or lock-outs, etc.; and he should be very explicit; as it is better to give too much detail than to have the record incomplete.

The enumerator should avoid general expressions such as "slack work", "no work", etc. He should also take time to ask of every person who is reported as an employee, "W" in Column 30, whether he or she had been unemployed for any period from June 1st, 1930 to May 31st, 1931 and if the answer is "yes" proceed to inquire how many weeks the person was out of work and to assign under its proper cause or causes (Columns 35-40) the number of weeks out of work.

178. Column 34: Total number of weeks unemployed from any cause in the last 12 months. The enumerator will inquire of every person who was described as an "employee" or "worker" (W) in Column 30, the number of weeks out of work for any cause during the twelve months preceding the census date, June 1st, 1931. No entry should be made in this column for students at college who work during the holidays. The number of weeks in this column must be equal to the total of the number of weeks entered in Columns 35 to 40. If a period of less than one week was lost from work, the answer should be stated in days with the words days written in.

179. Column 35: No Job. This inquiry has reference to persons who during some portion of the twelve months preceding the census were out of work and had no reasonable prospect of returning to their former jobs. A "no job" person may be described as one who has no job, nor a promise nor understanding that he or she will be employed. It includes also all idle persons who are planning to change their occupation as well as those formerly attached to plants closed so long that it is improbable that they will reopen. For such persons the enumerator will enter in Column 35 the number of weeks they were out of employment. (See Specimen Schedule.)

The term "no job" does not, however, include persons who are temporarily out of work (See Instruction 176). For example, if persons employed on building and construction work were temporarily laid off by their employers at any time during the year, the number of weeks without work should not be entered in Column 35 (no job) but should be reported in Column 39 (temporary lay-off).

180. Column 36: Illness. The entry in this column will be the number of weeks lost from work through illness of the person himself and which resulted in his not going to work at his regular job.

181. Column 37: Accident. If the period of unemployment was due to accident, the enumerator will enter in this column the number of weeks the person was out of work because of an accident which disabled himself. When the unemployment was because of an accident to the plant, mine, factory, etc., the entry will be made in Column 39 and not in Column 37. Enter only weeks lost through accident to the worker in this column.

182. Column 38: Strike or Lockout. The number of weeks this person was idle in the last year because the plant was closed owing to disagreement of the management with employees or because of refusal of workers to continue under current working conditions will be entered in Column 38.

183. Column 39: Temporary Lay-off. Generally speaking a "lay-off" is of two kinds, "voluntary" and "involuntary". A voluntary lay-off refers to instances where the employee quits to take holidays, while an "involuntary lay-off" includes instances where a plant is closed for repairs, reorganisation, etc., and where the employees may return to work upon the reopening of the plant, mine, factory, etc. The number of weeks "out of work" which the worker considered as a "temporary lay-off" will be entered in Column 39 whether the "lay-off" was owing to his own action or whether due to plant conditions. (See explanations given in Instruction 181 regarding accidents, Column 37.)

184. Column 40: Other Causes. If the total period of "unemployment" entered in Column 34 is not covered by the causes entered in Columns 35, 36, 37, 38 and 39 the enumerator should make diligent enquiry as to any "other cause" and endeavour to obtain a definite statement as to the "other cause", which was responsible for the person being "out of work". The enumerator will enter the number of weeks "out of work" for the "other cause" in Column 40 and write the "cause" in the margin opposite the line on which the entries are made.

185. The enumerator, however, is strictly cautioned against accepting ridiculous answers and should insist on proper replies. As a rule it will be found that the causes of all unemployment may be classified under Columns 35 to 39.
When the enumerator has completed making the entries on the schedule for this person he will total the number of weeks entered under Column 35 to 40 to see if they agree with the number of weeks entered in Column 34 and if there be a difference he will at once call the attention of the person to the discrepancy and require him or her to make readjustment so that the figures will balance.

INDIVIDUAL FORM—POPULATION

186. Number 56 of these Instructions requires the heads of families, households and institutions to furnish the enumerator with all particulars regarding every person in the family, household or institution, as called for in the schedules. It may happen, however, in the case of boarders, lodgers and others that the head of the family, household or institution is unable owing to their temporary absence to give the details of information regarding such persons at the time when the enumerator calls, and to provide for such cases the Individual Form has been prepared. It is an individual form, similar in every particular to Schedule No. 1, and one copy of it will be left by the enumerator with the head of the family, household or institution for each such person, to be filled up by a date and hour marked thereon by the enumerator and to be collected by him and entered in its proper place in Schedule No. 1. (Read carefully Instructions 56 and 57.)

187. Section 56 of the Statistics Act provides that every person who wilfully, or without lawful excuse, refuses or neglects to fill up, to the best of his knowledge and belief, any schedule which he has been required to fill up by any enumerator or other person employed in the execution of this Act, or refuses or neglects to sign and deliver up or otherwise return the same when and as required, or makes, signs, delivers or returns, or causes to be made, signed, delivered or returned, any wilfully false answer or statement as to any matter specified in such schedule, shall incur a penalty not exceeding one hundred dollars and not less than twenty dollars or to imprisonment for a period not exceeding three months and not less than thirty days, or to both fine and imprisonment.

INSTRUCTIONS FOR RECORDING CLOSED DWELLINGS IN CITIES AND TOWNS

188. Closed House Card. The purpose of the “Closed house Card” is to enable enumerators in cities and towns to account for every closed house, apartment or flat, the usual occupants of which are in temporary residence elsewhere.

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

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

Every occupied house in cities and towns must be accounted for either on Schedule No. 1 or on this special card. (Read Instruction 60.)

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

189. Absentee family card. The purpose of the “Absentee family card” is to enable the enumerators in localities having summer resorts or places where city or town people reside for the summer months to take such a record of the fixed or permanent home of summer residents as will enable the Dominion Bureau of Statistics at Ottawa to credit such persons to their home de jure. (See Instruction 69).

Enumerators are instructed to take on the regular schedules the Census of summer residents where found, whether at hotels, farmhouses, in cottages, tents, etc., although their fixed or permanent home may be elsewhere—having first satisfied themselves.
by inquiry of the head or other responsible member of such
family in temporary residence that they have not, nor are
likely to be, enumerated at their fixed or permanent home;
and to mark with a star or asterisk (thus *) on the left hand
margin of the sheet the name of every person so entered.

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

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

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

SUPPLEMENTAL SCHEDULE FOR BLIND AND FOR DEAF.
—FORM No. 7

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

When to be used. Upon the completion of the enumer-
ation of each family, be sure to ask before leaving the house
whether anyone among the persons you have enumerated is
blind or deaf. If so, enter the name, post office address, and
other facts called for on the supplemental schedule, in accord-
ance with the instructions printed on that schedule, provided
the person comes within the class of blind, deaf or deaf-mutes
there defined. For special instructions see Supplemental
Schedule.

CENSUS OF AGRICULTURE

191. Objects of the Census of Agriculture. The census
of Agriculture was authorized for the purpose of obtaining (a)
accurate statistics relative to farm land, buildings, live stock
and other farm property on June 1, 1911; (b) the statistics for
the year 1930 concerning Crops, Live Stock Products, Farm
Expenses, etc.; (c) the statistics of incidental Agricultural Pro-
duction, Live Stock, Animal Products, etc., "not on farms" and
(d) the statistics of "Vacant Farms and Abandoned Farms."

192. Census Schedules are confidential. The information
reported on the census schedules will be treated as strictly
confidential under all circumstances, and will not be seen by any
person except the sworn employees of the Bureau of Statistics.
In particular this information will not be used as a basis for
taxation nor will it be communicated to any Tax Assessor. The
enumerator is especially cautioned against showing any schedule
which has been filled in to any other person. He should make
these points clear, especially in dealing with persons who seem
to be unwilling to give the information requested. To ensure
safety and secrecy of returns, each schedule, as soon as it is
filled in, should be placed in the receptacle provided by the
office for that purpose.

193. Schedules to be used. Three schedules are to be
used by the enumerator in taking the census of Agriculture;
(1) the General Farm Schedule, Form No. 2; (2) the schedule
for "Vacant or Abandoned Farms," Form No. 2a; and (3) the
schedule relating to "Animals and Animal Products Not on
Farms," Form No. 3.

(a) The "General Farm Schedule" (Form No. 2) will be
used in the enumeration of all farms of one acre and over
whether located in urban or rural localities.

(b) Form No. 2a will be used for reporting "Vacant Farms
and Abandoned Farms." (See Instructions 209 and 211 and
definitions on the schedule.)

(c) Form No. 3 will be used for reporting "Animals and
Animal Products, Fruits, Bees, Poultry, etc.," kept in cities,
towns and villages or elsewhere, in places, not covered by the
1911--4]
APPENDIX

EXTRACTS FROM THE STATISTICS ACT, 8-9 GEORGE V. CHAPTER 41, STATISTICS ACT, 1918

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

Officials.

2. Each other officers, clerks and employees as are necessary for the proper conduct of the business of the Bureau, may be appointed in the manner authorized by law and shall hold office during pleasure.

Commissioners, enumerators, and agents.

3. The Minister may employ from time to time, in the manner authorized by law, such commissioners, enumerators, agents or persons as are necessary to collect statistics and information for the Bureau relating to such industries and affairs of the country as he deems useful and in the public interest, and the duties of such agents or persons shall be such as the Minister determines.

Oath of office.

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

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

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

Evidence of appointment, removal or instructions.

13. (a) Any letter purporting to be signed by the Minister or the Dominion Statistician, or by any other person appointed, thereto authorized by the Governor in Council, and notifying any appointment or removal of or setting forth any instructions to any person employed in the execution of this Act; and

(b) Any letter signed by any officer, census commissioner, or other person thereto duly authorized, notifying any appointment or removal of or setting forth any instructions to any person employed under the superintendence of the signer thereof;

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

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

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

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

15. The Governor in Council shall divide the country in Census respect of which the census is to be taken into census divisions, districts, and sub-divisions for the time being, and, in territories not so defined or so situated as to admit of adhering to boundaries already established, into special divisions and subdivisions, for the purpose of the census.

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

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

18. No report to reveal individual particulars.

19. Any person employed in the execution of any duty imposed under this Act or any regulation who—

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

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

(c) shall not keep inviolate the secrecy of the information improperly gathered or entered on the schedules and forms, and divulging who shall, except as allowed by this Act and the regulations, divulge the contents of any schedule or form filled up in pursuance of this Act or any regulation, or any information furnished in pursuance of this Act or any regulations.

16114-7
Penalty.

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

Refusal to answer or false answer.

36. Every person who, without lawful excuse—

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

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

Penalty.

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

Willful refusal or neglect to grant access to records.

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

Leaving notice at house.

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

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

40. Any fine imposed and recovered for any offence under Application of this Act shall belong to His Majesty for the public use of or fines.

Canada, but the Minister may authorize the payment of one-half of any such fine to the prosecutor.