



CENSUS  
OF CANADA  
1956



**ENUMERATION  
MANUAL**

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DOMINION  
BUREAU OF STATISTICS



CENSUS OF CANADA - 1956

# ENUMERATION MANUAL

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DOMINION BUREAU OF STATISTICS  
Department of Trade and Commerce



## PREFACE

The Enumeration Manual is an indispensable guide to Census-taking. In order to do his work accurately and efficiently, each Enumerator must become thoroughly familiar with its contents. Although the Manual is as concise and simple as possible, it cannot be mastered by mere reading; it requires intensive study. This effort will repay the Enumerator in the confidence, ease, speed, and accuracy with which he will be able to perform his task.

The Census is a source of information of great value to the general public, to business, and to governments. Its success depends upon the Enumerator, because it is he who secures the basic facts from which the Census compilations are made. A thorough knowledge of the Enumeration Manual is necessary for a Census of high quality.

*H. Marshall*

*Dominion Statistician.*

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## CANADA COUNTS IN 1956



### THERE IS A JOB TO BE DONE

Parliament has provided for a Census of Canada to be taken in 1956. The Census will include a count of the population, with certain basic population characteristics, and an enumeration of every form in Canada.

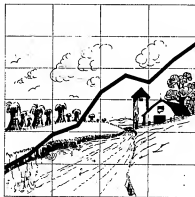
### WHY ARE WE HOLDING A CENSUS?

The Census of 1956 will provide up-to-date information concerning the people of Canada and the country's farming activities. Many uses will be made of this basic information.

Since 1951, a rapid increase in the population of Canada has been accompanied by considerable movements of people between and within the provinces. Such movements on these create heavy demands on municipalities and provincial governments for all manner of services—roads, schools, waterworks, fire protection, etc. Information provided by the 1956 Census of Population relating to the growth and movement of the population, will be of great assistance to those who have the responsibility of meeting these demands.

Business, also, will receive much help from the 1956 Census. Use will be made of the census figures for the analysis of markets, the organization of production and sales programmes, the location of retail outlets, the arrangement of sales and advertising quotas, and for many other purposes.

The Census of Agriculture will provide information on farm areas, crops, live stock, and machinery, which will be useful to farmers and farm organizations. Such data are used by governments in the formulation of policy. In short, the 1956 Census of Canada will provide governments and the business of the country with essential aids towards successful operation.



## YOUR PART IN THE 1956 CENSUS IS IMPORTANT

You are one of several thousand Enumerators who will be counting the population of Canada on June 1, 1956, and enumerating every farm. You must obtain complete and accurate answers to the questions you have to ask. Machines will sort, tabulate, and add up the facts you gather. But in the end, the accuracy and high quality of the Census depends upon the thoroughness with which you and your fellow Enumerators perform your task. You, therefore, hold a key position in this important national undertaking.



## THE INFORMATION YOU COLLECT IS CONFIDENTIAL

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

- All Census Enumerators have taken an oath of secrecy.
- By Act of Parliament, no information about individuals recorded in the Census may be disclosed to other government agencies, such as Income Tax, National Defence, etc., or to any private person or organization.
- Census Enumerators are collecting statistics about individuals in order to get **TOTAL** statistics. To get these **TOTALS**, you will ask every Canadian to give you information in confidence. For example, whether a particular farmer—say Mr. "A", at lot 10, concession 3, "B" Township, "C" County, Ontario, has a tractor on his farm, is not significant statistically. But what is of significance is the **TOTAL** number of tractors used in Canada and its regions, and, therefore, enumerators will ask Mr. "A" and other Canadian farmers this same question. There is nothing personal in your questioning, and no information about individual persons or farms will be divulged to anyone under any circumstances. Each answer becomes merely a unit in the combined totals, to help in making the census data accurate and useful, for the benefit of all.

SECRET.

15. (1) No individual return and no vital return made, and no answer to the purposes of this Act, shall, without in writing of the person or of the agent of the undertaking in relation to which was made or given, be published, nor used for a purpose other than the purposes of a prosecution under this Act, other than a person employed by the Government in connection with the Census, section 6, be permitted to see any such part or answer.

**NO  
INDIVIDUAL  
RETURN TO BE  
PUBLISHED OR  
DIVULGED**

(2)

R.S., 1952.

## GENERAL INSTRUCTIONS

### COVERAGE MUST BE COMPLETE

#### 1. Check your map

Following your period of training, you will be assigned an enumeration area, and will receive all the material needed in your work. Included in this material will be a map of the area you are to enumerate. One of your first duties will be to examine your map with your Field Supervisor. Check it carefully, paying particular attention to the boundaries. If any errors are found, they must be corrected before your work begins.

- The Field Supervisor must deal with all errors or discrepancies involving the boundaries of enumeration areas.
- You, yourself, must make additions or alterations within your Enumeration Area to bring your map up to date. You must report these changes to your Field Supervisor.

#### 2. Study your area thoroughly

Become thoroughly familiar with the area you are to enumerate. If a road or street forms one of its boundaries, be sure you know which side of it is in your territory. You must visit the dwellings situated on the side of the road in your area, and the Enumerator in the adjoining area those on the other side. You will cause a great deal of trouble if you enumerate someone else's territory, and you will not get paid for it. On the other hand, it is equally important that you do not overlook or forget to enumerate any part of the area that has been assigned to you. A householder may tell you that he has already been enumerated. Make sure that he means the Census Enumeration and not some other survey (see Section 103). If he has, in

fact, been previously enumerated by another Census Enumerator, in a dwelling that is actually located within the boundaries of your Enumeration Area, report the matter immediately to your Field Supervisor. It may be that some other Enumerator is working in your area by mistake.

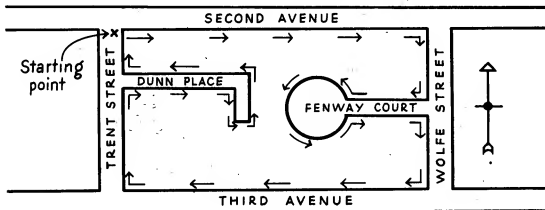


#### 3. Plan your order of visitation

In co-operation with your Field Supervisor, you must prepare a plan for visiting all the dwellings and farms in your Enumeration Area. Such a plan is an important factor in achieving complete coverage.

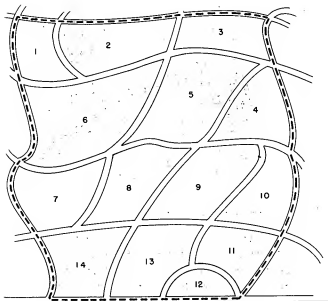
Commence at some convenient point in your Enumeration Area and visit the dwellings and farms in a pre-arranged order. Arrange your route according to the following rules:—

- *In urban areas:* If the land is laid out in blocks or squares, start at one corner and proceed around each block in a clockwise direction until you return to your starting point. Be sure to check every court or alley. In other words, you must account for every dwelling in the block. The method of enumerating on urban block is illustrated below. If your Enumeration Area con-



tains several blocks, number them on your map and enumerate them in regular order. Be sure not to overlook a block, or part of a block.

Blocks are not always rectangular. If your area contains a number of irregular-shaped blocks, follow the same procedure. That is, number them on your map and complete the enumeration, block by block, just as in the case of rectangular ones.



In areas where the dwellings are strung out along streets or roads in ribbon-like fashion, enumerate the population street-by-street and road by road until you have covered every street and every road in your area.

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

The order along the route of enumeration determines the order in which you will number the Agriculture document for each farm. If you came to a farm on the route and for some reason cannot enumerate it immediately, give it the next number in order, and obtain the information at a later time.

#### 4. Enumerate every dwelling

Whether you are in a rural or urban area, make sure you locate every dwelling. In cities and towns, investigate every lane which might have dwelling places facing on it. Examine each

house from the outside to see whether there might not be an apartment in the basement or at the back or side of the building; frequently what looks at first glance to be a single house actually contains more than one dwelling. Inquire at stores, garages, and restaurants to find out if anyone lives there. Do not overlook the possibility of janitors' quarters in churches, schools, commercial buildings, factories, and other non-residential structures. Within your Enumeration Area there may be hotels or institutions that you must visit, provided they are not separate enumeration areas. Motels, tourist cabins, trailer camps and similar types of permanent or temporary accommodation must also be visited.



A good rule is to ask at each dwelling if there are any other dwellings in the building or neighborhood which might ordinarily be missed. This is good policy especially in farm areas, where hired hands may be living on the farm in quarters apart from the main farm home. Observe telephone wires, breaks in trees, mail boxes, etc., which may indicate the presence of a dwelling unit. In sparsely settled communities look in wooded areas for cabins or occupied huts that may be hidden from view. You must visit all occupied summer cottages. Make a careful check of every possible dwelling, particularly when you think a place not primarily designed as living quarters is being so used. Summing up, you must look for all places within your Enumeration Area, where people live or might be living, either permanently or temporarily, on June 1, 1956.



## ENUMERATION TECHNIQUE

### 5. How to conduct the interview

A publicity programme has been prepared which should assist you greatly in your dealings with the householder. Nevertheless, much of your success as an Enumerator will depend upon your manner of approach. Most people will react favourably if you are friendly and courteous. An approach such as the following, spoken pleasantly, and with the presentation of your identification card, should gain for you a favourable reception:

*"Good morning, madam. I am the representative of the Government of Canada appointed to take the Census in this locality. I should be grateful if you would answer some questions regarding yourself and the members of your household."*



No interviewing pattern will fit every situation. The reactions of the people you meet will differ and you must be able to adapt yourself to these differences. Most of all, you will need common sense, patience, and tact.

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

*"I am sorry that I got here just at meal time. However, if it is inconvenient, I have another call to make in the neighbourhood and will be back in half an hour. Will that be convenient?"*

To make certain that you do not neglect to enumerate this household, enter the name of the head of the household and the address on the Visitation Record, on the line following the last household you have enumerated. Make a notation of the time that you must return to this dwelling.

Sometimes you may need to put the respondent at ease with some small talk. For example, in a crowded urban district the respondent may want to discuss the new school in her neighbourhood. The housewife in the small town may

appreciate a compliment about her flower garden; and the farmer will want to tell you how his crops are doing. On the other hand, in dealing with a talkative person you may have to adopt the opposite attitude and be very business-like in order to avoid having too much of your time wasted in idle conversation.

As a rule avoid enumerating before a group. Point out that replies to the census questions are confidential. Since the respondent may not want to answer some of the questions in the presence of others, ask if you may talk with him alone. In this way, the enumeration should proceed more rapidly.



Do not accept information from a child.

### 6. How to deal with difficult cases

You may encounter a few persons in your Enumeration Area who are of a suspicious or uncooperative nature. Such persons tend to view the census enumerator's visit as an intrusion upon their time or privacy. They may resist answering certain questions such as those relating to age on the Population document, or farm expenditures on the Agriculture document. In extreme cases, they may refuse to answer any of your questions.



A friendly and frank approach on your part may overcome this resistance. Point out that the information is strictly confidential, that all census employees are sworn to secrecy, and that information concerning an individual is not revealed to anyone. If this approach fails, then attention should be drawn to the fact that the Statistics Act makes it compulsory to answer the census questions. If you still cannot get the required information, make a note of the name and address of any such person and report the matter to your Field Supervisor.

## FIELD PROCEDURES

In some cases, you may feel that the answer to your question is incorrect. Make sure the respondent has understood the question, record the answer as given, and make note of the case in the Visitation Record.

Another difficult kind of person is the argumentative type, who may begin by questioning the value of the Census. Little is gained by arguing with him. It is better to humour him. Very often such a person, after he has had his say, will be quite co-operative in answering your questions. Be prepared, however, to spend a little longer than average in enumerating him.

You must, at all times, avoid becoming involved in a discussion on politics.

### 7. Some things you must not do

By Act of Parliament, there are certain things you must not do:

- You must not disclose to anyone except census officials any of the information you receive in the course of your duties as an enumerator.
- You must not permit any unauthorized person, including members of your own family, to see your completed documents or forms.
- You must not delegate any of your work as an enumerator to another person.
- You must not permit any unauthorized person to accompany you on your visits.
- You must not combine with your census enumeration any canvassing for personal gain, nor for community, church, political, or other organization.
- You must not resign from your position as an enumerator. You have taken the oath of office and must complete the enumeration of your area. In cases of emergency, consult your Field Supervisor.

If you disregard these prohibitions you are subject to penalty.



### 8. Enumeration forms

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

- (1) Visitation Record (Form 1) — one line for each household.
- (2) Population Document (Form 2) — one side for each person (including infants) enumerated at his usual residence, as listed in Columns 5, 6, and 7 of the Visitation Record.
- (3) Population — Temporary-Resident Document (Form 3) — one for each person staying temporarily in your Enumeration Area on June 1, as listed in Column 8 of the Visitation Record.
- (4) Individual Population Form (Form 5) — one for each person for whom it is impossible to get the necessary information through a personal interview. This form is to be used only as a last resort, as described in Section 40.
- (5) Agriculture Document — Part I and Part II (Form 6) — two parts for each farm.
- (6) Live Stock Elsewhere Than on Farms Schedule (Form 7) — one line per household as required.

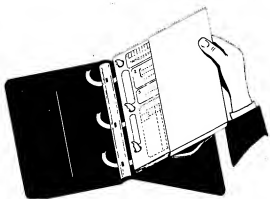
### 9. Handling of documents and their containers

The forms you will use for the enumeration of both Population and Agriculture are specially-designed "mark-sense" documents. It is important that you observe the following rules for handling these forms during the enumeration.

- (1) Population document (Form 2), binder, and jackets. — An essential piece of your equipment is a ring binder, in which you will carry your Population documents (Form 2) and your Visitation Record (Form 1). The documents will be fastened into the rings of the binder. You will receive the documents in jackets, each of which will contain about one hundred, so arranged that they can be fastened into the binder rings before the jacket is removed.

Complete one jacket of documents before beginning another. Remove them from the binder and return the completed documents to the empty jacket. Place a new jacket of documents in the binder.





You must use both sides of each document before proceeding to the next one. If the last member of a household is enumerated on the front of a document, use the back of the same document to enumerate the first member of the next household.

- (2) **Temporary-Resident document (Form 3) and Envelope (Form 16).**— Form 3, the Temporary-Resident document, is bilingual, and is identified by a blue stripe across the top. Use either the English or French side of the document, but not both, and enumerate only one person on each document.

These forms will be supplied in envelopes (Form 16), with ten or twenty documents in each. A spare envelope will also be included with your supplies. Use all of the Forms 3 from one envelope before beginning the next one. As you complete each document place it in the spare envelope. When all the documents in the original envelope have been used, that envelope becomes the spare. Continue this process of transferring completed documents to the spare envelope, throughout your enumeration.

On the outside of each envelope used to hold completed documents, mark an "X" in the space provided. Complete the other entries required on the envelope (your District and Enumeration Area numbers, and your name and post office address). Be sure to return the envelopes of completed documents to your Field Supervisor on the completion of your enumeration.

- (3) **Agriculture document (Form 6) and Envelope (Form 17).**— Part I and Part II of the Agriculture document (Form 6) are required for the enumeration of each form. Enumerators requiring a supply of these forms will receive envelopes (Forms 17) with sufficient

documents for the enumeration of forms in their areas. A spare envelope will be included.

FORM 6 (PART II) - AGRICULTURE						LIVE STOCK ON THIS FARM, JUNE 1, 1956	
Name of operator _____						PAGES	
Form No. (Enter the same number on the front of the document for this farm.) _____				Dist. _____		35 Total pages (Total number marked in 36, 37)	
Milk equivalent tons						36 Pages under 6 months (This area includes 1)	
Date of census _____						37 Pages over six months (This area includes 1)	
Milk equivalent tons						SHEEP	
PRODUCTION OF WHOLE MILK, MAY 1956						38 Total sheep and lambs (Total area number marked in 36, 37)	
GENIUS OF CANADA, 1956							
FORM 6 (PART II) - AGRICULTURE							
DOMINION BUREAU OF STATISTICS							
Form No. _____ (Number in order of issuance)						3 Do you, the operator, live on this farm?	
Dist. _____ Enum. Area _____						4 How many acres of this farm do you: (a) Own? _____	
1 Name and address of farm operator (Name of manager if the operator, owner, tenant, or tenant manager)						b) Rent or lease from others? _____	
Business or other nature _____						c) Operate for others (Is a farm mortgage?) _____	
Other name and address _____						5 What is the total area of all land you operate? (In the enumeration area or elsewhere) _____	
For other address _____						6 Cropland (specify as to be used for: (1) Pasture and meadow, (2) For other uses) _____	
2 Location of farm: (a) each lot, section or plot (b) of the farm owned by the operator or manager, whether owner, tenant, or leasee from others, or otherwise						7 Improved land (in acres) _____	
3 Location of farm: (a) each lot, section or plot (b) of the farm owned by the operator or manager, whether owner, tenant, or leasee from others, or otherwise						8 Summer fallow _____	
4 Location of farm: (a) each lot, section or plot (b) of the farm owned by the operator or manager, whether owner, tenant, or leasee from others, or otherwise						9 Other (in acres) _____	

Use the spare envelope for Form 6 in the same way as the spare for Form 3, as described in the preceding paragraphs. As you complete the enumeration of each form, transfer the completed Form 6 (Part I and Part II) to the spare envelope. As with Form 3, continue in this manner until you have completed the enumeration of your area.

Be sure to keep the two parts of each document together at all times, and the documents in proper numerical order. Detailed instructions for the numbering of the forms are included in Section 47 of this Manual.

For instructions relating to spoiled documents, see Section 11.


## 10. Use of mark-sense pencil

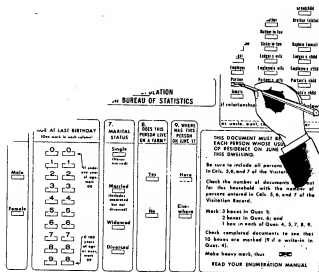
A special mark-sense pencil, with instructions for its use, is included with your supplies. The lead in the pencil contains electrically-conductive material which permits machines to read the marks it makes. Be careful not to lose this pencil. The time required to replace it could create considerable delay in completing the enumeration of your area.

- ▲ USE ONLY THE PENCIL AND LEAD SUPPLIED.
- ▲ Use this pencil for all entries on your Population and Agriculture documents (Forms 2, 3, and 6). This applies to written entries as well as to those made by means of a mark in a box.
- ▲ It is important to keep a sharp point on the pencil at all times. To do so, rotate the pencil slightly (about a quarter of a turn) after each mark.
- ▲ Use ink for entries on the Visitation Record (Form 1) and all forms except the mark-sense documents.

## 11. Marking instructions

The Population and Agriculture documents are used for direct machine processing. Therefore, it is important that you make all entries according to the following instructions, so that the machines will be able to read them.

- (1) **Population documents.**— For most questions on these documents, (Forms 2 and 3), the entry will be made with a mark in an appropriate box. In marking a box, make sharp, straight lines from corner to corner, diagonally, like this: . The lines should extend to the corners, but not beyond them. Apply sufficient pressure to make a firm line, which will not require retracing. Remember to rotate the pencil after each mark.



**POPULATION BUREAU OF STATISTICS**

**MARRIAGE STATUS**

Single  
Married  
Widowed  
Divorced

**MARRIED**  
Has been in residence on June 30, 1960  
Yes  No


**MARRIED BUT THIS PERSON HAS BEEN IN RESIDENCE ON JUNE 30, 1960**  
Yes  No

**1**  
2

**Check the number of documents marked for this household with the number of persons entered in Cols. 5, 6, and 7 of the Visitation Record.**

**Mark 1 boxes in Ques 6 and 2 boxes in Ques 6; and 1 box on each of Ques. 4, 5, 7, 8, & 9.**

**Check completed documents to see that 10 boxes are marked (8 if a wife-in-Ques. 6).**

**Make heavy marks, thus** 

**READ YOUR ENUMERATION MANUAL**

- (2) **Agriculture documents.**— Similar rules will be followed for marking Agriculture documents (see Section 44).

Erase all marks made in error, in the wrong box, or on other parts of the document.

Domaged documents which cannot be corrected by erasure must be recopied. Be sure to recopy both sides. Mark the spoiled document "Cancelled", on both sides and place it in an envelope to be returned to your Field Supervisor with your other materials (see Section 117).

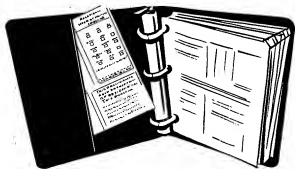
## 12. Coll-backs

This term refers to the additional calls you are required to make after you have visited a household once. The coll-back may be for the purpose of enumerating an entire household or to obtain all or part of the census information for individuals absent at the time of your first call.

It may be necessary to devote some of your evenings to the task, and you may have to go back to a household several times. In any case, you must clear up your coll-backs as soon as possible so that there will be no delay in completing the Census of your area. This will minimize the possibility of households or individuals being overlooked. It will also help to keep your returns in order and ensure a more accurate record of the progress of your enumeration.

When you call on a home and get no response, find out from the neighbours or the janitor when the members of the household are most likely to be there. Record the household in the Visitation Record in the usual manner, including if possible, the number of persons in the household. In the Remarks Column, make note of the fact that a coll-back must be made, and indicate the most suitable time for a revisit.

In addition, find out the names of the members of the absent household, and enter these, together with the address, on consecutive sides of the Population documents in the usual manner. Place the documents in the front pocket of the ring binder and fill in the answers to the remaining census questions on the return visit.



Note carefully that, if the last person enumerated in the absent household falls on the front side of a document, the first person in the following household must be enumerated on the reverse side before placing the call-back documents in the binder pocket.

On the outside of the document jacket is a chart for registering the call-back documents placed in the pocket of the ring binder. Enter both the household number and the number of persons for whom a call-back is required on this chart at the time you place the documents in the ring binder pocket. As the call-back documents are completed, replace them in the proper jacket in the correct household sequence, and make a check mark (✓) in the "In" column of the chart. At the same time, tick off the entry for that household in the "Remarks" column of the Visitation Record to indicate the call-back has been completed.

Form 18

JACKET OF FORMS 2					
Enumeration					
District No. _____		Area No. _____			
Household Nos. _____ to _____					
Record of "call-back" documents					
Household No.	No. of persons	In (✓)	Household No.	No. of persons	In (✓)
<small>Note: Any documents completed for persons indicated above must be placed in this jacket in the correct household order.</small>					

6009 - 25.1

If the call-back is required because individual members of the household are absent and no one in the household can supply the necessary information, follow a similar procedure. Ask the respondent about a suitable time to return. Make an entry in the "Remarks" column of the Visitation Record to indicate the need for a call-back and follow the instructions in the preceding paragraphs.

However, it may be difficult to contact certain individual members of households, for example lodgers or others who are employed on shift work or at irregular hours. The Individual Population form (Form 5) has been provided for these extreme cases. Instructions for the use of this form are given in Section 40. Follow these instructions carefully, and use this form only as a last resort, when you are convinced that a personal interview cannot be arranged, and no one else is able to supply the information you require.

### 13. Language difficulties

The Population and Agriculture documents and the Visitation Records which you receive will be printed in either English or French, depending upon which of these languages is more commonly spoken in your area. You will be supplied with a few Population documents in the other language, for your use if the need arise. If your supplies happen to be in the language with which you are not familiar, the Commissioner or Field Supervisor will exchange them for you.

If you encounter a household in which neither English nor French is spoken, and you cannot make yourself understood in the language of the home, you will require an interpreter. Enter the household in your Visitation Record, indicate that a call-back is required, and arrange with your Field Supervisor that a qualified interpreter accompany you on your next visit to the household.

### 14. Daily check of enumeration

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

- (1) Check the Remarks Column of the Visitation Record to see that the date has been entered opposite the first dwelling enumerated that day.
- (2) Re-arrange the Population documents if necessary. See that all documents for each household are together, and the households arranged in numerical order, as in the Visitation Record.
- (3) Make certain that the required information has been entered on the document jackets, including identification entries, and household numbers for those requiring a call-back.

- (4) Check the name, address, and household number on the Population documents of household heads, with the corresponding entries on the Visitation Record to ensure agreement.
- (5) Make certain that the Population document for each person in the household has the same household number (Question 1) as that of the household head.
- (6) Check to see that you have completed a Population document (Form 2) for every person listed in Columns 5, 6, and 7, and a Temporary-Resident document (Form 3) for every person listed in Column 8, of the Visitation Record.
- (7) Check the Population and Agriculture documents completed during the day for missing or incorrect entries. A guide for checking Agriculture documents will be found in Section 94 of this Manual.



## POPULATION

### ENUMERATION OF THE HOUSEHOLD

#### 15. Dwelling defined

A dwelling is a structurally separate set of living premises, with private entrance from outside the building, or from a common hall or stairway inside. The entrance must not be through anyone else's living quarters. Each single house; each apartment or suite in an apartment house, duplex, or structurally converted single house; each flat in a building containing flats; each half of a double house; and each section of a row or terrace counts as a dwelling. Other structures such as summer cottages, trailers, motels or tourist camps, cabins, and railway cars count as dwellings only if they are occupied.



Following are instructions for enumerating closed and vacant dwellings, and dwellings under construction.

- (1) **Closed dwelling:** This term applies to a dwelling that is not being lived in during the period of the Census, due to the temporary residence of the occupants elsewhere (e.g., at a summer cottage). Be certain, before listing a dwelling as closed, that the members of a household are not just away for a short time, and likely to be back before you complete the enumeration of your area. In such cases, you must try to obtain the necessary information by means of further visits to the household (see Section 12 for instructions re call-backs).

If, after several call-backs, or as a result of information you have obtained, you are convinced that the household will be away for the entire period of your enumeration, the dwelling will be listed as closed. Try to obtain from some reliable source, the number and names of the persons in the household and, where possible, the relationship of each member to the head of the household. Record the household in the Visitation Record, with the name of the head of the household in Column 3, and the number of persons in the household in the appropriate Column.

In the Remarks Column, enter "Closed", and if possible, the date at which the members of the household are likely to return to the dwelling. Enter as much information as possible on Population documents, and if the documents have been removed from the binder for a call-back, return them to their proper household sequence.



- (2) **Vacant dwelling:** This is a dwelling that is suitable for occupancy, but is unoccupied at the time of the Census. If no one is living in the dwelling, and you are certain that the household is not just temporarily absent, record the dwelling in the Visitation Record, entering "Vacant" in Column 3, and the address in Column 4.



- (3) **Dwelling under construction:** A dwelling is considered to be under construction from the time the foundation is begun until it is suitable for occupancy or the first household moves in. Record any such dwelling in the Visitation Record, entering "Under construction" in Column 3, and the address in Column 4.



If occupied, even though it is only partially constructed, the dwelling must be treated as completed.

In the case of a partially-constructed building which is designed for more than one dwelling, find out from the builder or some other responsible person, the number of dwellings it will contain. Each dwelling must be recorded in the Visitation Record. Those which are occupied or ready for occupancy will be dealt with as completed units, that is as occupied or vacant dwellings. Each dwelling unit which is not yet suitable for occupancy will be entered as "Under Construction".

Occupants of a hotel or institution may also comprise a household (see Sections 21-36).

17. Whom to enumerate as members of a household

In considering whom you should enumerate as members of a household, you must always think of the household as it was constituted at the Census date, that is, at midnight between May 31 and June 1. You must also distinguish between persons residing in their usual place of residence (that is, where they regularly sleep) and persons residing temporarily in your area, who have a usual place of residence somewhere else.



16. Household defined

A person or group of persons occupying one dwelling is defined as a household. Every person must be a member of a household, and the number of households always must be equal to the number of occupied dwellings.

A household usually consists of a family group with or without servants, lodgers, etc. However, it may consist of a group of unrelated persons sharing a dwelling or of one person living alone.

The following table classifies the population into four main groups, and outlines the method of enumerating the persons in each group.

	<u>Column of Visitation Record to be completed</u>	<u>Population document to be completed</u>
<b>Group I - Persons in their usual residence in your Enumeration Area on June 1:</b>		
<ul style="list-style-type: none"> <li>(1) members of the household at home, including lodgers, (except student lodgers), servants, and employees who regularly sleep in the dwelling;</li> <li>(2) persons with no fixed or permanent abode;</li> <li>(3) infants born before midnight, May 31;</li> <li>(4) deceased members of the household who were alive on May 31.</li> </ul>	} Column 5	Form 2
<b>Group II - Persons whose usual residence is in your Enumeration Area, but who were absent from home on June 1:</b>		
<ul style="list-style-type: none"> <li>(1) on business;</li> <li>(2) on a visit;</li> <li>(3) attending school or university;</li> <li>(4) in general hospital for a period of less than six months;</li> <li>(5) at a military camp as a member of the reserve.</li> </ul>	} Column 6, if elsewhere in Canada  Column 7, if outside Canada	Form 2

	<u>Column of Visitation Record to be completed</u>	<u>Population document to be completed</u>
<b>Group III - Persons residing temporarily in your Enumeration Area on June 1, such as:</b>		
(1) guests or visitors, staying overnight or longer;	} Column 8	Form 3
(2) student lodgers;		
(3) patients in general hospitals for periods less than six months;	} Column 9	Do not enumerate
(4) citizens of another country attached to the legation, embassy, or other diplomatic body of that country;		
(5) citizens of another country who are on a temporary visit to Canada;		
(6) members of the armed forces of another country stationed in Canada, and members of their families who are not citizens of Canada;		
(7) students in boarding schools whose usual residence is outside Canada.		

**Group IV - Persons not to be enumerated:**

(1) infants born since the Census date;	} No entry	Do not enumerate
(2) servants and employees who do not regularly sleep in the dwelling and were not there on the Census date;		
(3) visitors in the household who were not there on the Census date.		

**18. Exceptions to the general rules**

Although the majority of persons in your area will fall readily into one of these groups, you may encounter a few, who for some special reason, are difficult to classify. Following are examples of these special cases and the method of enumerating them:

- (1) Entire households residing temporarily in your area on June 1, whose usual home is now occupied by another household and is not available to them, should be enumerated as belonging to Group I.
- (2) Households in temporary residence in your area, whose usual home is "closed", should be enumerated in the same manner as Group III.
- (3) Husbands or wives who are required to live away from home during the week, due to the nature of their employment, but spend the week-ends with their family at their home, should be enumerated with their family as belonging to Group II.

- (4) Persons such as entertainers, ball players and seasonal farm workers, from another country, who are employed in Canada at the Census date, should be enumerated only if they consider that they have taken up residence in Canada. Otherwise, they will be counted only in Column 9 of the Visitation Record.

If other special cases arise, and you are uncertain how to enumerate them, contact your Field Supervisor for instructions.

**19. Determining the head of the household**

The name of the head of the household is required to complete Column 3 of the Visitation Record. To mark Question 4 of the Population documents (Forms 2 and 3), you must determine the relationship to the head of the household for each person in the dwelling. The head of the household is determined as follows:

HouseholdHead

- |                                                                            |                                                                                                                             |
|----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| (1) Husband and wife, with or without children                             | Husband                                                                                                                     |
| (2) A parent and an unmarried son or daughter                              | Parent                                                                                                                      |
| (3) A parent and a married son or daughter                                 | Either the parent or the son or son-in-law, depending upon which is mainly responsible for the maintenance of the household |
| (4) Brothers and sisters and other groups of related persons               | Select any one                                                                                                              |
| (5) A group of unrelated persons                                           | Select one arbitrarily and mark the others as "partners"                                                                    |
| (6) Hotels and institutional households                                    | The officer in charge, if he resides in the hotel or institution. Otherwise, a resident member of the staff                 |
| (7) Households consisting entirely of guests, lodgers, patients or inmates | One member, selected arbitrarily                                                                                            |



## 20. Order of enumeration of household members

Enumerate the members of the household in the following general order, with necessary adjustments depending on the composition of the household:

- (1) Head of the household
- (2) Wife of the head
- (3) Unmarried child or children in order of age, from eldest to youngest
- (4) Married children and their families
- (5) Additional relatives
- (6) Lodgers and their families
- (7) Employees and their families
- (8) Other members of the household

### ENUMERATION OF SPECIAL TYPES OF LIVING QUARTERS

## 21. Special types of living quarters defined

In addition to the ordinary private dwellings in which most of the population live, there are special types of dwellings whose occupants

<b>1. HOUSEHOLD MEMBER</b> (How close to each other?) (1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12) (13) (14) (15) (16) (17) (18) (19) (20)	<b>2. SURNAME OR FAMILY NAME (PRINT IN FULL)</b> OTHER SURNAMES AND ALIENS <b>3. ADDRESS - EXACT LOCATION</b> <i>25 Avenue Avenue</i> <i>Hamilton</i> <i>Provincial General Hospital</i> If this is an institution, hotel, etc., give its name on the above line and mark here: <input checked="" type="checkbox"/>	<b>4. RELATIONSHIP TO HEAD OF HOUSEHOLD</b> (Mark only one box) HD Head WF Wife UN Unmarried child MC Married child AD Additional relative LD Lodger EP Employee OM Other member
CENSUS OF CANADA, 1956 FORM 2-4000 DOMINION		

5. 112 6. 407

must be included in the Census. The following is a list of these special types of living quarters.

## (1) Health and welfare institutions

- (a) General hospitals (including nurses' residences)
- (b) Tuberculosis hospitals
- (c) Mental hospitals
- (d) Maternity hospitals
- (e) Convalescent hospitals and sanatoria
- (f) Hospitals and homes for veterans
- (g) Hospitals and homes for incurables
- (h) Nursing homes
- (i) Homes for the aged and infirm
- (j) Orphanages
- (k) Children's Aid Society shelters



- (2) *Corrective and penal institutions*
- Penitentiaries
  - Jails
  - Reformatories
  - Industrial schools and farms
- (3) *Religious and educational institutions*
- Convents
  - Manasteries
  - Boarding schools
- (4) *Hotels, lodging houses, etc.*
- Hotels which accept transient guests
  - Y.M.C.A.'s, Y.W.C.A.'s, etc.
  - Hotels
  - Tourist cabins and camps
  - Clubs with living quarters
  - Missions and hostels
  - Lodging houses with 10 or more rooms rented or available for rent
  - College residences and fraternity houses
  - Any other residential building of the dormitory type
- (5) *Camps*
- Military camps
  - Lumber camps
  - Mining camps
  - Construction camps
- (6) *Hutterite colonies*
- (7) *Diplomatic residences*

The larger institutions and hotels (that is, those with accommodation for two hundred or more persons) have been established as separate enumeration areas. Military camps and establishments will be enumerated by the Department of National Defence. Such special dwellings will be indicated in the descriptions of your Enumeration Area and you will omit them from your enumeration. Consult your Field Supervisor if you are in doubt about the inclusion of any such dwelling.

Smaller institutions, hotels, etc., that do not form separate enumeration areas, will be included in your enumeration. The following sections describe the method for enumerating the most important of these special dwellings.

## 22. General hospitals and nurses' residences

In planning to enumerate a general hospital you should first contact the official in charge of the hospital to make the necessary arrangements.

He will be able to supply you with a list of the staff and patients, and also to advise you whether the information you require will be available from the hospital records. If the information cannot be obtained in this way, arrange to leave individual Population forms (Form 5) with a responsible attendant for distribution to the patients. Follow the instructions for the use of this form (Section 40), and be sure to enter the information it contains on the appropriate Population document (Form 2 or 3).

Staff members (doctors, nurses, orderlies, etc.) may carry on their housekeeping in self-contained dwellings within the hospital premises. If so, enumerate the occupants of each such dwelling as a separate household.

The remaining staff members who were residing at the hospital on the Census date and all patients there at that date will be grouped together to form one household, even though the hospital may consist of more than one building in your area. A senior staff member will be designated as the head (see Section 19) and the others as "employee" or "inmate", as the case may be.

Resident staff members, including nurses-in-training, will be enumerated on Population documents (Form 2). Patients who have been in the hospital for six months or longer and those who have no usual residence elsewhere will be enumerated on Population documents (Form 2) as though they were in their usual place of residence. The majority, however, will be short-term patients who will be considered as temporary residents and enumerated on Temporary-Resident documents (Form 3).



### 23. Sanatoria, mental hospitals, etc.

The procedure for enumerating institutions of this type is similar to that for general hospitals. However, since the period of stay in these institutions is usually indefinite or fairly long, *all* patients will be enumerated on Population documents (Form 2), considering the institution as their usual place of residence.

### 24. Nursing and welfare homes

For census purposes, nursing homes and welfare homes are classed as institutions. Separate, self-contained apartments or suites for staff members and their families within the premises of the institution will be treated as separate dwellings, and the occupants of each as a separate household. All other persons living in one of these homes will be grouped together to form an institutional household, of which the head will normally be the resident person in charge of the home. Other staff members will be shown as "employees", and the patients as "inmates" in Question 4 of the Population document.

You may have some difficulty in distinguishing small homes of this type from ordinary lodging houses. Nursing homes give regular nursing services; welfare homes are usually identifiable by their names—such as "Home for the Aged", "House of Refuge", and "Blank County Home".

### 25. Convents and monasteries

Each convent or monastery will be counted, for census purposes, as one large household of the institution type, even though it may consist of more than one building. In each of these institutions, the Superior will be shown as the household head. To show the relationship of other members to the head mark "Employee" in Question 4 of the Population document, and write "Nun", "Priest", "Novice", "Sister", "Brother", etc., in the space at the bottom of this question.

### 26. Hutterite colonies

Each Hutterite colony will be counted as one large household with the "boss" of the colony enumerated as the household head. Be sure to keep each family group (that is, husband, wife, and unmarried children) together, and distinguish the separate families by numbering each group in order. Show the members of each group as "partner", "partner's wife", "partner's son", "partner's daughter", etc., in the marking sec-

tion of Question 4 of the Population document. In the write-in space at the bottom of this question, enter "Family 1", "Family 2", etc., as the case may be, for each member of the family. Persons not members of any family should be shown as "partner", and the documents for this group kept together.

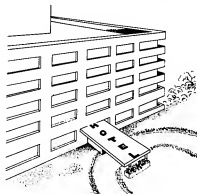
### 27. Boarding schools

Students in boarding schools, who have a usual place of residence elsewhere in Canada, will be dealt with as temporary residents and enumerated on Temporary-Resident documents (Form 3). Those with a usual residence outside of Canada will be listed only in Column 9 of the Visitation Record. All students whether Canadian or foreign, with no other home will be enumerated on Population documents (Form 2).

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

### 28. Hotels, motels, missions, hostels, jails, tourist camps, etc.

Hotels which cater to transients, motels, missions, hostels, jails, and tourist cabins are examples of dwellings whose occupants change from day to day. To be sure of contacting guests and inmates it will be necessary to visit most of these places during the evening of May 31. You will be advised by your Field Supervisor, if your area includes any of these dwellings. If so, you must contact the manager or other responsible official before the Census date to obtain his co-operation and assistance in planning the enumeration of the dwelling.



Your Field Supervisor will instruct you in the method of distributing and collecting Individual Population forms (Form 5) when it is not possible to obtain personal interviews with the guests or inmates. He will also arrange for assistance if your area includes more of these special dwellings than can possibly be visited in one day. When Individual Population forms are used, be sure to transfer the information to the appropriate Population document (Form 2 or Form 3).

The general procedures for enumerating these and similar dwellings are outlined in Sections 29 to 32 below.

#### 29. Hotels, motels, and tourist cabins

The following persons in an hotel, a motel, or a tourist cabin, will be enumerated on Form 2:

- (1) resident members of the staff and their families;
- (2) guests for whom this is the usual place of residence;
- (3) transients who have no fixed place of residence.

Persons who have a usual place of residence elsewhere will be enumerated as temporary residents, on Form 3.

In general, the residents of one of these dwellings will be grouped together to form one large household, even though some may be living in self-contained suites in the hotel, or in cabins or units of the motel apart from the main lodge or building.

However, if more than one-half of the accommodation, (1) is occupied by persons who have no usual place of residence elsewhere, and (2) consists of self-contained dwelling units, the occupants of each such unit will be considered as a separate household. Other resident staff members and guests will be grouped to form an additional household.

#### 30. Hostels and missions

All persons in a Salvation Army hostel, mission, or other similar dwelling will be considered as members of one household. Most of the persons found there will be enumerated on Form 2. The senior resident staff member will be selected as the head of the household, and other persons in the dwelling shown as "employee" or "inmate".

#### 31. Jails and other penal institutions

Every person confined to a jail or other penal institution on the night of May 31 must be enumerated on a Population document (Form 2). If separate self-contained dwellings are provided for the warden and his family or for other staff members, the occupants of each such dwelling will be considered as a separate household. The remaining personnel of the institution will be considered as part of the institutional household, with a senior resident staff member shown as the "head", guards or other staff members residing in the institution shown as "employees", and prisoners shown as "inmates".

#### 32. Clubs, fraternities, Y.M.C.A.'s, Y.W.C.A.'s, large lodging houses, etc.

Clubs, fraternity houses, Y.M.C.A.'s lodging houses, tourist homes, and other similar establishments frequently furnish room accommodation in much the same manner as an hotel. You will deal with these places as with hotels. In general, each such establishment will constitute one dwelling unit and the persons residing there on June 1, as one large household.

#### 33. Construction camps, logging camps, etc.

Persons living in dwellings of this type on June 1, who have no usual place of residence elsewhere will be enumerated on Form 2, and those with a usual residence elsewhere, on Form 3.

When separate dwellings are provided for staff personnel and their families, these will be considered as separate individual dwellings, apart from the camp. The remaining personnel of the camp will be grouped into one large household, with the senior person in charge as the "head" and the remaining personnel as "employees".

#### 34. Military establishments (camps, stations, etc.)

Military establishments constitute special enumeration areas which will be enumerated by the Department of National Defence. All persons whose residence is within the boundaries of the camp or station, including civilian workers and their families, will be enumerated by the military Enumerator. On the other hand, you must include in your enumeration, all military personnel residing within your area but outside the boundaries of the camp or station. To avoid omission or duplication of persons living close to the

## ENUMERATION FORMS AND HOW TO COMPLETE THEM



military area, be sure to consult your Field Supervisor, who will inform you of the exact boundaries of the camp or station.

### 35. Diplomatic residences

Although ambassadors, envoys, soldiers, and other officials representing the governments of other countries in Canada are not to be enumerated on Population documents, their homes must be visited and a count of such persons, including members of their families, entered in Column 9 of the Visitation Record. You must enumerate any Canadian residents who may be living there, for example a maid or gardener who regularly sleeps in the dwelling.

The dwelling will be recorded in the Visitation Record by entering the address in Column 4, the number of persons in the appropriate column, and "Diplomatic Residence" in the Remarks Column. Canadian residents in the dwelling will form a household with one chosen arbitrarily as the "head" and the others shown as "employee", "lodger", etc., depending upon their status in the dwelling. If there are no Canadian residents in the dwelling, enter "No Canadian residents" in Column 3 of the Visitation Record, and the number of persons in Column 9.

### 36. Summer cottages and trailers

All persons in summer cottages and trailers that are occupied on June 1, must be enumerated there. However, dwellings of this type which are unoccupied at the Census date must not be listed in the Visitation Record.

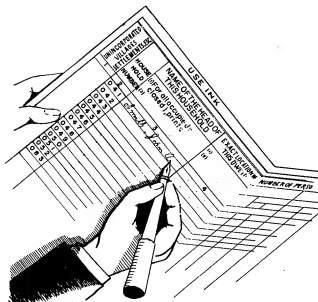
Each occupied cottage or trailer will be dealt with as a separate dwelling. When the occupants are living there temporarily, and their usual place of residence is "closed", they will be enumerated as temporary residents on Form 3. If, however, their usual home has been sublet to another household, or if they have no other usual residence, the persons in the cottage or trailer will be enumerated on Population documents (Form 2).

### 37. Form 1 - Visitation Record

- (1) **General instructions.**—The Visitation Record is the first form you will use when you visit a dwelling. On it, you will list every dwelling in the order of your route, whether occupied, closed, vacant, or under construction. Special types of dwellings such as hospitals, hotels, and missions will be included. You will also list summer cottages, trailers, etc., which are occupied on June 1, even though the residents are staying there temporarily.

Space has been provided in each Visitation Record for the listing of five hundred dwellings. Use one line for each dwelling and do not leave any lines blank. If one book is not sufficient to list all of the dwellings in your Enumeration Area, obtain another Record from your Field Supervisor. Be sure to change the household numbers in the second book to read "501", "502", "503", etc.

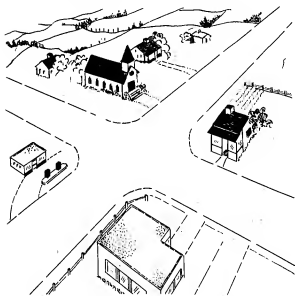
Before beginning your enumeration, complete the required information on the outside front cover of the Visitation Record. Use ink for all entries in the Visitation Record. To prevent the book from becoming soiled or damaged place it inside the front cover of your binder when not in use.



(2) How to fill out each column

**Column 1**

*Unincorporated villages, settlements, etc.:* Unincorporated villages, settlements, etc., are to be distinguished from post office addresses. That is, a group of farm dwellings scattered along a concession, and having the same post office address does not necessarily constitute such a place. An unincorporated village or settlement (as in Newfoundland) has no legal boundaries, but usually consists of a collection of dwellings grouped fairly closely together and having a name by which it is known locally.



The names of some places of this type may be listed in the description of your Enumeration Area. However, there may be others that have been omitted from the description, and these, as well as the ones which are listed, should be recorded in the Visitation Record.

Each such village or settlement will be indicated separately by drawing a short horizontal line across Column 1 above the number for the first household enumerated in the village, and another line below the number of the last household. Write the name of the place lengthwise in Column 1 between the upper and lower lines and on each page until the enumeration of the village or settlement is completed.

If any of the special dwellings which you enumerate on June 1 are located in one of these unincorporated villages or settlements, be sure to indicate the name of the village

in Column 1, opposite the name of the hotel, institution, tourist camp, etc., entered in Column 3.

**Column 2**

*Household number:* The household number printed on each line in Column 2 identifies the household being enumerated. This is the number that must be entered in Question 1 of each Population document (Form 2) completed for the members of the household.

**Column 3**

*Name of the head of the household:* In this column, enter the name of the head of the household for every occupied dwelling, including those which are "closed". Print the surname first, followed by the given name and initials.

If, however, the dwelling is an institution, hotel, tourist camp, etc., its name rather than that of the household head will be used in this column.

Enter "Vacant" or "Under construction", as the case may be, for any unoccupied dwellings (except unoccupied summer cottages, etc., which will not be listed in the Visitation Record).

Enter "No Canadian residents" in this column for diplomatic residences in which there are no Canadian residents.

**Column 4**

*Exact location of this dwelling:* For cities, towns, and villages, enter the street and number, as well as the apartment number for dwellings in an apartment building. For rural areas, give the exact location, which may differ from the post office address. In the rural parts of Quebec and Ontario, give the lot and concession number. In Manitoba, Saskatchewan, and Alberta, enter the section, township, range, and the meridian in the spaces provided by the vertical dotted lines. In the other provinces, enter the parish, township, or municipality, etc.

Be sure to make an entry for every dwelling you list, whether it is occupied, closed, vacant, or under construction. Note that for households residing temporarily in your enumeration area, the address entered on the Visitation Record will be the address at which they are enumerated.

## Columns 5 to 9

*Number of persons in the household:* The entries in these columns will provide a count of the population in your Enumeration Area. To make this count complete and accurate, it is important that the entries for each dwelling be made in the proper columns, as outlined below, and as given in Sections 15 to 36 of this Manual.

*Column 5:* Enter the number of persons whose usual residence is in this dwelling, and who were there on June 1.

*Column 6:* Enter the number of persons whose usual residence is in this dwelling, but who were temporarily absent from home anywhere else in Canada on June 1.

*Column 7:* Enter the number of persons whose usual residence is in this dwelling, but who were temporarily absent from home outside Canada on June 1.

*Column 8:* Enter the number of persons temporarily staying in this dwelling on June 1, who have a usual place of residence somewhere else in Canada.

*Column 9:* Enter the number of persons temporarily staying in this dwelling on June 1, whose usual place of residence is outside Canada.

## Column 10

*Remarks:* In addition to any remarks you consider necessary for your own use, the following types of entries should be made in this column:

### Enter

"Closed"

When  
The household is away for the entire period of enumeration, and the information cannot be obtained.

"Summer residence"

The dwelling is a summer cottage, trailer, etc., that is occupied on June 1, but used only for seasonal occupancy.

"Call-back,  
June \_\_\_\_\_,  
10 A.M."

You must return to the dwelling, at the date and time specified, to complete the required information.

### Enter

"4 Forms 5.  
Pick up  
June \_\_\_\_\_."

"Diplomatic  
residence"

### When

Four Individual Population forms have been left at the dwelling, to be picked up at the date indicated.

The dwelling is occupied by an ambassador, envoy, soldier or some other official representing the government of another country in Canada.

At the beginning of each day's work, write the date in this column on the line for the first dwelling enumerated that day. Be sure to enter a date for every day you enumerate.

When a call-back has been completed, or an Individual Population form picked up, make a check mark (✓) in this column beside the related entry.

## 38. Form 2 - Population Document

- (1) **General Instructions.**— Every person listed in Columns 5, 6, and 7 of the Visitation Record must be enumerated on a Population document (Form 2). (See also Sections 17 and 37.) Enumerate one person on each side of each document.

Since the documents are designed for direct machine processing, they must not be damaged in any way. Be careful, therefore, that they are not folded or bent, and that the holes for the metal rings do not become enlarged or ragged. Follow the general instructions for handling these documents, as outlined in Sections 9(1) and 12 of this Manual.

All entries on this document must be made with the mark-sense pencil. Review the marking instructions in Sections 10 and 11 of this Manual.

Note carefully the following points relating to this form —

- (a) Complete every question in the order of numbering.
- (b) Do not assume the answer to any applicable question even when you are enumerating someone you know.
- (c) Never make more than one entry in any column.
- (d) Use both sides of a document before proceeding to the next one.

(2) How to complete each question

1. Household Number	The entry in this question must correspond with the number for this household in Column 2 of the Visitation Record. Be sure each person in the household is given the same household number. Be sure, also, to place a mark in each of the three columns. For example, the twenty-seventh household would be marked 0-2-7.														
2. Name	Print the name distinctly, and be sure it is spelled correctly.														
3. Address - Exact location	<p>For cities, towns, and villages, enter (1) the street and number, and (2) the name of the city, town, or village. Include also the apartment number for dwellings in an apartment building.</p> <p>In rural areas, enter (1) the lot and concession, when possible and (2) the township, parish, or municipality in which the dwelling is situated. In the provinces of Manitoba, Saskatchewan, and Alberta, enter the section, township, range and meridian. Note that it is the exact location of the dwelling that is required, and this may differ from the Post Office address. Special dwellings such as institutions, hotels, camps, Hutterite colonies, boarding schools, military establishments and diplomatic residences will be identified in this question by entering the name of the dwelling (or the type of dwelling if it has no name) on the last line and marking the square in the lower right corner.</p>														
4. Relationship to head of household	<p>Follow the instructions outlined in Section 19, to determine the head of the household. Be sure to mark the relationship of each person to the head of the household.</p> <p>Mark only one box in this question. If the relationship to the head of the household is not one for which a box has been provided, write the entry in the space at the bottom of the question.</p> <p>Four examples of written entries are given on the document. Others include "great aunt", "great grandson", and "ward".</p> <p>The response "ward" may require an additional question on your part to determine the exact status of the person in the home. If a foster-parent receives pay for the care of a ward of the Children's Aid Society, the "ward" will be considered as a "lodger", and this question marked accordingly. On the other hand, if the relationship of the ward within the household is more permanent, and particularly if the household head receives no remuneration for his care, the entry "ward" should be written in, or in the case of a relative of the household head, a mark made in the appropriate box - e.g., "nephew".</p> <p>The following responses to this question should be dealt with as indicated:</p> <table border="0" data-bbox="280 1027 871 1187"><thead><tr><th data-bbox="422 1027 503 1047"><u>Response:</u></th><th data-bbox="757 1027 866 1047"><u>Mark the box:</u></th></tr></thead><tbody><tr><td data-bbox="325 1058 529 1078">Adopted son (or daughter)</td><td data-bbox="750 1058 860 1078">Son (daughter)</td></tr><tr><td data-bbox="325 1079 536 1099">Step son (or step daughter)</td><td data-bbox="750 1079 860 1099">Son (daughter)</td></tr><tr><td data-bbox="325 1100 539 1120">Half brother (or half sister)</td><td data-bbox="750 1100 868 1120">Brother (sister)</td></tr><tr><td data-bbox="325 1121 377 1141">Friend</td><td data-bbox="750 1121 801 1141">Partner</td></tr><tr><td data-bbox="325 1142 598 1162">Guest (in a hotel or lodging house)</td><td data-bbox="750 1142 801 1162">Lodger</td></tr><tr><td data-bbox="325 1163 377 1183">Servant</td><td data-bbox="750 1163 822 1183">Employee</td></tr></tbody></table> <p>Be sure to mark the members of a lodger's family "lodger's wife" or "lodger's child", as the case may be. The box "lodger's child" should be marked for only son or daughter of a lodger except those who are married and living with their own family. The married son or daughter in this case will be marked "lodger".</p>	<u>Response:</u>	<u>Mark the box:</u>	Adopted son (or daughter)	Son (daughter)	Step son (or step daughter)	Son (daughter)	Half brother (or half sister)	Brother (sister)	Friend	Partner	Guest (in a hotel or lodging house)	Lodger	Servant	Employee
<u>Response:</u>	<u>Mark the box:</u>														
Adopted son (or daughter)	Son (daughter)														
Step son (or step daughter)	Son (daughter)														
Half brother (or half sister)	Brother (sister)														
Friend	Partner														
Guest (in a hotel or lodging house)	Lodger														
Servant	Employee														

4. Relationship to head of household - Con.	<p>For two or more lodgers who are brothers or sisters, mark each brother or sister as "lodgee". Similar instructions apply to the families of employees, partners and inmates.</p> <p>Use the write-in space to enter the family number for the members of each family in a Hutterite colony (see Section 26).</p>
5. Sex	<p>Be sure to ask this question. Do not infer the answer on the basis of the Christian name, since in some cases the name may be common to both sexes, e.g., Beverly, Jean, Leslie, etc.</p>
6. Age at last birthday	<p>The entry in this question must be the exact age at the last birthday prior to June 1, 1956, regardless of the date on which the person is enumerated. Thus, a person whose birthday falls on June 10 will report his age as of June 10, 1955.</p> <p>Be sure to make an entry in each column. Thus for a person four years of age the entry in this question would be 0-4.</p>
7. Marital status	<p>Inquire of each person whether he or she was single, married (including separated), widowed, or divorced, as of June 1, 1956. Note that the square "married" is to be marked for each person whose husband or wife is living, unless they have obtained a divorce.</p>
8. Does this person live on a farm?	<p>For Census purposes, a farm is defined as a holding on which agricultural operations are carried out and which is:</p> <p>(1) three acres or more in size; or</p> <p>(2) from one to three acres in size and with agricultural production in 1955 valued at \$250 or more.</p> <p>Agricultural operations include the production of field crops, vegetables, fruits, greenhouse and nursery products, and seeds; live stock raising; the production of animal products (dairy products, wool, and eggs); bee keeping, and the raising of goats and fur-bearing animals.</p> <p>All persons who live in a dwelling situated on a farm will be marked "Yes" in Question 8. In other words, all persons residing on a holding for which an Agriculture Document (Farm 6) is required will be marked "Yes" in this question.</p> <p>Persons living in Hutterite colonies will be reported as living on a farm.</p> <p>For institutions which operate farms, however, all persons, except the manager of the farm and his household, will be marked "No" in this question.</p>
9. Where was this person on June 1?	<p>Mark "Here" for all persons listed in Column 5 of the Visitation Record, and "Elsewhere" for all persons listed in Columns 6 and 7.</p>

### 39. Form 3 - Temporary-Resident Document

- (1) **General instructions.** - The Temporary-Resident document (Form 3) will be used to enumerate any person residing temporarily in a dwelling in your Enumeration Area on June 1, who has a usual place of residence elsewhere in Canada (that is, all persons listed in Column 8 of the Visitation Record).

The Temporary-Resident document differs in form from the Population document (Form 2) in that it is bilingual, and, in addition, provides for the enumeration of only one person on each document. It is, however, a mark-sense form and requires the same care in handling as does the Population document. Review the instructions relating to the handling of these forms, as outlined in Section 9(2).



(2) How to complete each question. - Generally, the entries on the Temporary-Resident document will be made in the same manner as the entries on the Population document (Form 2). However, the following points should be noted carefully:

- (a) Question 1 (Household number) is for office use only;
- (b) Question 3 (Address where enumerated) refers to the address of the dwelling in your enumeration area, at which the person is residing temporarily on June 1;
- (c) Questions 4, 8 and 9A refer to the person's usual place of residence. Note also that Question 9A makes provision for entering the name of the head of the household at the person's usual place of residence, even if the person himself is the head.

In the Remarks Column of the Visitation Record you must enter the number of forms you are leaving at each household, as well as the date that you will return to pick them up. (See Section 37(2).) This notation must be checked off when you have received the completed forms.

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REMARKS

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- (1) Enter closed for a household a way for the entire period of enumeration, for whom information cannot be obtained.
  - (2) Enter summer residence for a cottage, trailer, tent, etc., if occupied on June 1, and used for seasonal occupancy only.
  - (3) Indicate where an Individual Form (Form 5) has been left, notes on call-backs, etc.
  - (4) Enter the date on the line opposite the first dwelling enumerated each day.
- 

10

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*3 forms 5. Pick up June 14.*

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After the form has been completed, it is to be placed in the envelope, and the envelope sealed and left with the household head or some other responsible person, to be returned to you.

When you pick up an Individual Population form, examine it before leaving the dwelling. If some of the information is missing and cannot be obtained by questioning the household head or some other responsible person, leave a second form, marking the particular items that have not been satisfactorily completed.

After receiving a completed Form 5, you must transcribe the information to the Population document (Form 2) left blank for the purpose or to a Temporary-Resident document (Form 3). The document must then be filed with the other documents for that household and the Form 5 marked to show that a Population document has been completed for it. The transcribed Individual Population forms must be filed and returned to the Field Supervisor with your other Census material (see Section 117).

Enumerators whose areas include hotels or other special dwellings will receive detailed instructions from their Field Supervisor relating to the method of distributing and collecting Individual Population forms in such places (see Section 28).

#### 40. Form 5 - Individual Population Form

This form is to be left with a household in which there is an individual for whom you are unable to obtain the necessary information through a personal interview. It is to be completed by persons who cannot be contacted by call-backs, and for whom no other member of the household can supply the necessary data. The Individual Population form is to be used only as a last resort to obtain Census information. When you can contact a lodger by calling at a different hour of the day, you must do so rather than leave a Form 5.

The Individual Population Form is bilingual and provides for written answers to all questions of the Population documents (Forms 2 and 3). Instructions to the individual on the proper method of completing it are printed on the form itself and on the envelope containing each Form 5.

Before leaving a Form 5, you must complete the following entries:

- (1) your District number;
- (2) your Enumeration Area number;
- (3) the number of the household in which the form is being left.

The forms are folded and inserted in the envelopes in such a manner that these entries may be made without removing the form. In the spaces provided on the envelope, you must enter your name, the name and address of the person for whom the information is required, and the date that you will return to pick up the completed form.

# AGRICULTURE

## GENERAL INSTRUCTIONS

### 41. Farm defined

For census purposes, a farm is defined as a holding on which agricultural operations are carried out, and which is:

- (1) three acres or more in size  
or
- (2) from one to three acres in size and with the agricultural production in 1955 valued at \$250 or more.

The holding may consist of a single tract of land or of a number of separate tracts held under the same or different tenures, and operated as a single unit.



Agricultural operations include any one or combination of the following:

- (1) Crop production—field crops, vegetables, fruits, greenhouse and nursery products, and seeds.
- (2) Live stock raising—horses, cattle, sheep, pigs, and poultry.
- (3) Rental of pasture for live stock grazing.
- (4) Production of animal products—dairy products, wool, and eggs.
- (5) Bee keeping and raising of goats and fur-bearing animals.

### 42. When to complete the Agriculture Document (Form 6, Part I and Part II)

You must complete an Agriculture Document for a farm:

- (1) When the whole farm is in your Enumeration Area, whether the operator lives on the farm or not.
- (2) When the farm is partly in your Enumeration Area and partly in others, if the farm dwelling or headquarters is in your Enumeration Area. In such cases you must enumerate as one farm those parts of the same farm located in other enumeration areas as well as those parts located in your Enumeration Area.



- (3) In doubtful cases, complete the document, give a full description of the special circumstances in the "Comments" section and bring the matter to the attention of the Field Supervisor.

### 43. Change of farm operator

In instances where the operator of the farm on June 1 is not the person who operated the farm in 1955, obtain from the present operator as accurate a record as possible of the new breaking, farm expenditures and months of mole farm labour for this farm for the year 1955. Do not report these items for some other farm that the present farm operator may have had in 1955.

## HOW TO MAKE ENTRIES ON THE AGRICULTURE DOCUMENT

### 44. Marking the Agriculture document

- (1) The Agriculture document is designed for direct machine processing. It must not be folded, bent, or damaged in any way.
- (2) All entries on these documents must be made with the pencil and lead supplied.
- (3) Marking instructions given in Section 10 must be observed carefully in making entries or marks.
- (4) All entries to the respective questions involve:
  - (a) writing the answers in the spaces to the right of the question. Enter only one figure in each of the last 2 spaces which are outlined in heavier type;

21,2	3	6
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- (b) making 1 or 2 **X** marks in the appropriate boxes. Heavy **X** marks must be made in the vertical boxes which correspond to the last two digits (tens and units) of an answer. No **X** mark is required for a zero in the tens or units positions.

- (5) A correctly marked specimen of the Agriculture document will be found in the Agriculture Training Work Book (Farm 61). This specimen illustrates the principle of recording and marking information. Examine it carefully.

Example: An 11,330 acre farm, with 128 acres owned, 202 acres rented and 11,000 acres managed.

**Area rented (Question 4(b))**

- (a) A written entry of 202 in the appropriate spaces
- (b) No **X** mark in the boxes representing the tens digit
- (c) A heavy **X** mark in the box  representing the units digit

**Area owned (Question 4(a))**

- (a) A written entry of 128 in the appropriate spaces
- (b) A heavy **X** mark in the box  representing the tens digit
- (c) A heavy **X** mark in the box  representing the units digit

4. How many acres of this farm do you:

a) Own? .....	<input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="8"/>	<input type="text" value="10"/>	<input type="text" value="20"/>	<input type="text" value="30"/>	<input type="text" value="40"/>	<input type="text" value="50"/>	<input type="text" value="60"/>	<input type="text" value="70"/>	<input type="text" value="80"/>	<input type="text" value="90"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="text" value="6"/>	<input type="text" value="7"/>	<input type="text" value="8"/>	<input type="text" value="9"/>
b) Rent or lease from others? .....	<input type="text" value="2"/> <input type="text" value="0"/> <input type="text" value="2"/>	<input type="text" value="10"/>	<input type="text" value="20"/>	<input type="text" value="30"/>	<input type="text" value="40"/>	<input type="text" value="50"/>	<input type="text" value="60"/>	<input type="text" value="70"/>	<input type="text" value="80"/>	<input type="text" value="90"/>	<input type="text" value="1"/>	<input checked="" type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="text" value="6"/>	<input type="text" value="7"/>	<input type="text" value="8"/>	<input type="text" value="9"/>
c) Operate for others as a hired manager? .....	<input type="text" value="1"/> <input type="text" value="1"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="0"/>	<input type="text" value="10"/>	<input type="text" value="20"/>	<input type="text" value="30"/>	<input type="text" value="40"/>	<input type="text" value="50"/>	<input type="text" value="60"/>	<input type="text" value="70"/>	<input type="text" value="80"/>	<input type="text" value="90"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="text" value="6"/>	<input type="text" value="7"/>	<input type="text" value="8"/>	<input type="text" value="9"/>
5. What is the total area of all land you operate .....	<input type="text" value="1"/> <input type="text" value="1"/> <input type="text" value="3"/> <input type="text" value="3"/> <input type="text" value="0"/>	<input type="text" value="10"/>	<input type="text" value="20"/>	<input checked="" type="text" value="30"/>	<input type="text" value="40"/>	<input type="text" value="50"/>	<input type="text" value="60"/>	<input type="text" value="70"/>	<input type="text" value="80"/>	<input type="text" value="90"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="text" value="6"/>	<input type="text" value="7"/>	<input type="text" value="8"/>	<input type="text" value="9"/>

**Area managed (Question 4(c))**

- (a) A written entry of 11,000 in the appropriate spaces
- (b) No **X** mark in the boxes representing the tens digit
- (c) No **X** mark in the boxes representing the units digit

**Total area (Question 5)**

- (a) A written entry of 11,330 in the appropriate spaces
- (b) A heavy **X** mark in the box  representing the tens digit
- (c) No **X** mark in the boxes representing the units digit

Note that acreage reported in Questions 4(a), 4(b), and 4(c) is equal to the total acreage reported in Question 5, i.e.,  $128 + 202 + 11,000 = 11,330$ .

Each group of questions, involving the number of cattle, chickens, pigs, etc., HAS A TOTAL. THIS TOTAL MUST BE EQUAL TO THE SUM OF THE NUMBERS REPORTED IN EACH GROUP OF INDIVIDUAL QUESTIONS.

#### 45. Important rules for making entries

- (1) You must complete Part I and Part II of the Agriculture document for each form. The Form operator's name, the District number, Enumeration Area number, and Form number must be entered in the space provided on both parts of each document.
- (2) Report acres to the nearest whole acre except where provision has been made on the document to report certain crops to the nearest tenth of an acre. (For example, in Question 30, report 1/2 as 5/10, 1/3 as 3/10, 2/3 as 7/10, 1/4 as 3/10, 3/4 as 8/10.)
- (3) Where the answer to a question is zero or none, mark the box for "none" where this is provided; otherwise make no entry.
- (4) If a mistake is made, erase the entry in error and mark the correct figure within the proper space.
- (5) Report values to the nearest dollar, omitting cents.

\$ 5750. ~~00~~

- (6) Report the production of gross silage, milk and eggs (Questions 14, 49 to 56, and 69) in the units asked for on the document.
- (7) All information written into the document must be obtained by questioning the farmer or some other responsible person, and must not be based on your own views or opinions. In the case of non-resident farms where the operator lives outside your Enumeration Area, secure the information from a neighbor or some other reliable source.

#### 46. "Comments" section of the document

The spaces provided at the left-hand side of both the front and back of Part II of the document are to be used for explaining unusual situations. If more lines are needed in Question 2 to give the location of the farm, the additional dots should be entered in these spaces. Details regarding intercropping (see Section 65) must also be recorded in the "Comments" section.

### INSTRUCTIONS FOR SPECIFIC QUESTIONS

#### 47. Farm number

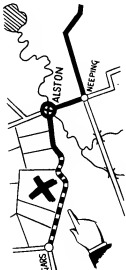
Each form must be assigned a number in the order in which the farms are visited. This farm number must be entered in the upper left-hand corner on each of the two parts of the Agriculture document (Form 6). Do not confuse this number with the household number appearing on the Visitation Record and on the Population document.

#### 48. Form operator (Question 1)

##### How to determine who is the farm operator

- (1) The Agriculture document is to be completed in the name of the person responsible for the day-to-day operations of the farm, whether he is operating it as owner, tenant or hired manager. He may do all the work himself or he may have other members of his family or hired workers helping him.
- (2) In the case of farms operated by institutions, schools, firms, etc., write the name of the institution, firm, etc., in the space below Question 14 of the Agriculture document. Report as form operator the farm manager or the executive officer.
- (3) Do not fill out a separate Agriculture document for members of the family or other persons living on the same farm as the operator unless each operates a tract of land entirely independent and separate from the home farm. This should be separate as to expenditures and revenues, and will probably have its own machinery.
- (4) Do not list more than one form operator for each farm enumerated. If the farm is operated by a partnership, consider one partner to be the form operator and enter the name of the partnership in the space below Question 14.



<p>49. Past office address (Question 1)</p>	<p>Give the mailing address of the person in charge, not the location of the land.</p>
<p>50. Location of farm (Question 2)</p> 	<p>Report on the Agriculture document all the land operated on June 1, 1956 by the farm operator, including the land he owns, rents or leases from others, or manages for others. Report all the land farmed by this operator whether or not it lies entirely in your Enumeration Area. Exclude land owned by this operator but rented to someone else.</p> <p>Describe the complete farm, filling in the section, quarter, township, range and meridian in the provinces of Manitoba, Saskatchewan and Alberta or the lot number and range or concession, where applicable, in the other provinces. In the provinces of Manitoba, Saskatchewan and Alberta list each section or quarter separately. Report separately the area and tenure of each parcel of land. If more lines are needed to give the location of a farm, write it in the "Comments" section.</p> <p>It is important that these land descriptions be accurate. If the operator is not certain, have him check with a recent tax notice or some other source.</p> <p>The tenure of the parcel of land must be designated as follows: "O" for owned, "R" for rented or leased, and "M" for managed.</p> <p>The total area of all parcels of land operated by this farmer must be entered in the space provided at the bottom of Column (f).</p>
<p>51. Farm headquarters</p>	<p>In giving the location of the farm in Question 2, always list on the top line the parcel of land on which the farm headquarters is located. The farm dwelling of the operator is the farm headquarters on most farms but if the operator does not live on the farm, the headquarters will be the main buildings or the main gate if there are no buildings.</p>
<p>52. Do you, the operator, live on this farm? (Question 3)</p>	<p>This inquiry refers to residence on the farm described in Question 2.</p>
<p>53. Area owned (Question 4(a))</p>	<p>Report as owned:</p> <ol style="list-style-type: none"> <li>(1) land that the operator or his wife holds under title, homestead law, purchase contract, or as an heir or trustee of any individual estate;</li> <li>(2) land which is more or less permanently occupied by a squatter.</li> </ol> <p>The land may be in more than one tract, and some of the tracts may be located at a considerable distance from the rest, but if the land is operated by this farmer it must be included.</p>
<p>54. Area rented or leased from others (Question 4(b))</p>	<p>Include the area rented from others on:</p> <ol style="list-style-type: none"> <li>(1) a cash basis;</li> <li>(2) a share or kind basis;</li> <li>(3) a rent-free basis.</li> </ol>
<p>55. Area operated for others as a hired manager (Question 4(c))</p>	<p>A hired manager is one who is paid a salary to operate a farm for a person, firm, corporation, or institution. He may operate his own farm in addition to managing farm land for someone else. All this land, including the managed portion, must be enumerated on an one document.</p> <p>Caretakers and hired labourers must not be confused with managers. A hired manager is responsible for the farming operations and makes day-to-day decisions.</p>

<p>56. Total area (Question 5)</p>	<p>The area reported in this question is the total of the area owned, the area rented or leased from others and the area operated for others as a hired manager (Questions 4(a), (b), and (c)). This total must be equal to the total area of the parcels of land reported in Question 2 and recorded in the space provided at the bottom of Column (f) of Question 2.</p> <p><b>Do not include:</b></p> <ol style="list-style-type: none"> <li>(1) land owned by this farm operator but rented to someone else, as it will be included with the land operated by the other farmer;</li> <li>(2) large areas of timber land or other non-agricultural land held by a farm operator, but operated apart from the farm business.</li> </ol>
<p>Questions 6-11</p>	<p><b>Condition of land, June 1, 1956</b></p>
<p>57. General instructions</p>	<p>These questions are designed to find out how the land in the farm is used. Each acre of the farm can be counted only once. The acreages reported in Questions 6 to 11 must be added and the total must equal the total area of the farm as reported in Question 5.</p>
<p>58. Cropland sown or to be sown for harvest in 1956 (Question 6)</p>	<p>The acreage entered in Question 6 must be the same as the acreage entered in Question 33, and is the total area of all crops (Questions 15 to 32(a)). Questions 15 to 34 (Crops sown or to be sown for harvest in 1956) must be completed before the entry for Question 6 is made. If intercropping is practiced on the farm (see Section 65) then the answer to Question 6 will be less than the total of the individual crops. Such cases must be clearly explained in the "Comments" section of the document.</p>
<p>59. Improved land for pasture or grazing (Question 7)</p>	<p>Report all land which has been cultivated and seeded to pasture and is used for grazing.</p> <p><b>Do not include:</b></p> <ol style="list-style-type: none"> <li>(1) land pastured after hay was or will be cut in 1956 (this must be included in Questions 6 and 28);</li> <li>(2) natural prairie or pasture land (this must be included in Question 11).</li> </ol>
<p>60. Summer fallow (Question 8)</p>	<p>Summer fallow is crop land from which no crop will be harvested during 1956 but which usually is or will be cultivated or worked during the year for weed control or moisture conservation. Include land on which green manure crops such as sweet clover or buckwheat have been or will be ploughed under. However, do not include as summer fallow, land which will be ploughed after a crop such as hay, fall wheat or fall rye has been harvested. Acreage of this kind must be reported under the individual crops. Idle land must not be reported as summer fallow (see Section 61).</p>
<p>61. Other improved land (Question 9)</p>	<p>Report in this question the area of what is sometimes called the farmstead—that is, the farm buildings and barnyards. Include also idle land, which is defined as land that has been cultivated and crapped at one time, is not seeded pasture, and is not being summer fallowed or crapped this year. Include also the area of home gardens, lanes and roads on the holding, and areas of new breaking that have not yet been crapped.</p>
<p>62. Woodland (Question 10)</p>	<p>Include all woodland, farm woodlots, land leased from others for cutting, and cutover land with young trees which have or will have value as timber or fuelwood. The area of trees planted for wind breaks must also be included. Do not include large timber tracts which are leased or under permit solely for the cutting of forest products and are run as a separate business from the farm.</p>

63. Other unimproved land (Question 11)	Report areas of natural pasture or hay land that have not been cultivated, brush pasture, grazing or waste land, sloughs, marsh, rocky land, etc., that are part of the farm and must be enumerated to give a complete account of the farm acreage.
Questions 15-34	<b>Crops sown or to be sown for harvest in 1956</b>
64. General instructions	Report the total area of the various crops sown or to be sown for harvest in 1956, whether already planted at the date of the Census or intended to be planted later. Study carefully the list of crops printed on the document in order that you may be sufficiently familiar with them to avoid omitting or duplicating any crop.
65. Two or more crops sown or to be sown on the same land	<p>(1) <i>Intercropping</i>—If two crops are being grown together in 1956 (for example—soybeans grown between or in the rows of corn) the total acreage is to be reported under each crop and details given in the "Comments" section.</p> <p>(2) <i>Other crops harvested in orchards</i>—Where another crop is grown between the trees in an orchard, report the acreage of the crop as if it were grown alone. If there are 25 or more fruit trees, report the total area of fruit trees in Question 32(i) and the number of fruit trees in Question 34.</p> <p>(3) <i>Mixed grains</i>—Report in Question 20 grain crops sown or to be sown and to be harvested as a mixture.</p> <p>(4) <i>More than one cutting of hay crops</i>—Where two or more cuttings of hay are made from the same area, the acreage is to be reported but once.</p>
66. Flax seed (Question 23)	Report in this question only linseed (oil) varieties of flax. Flax of fibre varieties must be reported in Question 32(h). Some farmers sell the straw of oil varieties of flax for paper making, but the area of this flax must nevertheless be reported in Question 23.
67. Dry field peas, corn for grain, dry field beans (Questions 25, 26, 32(b))	Do not report in these questions green peas, sweet or canning corn, green, snap or wax beans grown for table use, canning or freezing (see Question 32(i)).
68. Tame hay (Question 28)	<p>Report the area of all grasses, clavers and alfalfa cut or to be cut for hay, ensilage or seed, or for dehydrating. Include such varieties as timothy, brome grass, crested wheat grass, sweet clover, etc., but do not include wild hay.</p> <p>Where two or more cuttings of hay are taken, the acreage is to be reported but once. If grass, alfalfa and clover are cut for silage, report the tons of silage (green weight) under grass silage in Question 14.</p>
69. Potatoes (Question 30)	Report all patches of potatoes, no matter how small, including those grown for home use. For patches of less than 1/10 acre report 1/10 acre.
70. Tree fruits (Questions 32(i) and 34)	Question 32(i) must be asked on all farms, but no entries will be made in either this question or Question 34 if there are less than 25 fruit trees of all kinds on the farm. The tables given in Appendix A may be used as a guide in determining the approximate acreage and the number of trees. If other crops, such as vegetables, are to be harvested from between the rows of fruit trees, the area

70. Tree fruits - Con.  
(Questions 32(i)  
and 34)

of both the fruit trees and the other crops must be reported as if they were grown alone (see Section 65). Fruit trees which are definitely abandoned and worthless must not be included, that is, trees (other than young non-bearing orchards) from which no fruit for sale was picked in 1955 and for which the operator has no plans for immediate rehabilitation.

71. Vegetables mainly  
for sale  
(Question 32(j))

The acreage applies only to farms growing vegetables mainly for sale, whether on the fresh market, to canners, freezers, dehydrators, or other processors. If vegetables are grown, but are consumed mainly by the farm household, with possibly a small portion sold, then no entry is to be made in this question.

If more than one crop of vegetables is to be harvested from the same piece of land report the area only once. If vegetables are planted between the rows of trees in an orchard containing 25 or more fruit trees, then both the area of the vegetables and the area of the fruit trees must be reported as though each were grown alone.

Vegetables grown on institutional farms and consumed by the members of the institution are considered to be sold and this question will be completed.

Include in Question 32(j) the area on which vegetable seed is being produced mainly for sale in 1956.

The area of vegetables, such as the following, will be reported in Question 32(j) if vegetables are grown mainly for sale:

asparagus	egg plants
artichokes	leeks
beans (wax, green, or snap)	lettuce
beets	onions
brussels sprouts	parsnips
broccoli	green peas
cabbage	peppers
cantaloupes and melons	pumpkins
carrots	radishes
cauliflower	rhubarb (grown in the open)
celery	spinach
chinese cabbage	squash and vegetable marrows
chives	sweet potatoes or yams
sweet corn	swiss chard
cucumbers	tomatoes

72. Strawberries,  
raspberries,  
other small fruits  
(Questions 32(k),  
(l), (m))

The acreage of small fruits applies only to those farms which report these products grown mainly for sale. If these products are grown on the farm, but are mainly consumed by the farm household, with possibly a small portion sold, then no entries are to be made in these questions.

Report only cultivated fruits. Omit wild fruits such as wild blueberries and saskatoons.

73. Nursery and green-  
house products  
(Questions 32(n),  
(o))

Nursery products include trees, shrubs, flowers, bulbs, etc., grown in the open mainly for sale.

Greenhouse products include vegetables, vegetable plants, flowers, etc., grown mainly for sale under glass for transplanting or for harvest.

Include the area of mushroom and rhubarb houses with the area of greenhouse products in Question 32(a).





74. General instructions



Report all animals on this form, whether they belong to the farm operator, his hired help or members of his family.

Report also animals kept on this farm which are pastured or fed for others. Live stock owned by this farm operator but pastured on community pastures are to be reported as if they were on this farm.

Do not report on the document for this farm live stock owned by this operator which are pastured or kept on another farm or ranch (unless it is a community pasture). Such live stock will be enumerated on the document of the farm or ranch where they are being kept.

Breeding animals which are owned jointly by two or more farmers or by government agencies and kept in turn on the various farms must be reported on the form where they happen to be located on June 1.

75. Heifers, 1 year and under 2 years, being raised mainly for milk production (Question 47)

Include all animals, 1 year and under 2 years, being raised mainly for milk production, regardless of whether or not they are of dairy breeding.

76. Cows and heifers 2 years and over, milking or to be milked (Question 48)

Include all cows and heifers 2 years and over, regardless of breed, which are being milked or will be milked after freshening. Do not include cows suckled by calves unless some milk is taken for other use.

77. Production of whole milk, May, 1956 (Questions 49-54)



You must enter the quantity in Column 1, and in Questions 49, 52 and 53 you must indicate also the unit of measure used in reporting the quantity. In the other questions, the quantity must be reported in pounds.

You may have difficulty in arriving at the total production of milk as there are few farmers who keep accurate records of this item. Column 2, the milk equivalent column, has been inserted to help you in this task. You must enter in Column 2 the pounds of whole milk that are equivalent to the quantities of cream and butter that are entered in Column 1. If Column 2 is properly filled in, the sum of the entries of Questions 49 to 53 (Column 2) will equal the total for Question 54. You must make this check.


A milk equivalent table has been printed on the document in order to assist you in making these conversions.

If, for example, the amount of whole milk sold in May (Question 49) is reported in gallons, mark an X beside "Gal.". In order to report the milk equivalent in Column 2, you may consult the table of milk equivalents which tells you that 1 gallon of milk weighs approximately 10 pounds. In such cases, multiply the gallons of milk reported by 10 and enter the resulting figure in Column 2.

Similarly, cream sold in May on a butterfat basis (Question 50(a)) must be reported in pounds of butterfat. To get the milk equivalent, multiply the reported pounds of butterfat by 30 (see milk equivalent table on document), and enter the resulting figure in Column 2.

Milk used for making cheese on the farm for home use will be reported in Question 52. Milk used for making cheese in a factory will be reported in Question 49.

78. Milk sold in May directly to consumers (Question 56)	Cream sold must be converted to the milk equivalent and must be reported together with the quantity of milk sold directly to consumers.
Questions 67(a)-67(g)	Farm machinery
79. General instructions	Include machines located on the farm on June 1, whether owned by the farm operator or by someone else. Do not include old machines which are no longer used.
80. Motor trucks (Question 67(c))	Include station wagons and jeeps. Do not report school buses.
Questions 70-73	Farm expenditures
81. General instructions	Report all specified expenditures made last year for the farm, whether paid in cash or obtained on credit. For tenant-operated farms, include expenditures for this farm made last year by the landlord as well as those made by the tenant.
82. Rent paid on a cash basis (Question 70(a))	Include only rent paid in cash. If the land was rented free of charge, write "free" in Question 70(a).
83. Rent paid on a share or kind basis (Question 70(b))	If land was rented in 1955 for a fixed quantity of products (such as a fixed amount of grain or hay), or for a share of the crops or other production (1/4 share, 1/2 share, etc.), report the cash value of the products given as rent.
Questions 74-76	Part-time work and mole farm labour
84. General instructions	<p>(1) <i>Calculation of months</i> -</p> <ul style="list-style-type: none"> <li>(i) Report number of months to the nearest whole month. In instances where the answers are not given in months but in days or hours, convert to months, using 25 days or 200 hours as the equivalent of 1 month's work.</li> <li>(ii) Where a number of workers are employed on the farm for several periods, report the total months for all workers employed. For example, report 1 month if 5 workers were employed for 5 days each.</li> <li>(iii) A total of 12 days or less should be considered as zero months.</li> </ul> <p>(2) <i>Male farm labour</i> - Include only moles 14 years of age and over in Questions 75 and 76. Do not include the farm operator unless he is a paid farm manager.</p> <p>(3) <i>Partnership</i> - If the farm is operated by a partnership, consider one partner to be the farm operator; the other partners, if actually doing work on the farm, must be reported as "unpaid family labour" (Questions 75 and 76).</p> <p>(4) <i>Change of farm operator</i> - In instances where the operator of the farm on June 1, 1956 is not the person who operated the farm in 1955, obtain from the present operator as accurate a record as possible of the months of non-farm work and the months of mole farm labour for this farm for the year 1955.</p>

<p>84. General instructions - Con.</p>	<p>(5) <i>Exchange work</i> - Exchange work done on other farms by this operator, by workers paid by this operator, or by his unpaid male family workers, should be considered as work done on this farm.</p>
<p>85. Part-time work in 1955 (Question 74)</p> 	<p>Report the total number of months the operator worked for wages, commissions, etc., at non-farm work off this farm during 1955.</p> <p>Non-farm work includes fishing, working in the woods or on the roads, trucking (non-agriculture), factory or clerical work, carpentry, etc. It would also include such non-farm work as operating a gasoline filling station, grocery store, or tourist cabins, either on the farm property or elsewhere. For persons who operate their farm but who, in addition, are working full time at non-farm work, enter 12 months in Question 74.</p>
<p>86. Paid labour and workers (Questions 75(a) and 76(a))</p>	<p>Any person (excluding unpoind family workers), working on the farm for wages, solary or board, commission, or on a piece rate or contract basis, should be reported as "paid". Include here a hired manager or male members of the operator's family receiving regulor or specified cash wages.</p> <p>Where custom work is done on the farm by hired machines, do not include the months or number of workers that form part of the cost of such machine hire. (These will be reported by the farm operator actually doing the custom work.)</p>
<p>87. Unpaid family labour and workers (Questions 75(b) and 76(b))</p>	<p>Male members of the operator's family (related by blood or marriage) who do farm work or chores full-time or part-time on the farm but do not receive specified wages, are to be reported as unpaid family labour. Include also students (14 years of age and over) who work after school hours, on Saturdays or during the summer holidays. (See Section 84 for calculation of number of months.) Do not include the farm operator as an unpoind family worker.</p>

**REVIEWING AGRICULTURE DOCUMENTS  
(FORM 6, PART I AND PART II)**

**88. General instructions**

- (1) Review carefully each Agriculture document before you leave the farm. Both Part I and Part II of the document must be completed for every farm enumerated.
- (2) Entries must be legible and marked according to instructions with the special pencil and lead provided. (See Section 10.)
- (3) Areas must be reported to the nearest whole acre except where provision has been made on the document to report certain crops to the nearest tenth of an acre. (Questions 30, 31, 32(g), 32(i) to 32(o).)
- (4) Dollars only must be entered in all questions on value.
- (5) Agriculture documents must be arranged in order by farm number with Part II following Part I for each farm.

**89. Questions always requiring an entry**

- (1) Farm operator's name, District number, Enumeration Area number, and Form number on both parts of the document.
- (2) Farm operator's address (Question 1).
- (3) The location of the farm (Question 2).
- (4) Residence of farm operator (Question 3).
- (5) Tenure (Questions 4 (a), (b), or (c)).
- (6) Total area (Question 5).
- (7) Electric power (Question 68).
- (8) All questions with "None" boxes (Questions 6, 12, 13, 35, 38, 41, 47, 48, 57, 65, 66, 67(g)).

**90. Acreage questions must be in agreement**

- (1) Question 5 must equal the area entered in the space at the bottom of Column (f) of Question 2.
- (2) Questions 4 (a), (b), and (c) must equal Question 5.

- (3) Questions 6 to 11 must equal Question 5.
- (4) Questions 32(a) to 32(e) must equal Question 32(p) (to the nearest acre), and Question 32 must equal Question 32(p).
- (5) Questions 15 to 32 must equal Question 33.
- (6) Question 33 must equal Question 6 unless intercropping occurs, in which case Question 6 will be less than Question 33 by the extent of the intercropping (see Sections 58 and 65).

#### 91. Live stock numbers must always be checked

- (1) Questions 36 and 37 must equal Question 35.
- (2) Questions 39 and 40 must equal Question 38.
- (3) Questions 42 to 46 must equal Question 41.
- (4) The number of heifers reported in Question 47 must not be greater than the number reported in Question 45.
- (5) The number of cows and heifers reported in Question 48 must not be greater than the number reported in Question 46.
- (6) Questions 58 to 61 must equal Question 57.
- (7) Questions 62 to 64 must equal Question 65.

#### 92. Farm machinery

Questions 67(a) to (f) must equal Question 67(g).

#### 93. Production of whale milk, May 1956

The pounds of milk as given in Column 2 (milk equivalent) of Questions 49 to 53 must equal the total pounds of milk reported in Question 54.

### ENUMERATION OF CERTAIN TYPES OF FARMS

#### 94. Indian Reservations and allotted Indian lands

- (1) Where land has been allotted to individual Indians, a separate Agriculture document will be completed for each holding in the same manner as for ordinary holdings. Such land will be reported on the document as owned. The word "allotted" can be taken simply to mean the acreage designated as the place of agricultural activity of the individual Indian.
- (2) Any agricultural land belonging to an Indian reservation but neither allotted to individual



Indians nor leased to a corporation or to an individual, constitutes a single form. Report the Indian Agent or farm manager as operator. Include on this Agriculture document any live stock belonging to the reservation as a whole, or live stock belonging to members of the reservation who have no allotted land. Do not include the acreage of wild land not utilized for agricultural purposes.

#### 95. Institutional farms

If the land forming part of an institution, such as a school, penitentiary or hospital, is used for the growing of vegetables or fruits, or for the carrying on of other agricultural operations, and requires the completion of an Agriculture document, report only the acre actually used for agricultural purposes. The name of the manager of the farm or the executive officer of the institution is to be reported as the farm operator. Write the name of the institution in the space below Question 14.

#### 96. Co-operative farms or colonies

If a number of persons are operating a farm as a co-operative enterprise or colony, report the complete enterprise or colony as one form. The manager, president, etc., must be reported as the farm operator and the name of the co-operative or colony clearly written in the space below Question 14. Report as hired workers only those persons doing the farm work and receiving regular cash wages.

#### 97. Community pastures

If the headquarters of a community pasture is located in your Enumeration Area you must complete an Agriculture document covering the complete pasture. The manager of the pasture must be given as the farm operator and you must write the name of the community pasture in the space below Question 14. Live stock kept on the community pasture for other farm operators must not be enumerated on the document for the community pasture as they will be enumerated on the farm where they belong.

In the case of P.F.R.A. Community Pastures you must fill in as much information as the manager can supply but you must not have him get information from the Head Office of P.F.R.A. in Regina. Make a note in the "Comments" section of the document of data that can be secured only from Regina.

### 98. Non-resident farms

You may occasionally find farms on which no one is living but for which an Agriculture document is required. If you find out that the operator does not live on a farm, and the farm lies wholly within your Enumeration Area you must complete a document.

If the farm lies partly in your Enumeration Area and partly in another, and the person in charge does not live on the farm (either on the part in your Enumeration Area or in the other enumeration area), you must complete an Agriculture document for the complete farm and explain fully in the "Comments" section of the document. (If the person in charge lives on the part of the farm located in the other enumeration area, the other enumerator completes the Agriculture document for the complete farm.)

If you are in doubt as to whether the land will be reported by another enumerator, complete an Agriculture document for the holding and give a full explanation in the "Comments" section. You must bring these doubtful cases to the attention of your Field Supervisor so that he will

make certain that the land is not enumerated twice.

### 99. Apiaries, goat and fur farms

The Agriculture document does not contain questions regarding bees, goats, or fur-bearing animals. However, you may encounter a farm in your Enumeration Area where the main activity is bee keeping or the raising of goats or fur-bearing animals. In these cases you must record in the "Comments" section the number of goats or hives of bees or the number and kind of fur-bearing animals.

### USE OF MAPS IN FARM AREAS

### 100. Manitoba, Saskatchewan and Alberta

The Enumerator of each agricultural area in these three provinces has been supplied with a township plan (see diagram) in addition to a map of the Enumeration Area. The completed township plan must be returned with the documents.

Dist. 607

E.A. 66

												3			4			5			6		
1	1	1	1	2	2	8	9	11	11	12	12	31	32	33	34	35	36						
1	1	1	10	2	7	9	10	11	11	12	12												
0	0	16	16	16	9	9	15	15	0	0	13	30	29	28	27	26	25						
0	0	16	16	16	9	9	15	15	15	13	13												
0	18	17	17	9	9	15	15	14	14	13	13	19	20	21	22	23	24						
0	18	17	17	9	9	15	15	14	13	13	0												
												T52 R 23											
18	X	14	14	14	0	22	21	14	14	23	24	18	17	16	15	14	13						
18	18	14	14	2	2	22	22	X	X	23	24												
19	19	20	21	2	2	22	22	X	23	23	24	7	8	9	10	11	12						
0	0	20	20	21	21	21	X	0	0	0	24												
0	0	36	X	34	33	31	29	29	27	26	25	6	5	4	3	2	1						
36	36	36	36	35	32	31	30	29	27	26	25												

The Enumeration Area is outlined in red on the township plan and you must mark clearly every quarter section or part of a quarter section in your Enumeration Area as follows: -

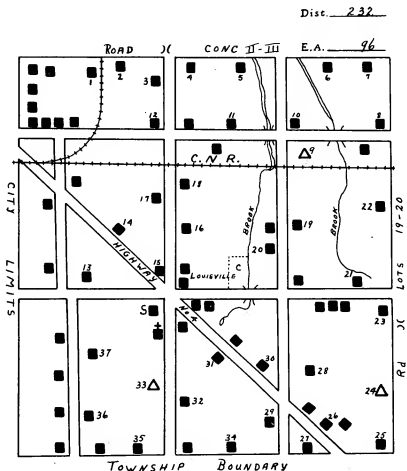
- (1) For form areas covered by an Agriculture document in your Enumeration Area enter the form number on the township plan for each quarter section or part of a quarter section. In cases where the form area is so small that the form number cannot be entered in the proper location on the township plan, the form number may be entered in the margin and an arrow drawn to the exact location of the land. (See diagram.)
- (2) For form areas covered by an Agriculture document in another enumeration area, mark "O" on the township plan for these parcels of land. This will occur where the farm headquarters is located in another enumeration area.

- (3) For non-form areas, abandoned or idle land areas such as lakes, large rivers, forests, coulees, abandoned or idle land (not part of occupied farms) mark an "X" on the township plan for each parcel of land.

### 101. Other provinces

For each Agriculture document completed in areas outside the provinces of Manitoba, Saskatchewan and Alberta you must enter on the map the form number near the form dwelling symbol which is a small square.

If the form dwelling is not indicated on your map, mark a small square ■ in the approximate location of the form dwelling. If the form does not have a house indicate by a triangle Δ on your map the approximate location of the farm and enter the form number beside the triangle.



## OTHER AGRICULTURE INSTRUCTIONS

### 102. Agriculture Questionnaire (Advance copy to farmers)

Many form operators will have received, through the postal service, a list of the questions to be asked in the Census of Agriculture. If the form operator has partially or wholly completed the advance questionnaire you must check the entries (see Sections 88-93) and transfer the information accurately to an Agriculture document (Form 6). Check particularly that the form operator has listed the farm headquarters on the top line in Question 2. Advance questionnaires which have entries must be returned to your Field Supervisor with other completed forms.

You will, of course, be paid for completing and checking all Agriculture documents, even though the information may be taken from an advance questionnaire.

### 103. Other Agriculture Surveys

Formers may inquire about information they are asked to provide on mail questionnaires. Some of these questionnaires will be in the farmer's hands at the time of the Census and the criticism may arise that work is being duplicated.

One of the major form surveys which is similar in many respects to the Census is the annual June Mail Survey of Crop Acreages and Live Stock Numbers, distributed by the Dominion Bureau of Statistics. Other Dominion Bureau of Statistics Form Surveys which will be going on at the time of the Census are the Monthly Surveys of Dairying, Poultry, Farm Prices, and the Quarterly Surveys of Pigs and Farm Wages.

It is important that you get a complete census report for each farm holding in your Enumeration Area even though some of the questions may be similar to those on other surveys.

### 104. Arpents

In certain sections of the Province of Quebec where the land is surveyed in arpents instead of acres, answers to area questions on the Agriculture document may be recorded in arpents. In such cases, a notation "Area enumerated in arpents" must be made in the "Comments" section of the document.

### LIVE STOCK ELSEWHERE THAN ON FARMS (Form 7)

### 105. When to use Form 7

Entries must be made on this form whenever live stock are reported on -

- (1) Holdings under 1 acre
- (2) Other holdings under 3 acres if the agricultural production in 1955 was valued at less than \$250.

You must inquire of every household not living on a farm (even in cities, towns and villoges) whether they have any of the items listed on this form.

### 106. Area of holding (Column 2)

Report the area to the nearest tenth of an acre. If less than one-tenth acre, report one-tenth acre. Under no circumstances must entries be made on this form for holdings of 3 acres or more.

### 107. Horses, cattle, poultry, goats, pigs, and sheep

Enumerate these kinds of live stock on this holding, regardless of ownership.

## ADMINISTRATION

### ENUMERATOR'S ACCOUNTS

#### 108. Type of Enumeration Area

Rates and allowances which have been authorized for payment of enumerators depend upon the Type of Area and are outlined on the Account Forms, (Forms 51 and 52). The Type of your Enumeration Area, which has already been determined, will be indicated on the description of your area.

#### 109. Account forms

Enumerators in Type "A", "B", and "C" Areas will enter the details of all claims on Form 51 (Enumerator's Account). Enumerators in Type "D" Areas will be required to complete Form 52 (Enumerator's Account—Type "D" Area) and Form 53 (Statement of Expenses).

#### 110. Travelling expenses

The General Travel Regulations are authorized by the Governor in Council, and all accounts for travelling expenses must comply with these regulations.

During the period of instruction, expenses incurred for travel, meals, and lodgings will be allowed only to Enumerators who are required to travel outside their headquarters area (outside the area served by local street car or bus transportation system).

During enumeration, travelling expenses are authorized only for Enumerators in Type "D" areas. Allowances in lieu of travelling expenses are provided for Enumerators in Type "B" and "C" areas.

Charges for accommodation, meals, or transportation must be reasonable and in line with the prevailing rates for the area.

Mileage allowances must be based on the shortest routes. Any deviation because of special difficulties of transportation should be made by the most convenient and economical form of transport, and the reason for such deviation stated.

The allowance per mile covers the complete payment for the use of a privately-owned automobile, except for bridge, road or tunnel tolls, or ferry charges. This rate applies regardless of the number of passengers using the car for

census purposes. No charges will be allowed for parking meter, parking lot, overnight garage, towing charges, damages, or lasses. Claims for automobile mileage in your Statement of Expenses (Form 53) must show the places visited and the reason for the trip.

Consult your Field Supervisor before making any claims for travelling expenses.

#### 111. Unusual expenditures

The written authority of the Dominion Statistician must be obtained for all unusual expenditures, such as special means of transportation. Application for such authority must be made to your Field Supervisor, explaining the need for the expenditure and stating the cost. You will be advised if the expenditure is authorized, and how payment will be made.

#### 112. Receipts

Receipts must be obtained for all items of expenditure except for meals or for rail or bus fares, but details of such expenditures must be entered on the account forms. The charge for each meal must be shown separately in the details column, i.e.: breakfast .....; lunch .....; dinner .....

The regular bill form used by the hotel, person, etc., supplying the service must be used. If a printed form is not available, a sheet of plain paper, containing the required information and signature as outlined in the following paragraph, will be accepted.

All receipts must show the place of payment, the date and details of the expenditure. Receipts for lodgings must show the number of days, dates and rates per day. You must make certain that all bills are receipted by the person to whom the payment was made.

Receipts must be attached to the white copy of the account forms in the same order as the items of expenditure are entered on these forms.

#### 113. Accounts in triplicate

The three copies of each account form must be completed and signed by you. The white and pink copies must be submitted to your Field Supervisor. You will retain the green copy.



#### 114. Payment of accounts

All accounts will be reviewed and certified by the Field Supervisor and the Commissioner. Approval for payment and final audit will be made by the offices of the Comptroller of the Treasury and the Auditor General. Delay in payment will be prevented if your accounts are properly completed. The claims must be reasonable and accurate, all required receipts must be attached, and explanatory data for unusual expenditures must be included.

If you have any questions about your allowances or account, consult your Field Supervisor.

### OTHER ADMINISTRATION FORMS

#### 115. Form 10 - Enumerator's Progress Report

The Enumerator's Progress Report (Form 10) provides Census officials with an up-to-date record of the progress of the field work, and also serves to indicate areas which require immediate action to prevent serious delay in the completion of the enumeration. It is your responsibility to fill out one of these cards each Monday and Thursday following the completion of your day's enumeration, from June 1 until the end of the work. You must deliver or mail each card to your Field Supervisor so that he will have it the following day.

#### 116. Form 15 - Enumerator's List of Supplies

This form provides a check list of the supplies you will receive to carry out the enumeration of your area and of the supplies returned when the enumeration is completed.

When you receive your supplies, check to see that they agree with the numbers entered in the Column headed "Number packed". Consult your Field Supervisor if there is any discrepancy. If, after the enumeration begins, you receive additional supplies, the Field Supervisor will enter the numbers of such extra farms, etc., in the Column headed "Extra issue". When the enumeration of your area is complete, you must enter in the Column headed "Number returned", the numbers of the various forms, supplies, etc., you are returning to the Field Supervisor. The entry "XXX" in this Column indicates that the

item in question need not be returned. Note, however, that all enumeration forms must be returned, whether you have used them or not. Enclose the completed Form 15 when you return your supplies to the Field Supervisor, as outlined in the following Section.

#### 117. Completion of enumeration

Before returning your enumeration material to the Field Supervisor, you must make certain that no part of your area has been overlooked and that your returns are complete and accurate.

As a means of checking that your area has been completely covered, you should examine your map carefully, particularly around the boundaries, and compare it with the addresses listed in your Visitation Record, to make sure you have not missed a street, road, etc. In rural farm areas, you should also check your map (or township plan in the Prairie Provinces) for completeness of farm coverage. You should also make sure that all call-backs have been completed and all Individual Population forms collected and transferred to the appropriate documents (Form 2 or Form 3).

A detailed check of your documents, schedules, etc., will be made by your Field Supervisor before your account is approved for payment. To prevent delay and to ensure that your work is satisfactory, you should examine your returns carefully before submitting them. Section 14 presents a list of checks to be made following each day of enumeration. Your final check should follow a similar procedure, keeping in mind the instructions in this Manual for the handling and completion of all documents and forms.

When you are satisfied that your returns are complete and accurate, pack all materials carefully in the box in which you received them. Be sure to enclose the completed Form 15 (Enumerator's List of Supplies).

In most cases it will be possible for you to deliver the materials personally to the Field Supervisor. However, if the distance you would have to travel is greater than 25 miles each way, you should forward your materials by express or mail. To prevent any damage to the documents, etc., you must see that the box is properly closed and securely bound. (Gummed tape will be supplied for this purpose.) Consult your Field Supervisor regarding allowable expenses for the return of your supplies.

## APPENDIX A

### CONVERSION TABLES FOR AGRICULTURAL CALCULATIONS

**Table 1. Long Measure**

12	inches = 1 foot
3	feet = 1 yard
5½	yards = 1 rod
320	rods = 1 mile
1760	yards = 1 mile
5280	feet = 1 mile
80	chains = 1 mile

**Table 2. Square or Land Measure**

144	square inches = 1 square foot
9	square feet = 1 square yard
30¼	square yards = 1 square rod
160	square rods = 1 acre
640	acres = 1 square mile (or section)
1 acre	= { 160 square rods 4,840 square yards 43,560 square feet

**Table 3. Area of Land as a Fraction of an Acre**

1/10	acre equals	4,356	square feet
2/10	acre	8,712	" "
3/10	acre	13,068	" "
4/10	acre	17,424	" "
5/10	acre	21,780	" "
6/10	acre	26,136	" "
7/10	acre	30,492	" "
8/10	acre	34,848	" "
9/10	acre	39,204	" "
1	acre	43,560	" "

Example: A garden 175 feet long and 25 feet wide would be 4,375 square feet in area, or 1/10 acre.

Similarly a plot 250 feet long and 100 feet wide would be 25,000 square feet in area, or 6/10 acre.

**Table 4. Number of Rows of Field Raats, Vegetables, etc., Equivalent to 1/10 of an Acre, Given the Length of Rows and the Width between Rows**

Length of rows in feet	Number of rows in 1/10 acre with distances (in feet) between rows of—			
	1-1/2	2	2-1/2	3
25 .....	116	87	70	58
50 .....	58	43	35	29
75 .....	39	29	23	19
100 .....	29	22	17	15
125 .....	23	17	14	12
150 .....	19	15	12	10

**Table 5. Number of Trees per Acre**

To calculate the number of trees per acre in an orchard:— Multiply the average distance in feet between rows, by the average distance between the trees in a row. Then divide this figure into 43,560 (square feet in an acre). The resulting figure gives the number of trees per acre.

Example: If the trees are 20 feet apart in the row, and the rows are 20 feet apart, then the number of trees per acre will be  $\frac{43,560}{20 \times 20} = 108$  trees.

## APPENDIX B

### SECTIONS OF THE STATISTICS ACT WHICH APPLY TO ENUMERATION

**Section 5:** provides authority for the employment of Enumerators for the Census enumeration.

**Section 6:** requires every person employed under the Statistics Act to take the following oath of office: "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 regulations thereunder, 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 ....."

**Section 14:** provides authority for the payment of Enumerators and other persons employed in the taking of the Census. Such payment may take the form of a fixed sum, a rate per diem, or a scale of fees, together with allowance for expenses. The following extract from this section of the Act should be noted particularly: "No remuneration or allowances shall be paid to any person for any service performed in connection with this Act until the service required of such person has been faithfully and entirely performed."

**Section 15:** (1) states that Census forms or other documents containing information relating to individual persons must in no circumstances be revealed to any unauthorized person.

**Section 34:** makes it an offence for any person employed in the taking of the Census -

- (i) to desert from duty after having taken the oath;
- (ii) to wilfully make a false declaration;
- (iii) to obtain or seek to obtain unauthorized information;
- (iv) to fail to keep secret the information gathered.

Any person convicted of any of the above-noted offences is liable to a fine up to \$300, or to a prison term up to six months, or to both fine and imprisonment.

**Section 35:** makes it an offence for any person, without lawful excuse, to refuse or neglect to answer, or to wilfully answer falsely, any question required for completion of a Census form or schedule.

A person convicted of the above-noted offence is liable to a fine up to \$100, or to a prison term up to three months, or to both fine and imprisonment.



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