

# 2020 Annual Retail Trade Survey

**CONFIDENTIAL once completed.**

Selon nos dossiers votre langue de préférence est l'anglais, si vous préférez recevoir ce document en français, veuillez nous appeler au numéro sans frais suivant : 1-800-858-7921 ou ATS 1-800-363-7629

This information is collected under the authority of the *Statistics Act*, Revised Statutes of Canada, 1985, Chapter S-19.  
**COMPLETION OF THIS QUESTIONNAIRE IS A LEGAL REQUIREMENT UNDER THIS ACT.**

## Introduction

### Survey purpose

This survey collects the financial and operating data needed to develop national and regional economic policies and programs. Your information may also be used by Statistics Canada for other statistical and research purposes. Please access [www.statcan.gc.ca/survey-enquete/index-eng.htm](http://www.statcan.gc.ca/survey-enquete/index-eng.htm) for more information on this survey.

### Security of emails and faxes

Statistics Canada advises you that there could be a risk of disclosure during facsimile or email. However, upon receipt, Statistics Canada will provide the guaranteed level of protection afforded all information collected under the authority of the *Statistics Act*.

**Note:** Our online questionnaires are secure, there is no risk of data interception when responding to Statistics Canada online surveys.

### Confidentiality

The *Statistics Act* protects the confidentiality of information collected by Statistics Canada.

### Data-sharing agreements

To reduce respondent burden, Statistics Canada has entered into data-sharing agreements with provincial and territorial statistical agencies and other government organizations, which have agreed to keep the data confidential and use them only for statistical purposes.

Information on confidentiality, data-sharing agreements and record linkages can be found on the last page of this questionnaire.

DO NOT USE TO REPORT

**Please return the questionnaire within 21 days.**

**Please mail the completed questionnaire in the enclosed envelope or fax it to Statistics Canada at 1-888-883-7999.**

If you are unable to complete within 21 days OR if you need help, call us at 1-800-858-7921 or TTY 1-800-363-7629.

Statistics Canada  
Operations and Integration Division  
150 Tunney's Pasture Driveway  
Ottawa, Ontario K1A 0T6

Visit our website, [www.statcan.gc.ca](http://www.statcan.gc.ca)

## Reporting instructions

- Please print in ink.
- Report dollar amounts **in thousands of Canadian dollars**.
- **Exclude** sales tax.
- Percentages should be rounded to whole numbers.
- When precise figures are not available, provide your best estimates.
- Consult the reporting guide at [www.statcan.gc.ca/guides-e](http://www.statcan.gc.ca/guides-e) for further information.

## Business or organization and contact information

1. **Verify or provide** the business or organization's **legal and operating name** and correct where needed.

**Note:** Legal name modifications should only be done to correct a spelling error or typo.

Legal name

Operating name (if applicable)

2. **Verify or provide the contact information** of the designated business or organization **contact person** for this questionnaire and correct where needed.

**Note:** The designated contact person is the person who should receive this questionnaire. The designated contact person may not always be the one who actually completes the questionnaire.

First name

Last name

Title

Preferred language of communication

English

French

Mailing address (number and street)

City

Province, territory or state

Postal code or ZIP code

Example: A9A 9A9 or 12345-1234

Country

Email address

Example: user@example.gov.ca

Telephone number (including area code)

Example: 123-123-1234

Extension number

(if applicable)

Fax number (including area code)

Example: 123-123-1234

3. **Verify or provide the current operational status** of the business or organization identified by the legal and operating name above.

B00323

1  Operational → **Go to question 4**

2  Not currently operational

e.g., temporarily or permanently closed, change of ownership

Why is this business or organization not currently operational?

B00309

2  Seasonal operations → **Go to question 3a**

3  Ceased operations → **Go to question 3b**

4  Sold operations → **Go to question 3c**

5  Amalgamated with other businesses or organizations → **Go to question 3d**

6  Temporarily inactive but will re-open → **Go to question 3e**

7  No longer operating due to other reasons → **Go to question 3f**

### 3a. Seasonal operations

When did this business or organization close for the season?

Date B00217

YYYY	MM	DD
<input type="text"/>	<input type="text"/>	<input type="text"/>

When does this business or organization expect to resume operations?

Date B00218

YYYY	MM	DD
<input type="text"/>	<input type="text"/>	<input type="text"/>

 → **Go to question 4**

### 3b. Ceased operations

When did this business or organization cease operations?

Date B00211

YYYY	MM	DD
<input type="text"/>	<input type="text"/>	<input type="text"/>

Why did this business or organization cease operations?

B00311

1  Bankruptcy

2  Liquidation

3  Dissolution

4  Other  
Specify the other reasons why the operations ceased

B00312

} → **Go to question 4**

3c. Sold operations

When was this business or organization sold?

YYYY MM DD  
B00212

What is the legal name of the buyer?

B00406

→ Go to question 4

3d. Amalgamated with other businesses or organizations

When did this business or organization amalgamate?

YYYY MM DD  
B00213

What is the legal name of the resulting or continuing business or organization?

B00407

What are the legal names of the other amalgamated businesses or organizations?

B00408

→ Go to question 4

3e. Temporarily inactive but will re-open

When did this business or organization become temporarily inactive?

YYYY MM DD  
B00214

When does this business or organization expect to resume operations?

YYYY MM DD  
B00215

Why is this business or organization temporarily inactive?

B00313

→ Go to question 4

3f. No longer operating due to other reasons

When did this business or organization cease operations?

YYYY MM DD  
B00216

Why did this business or organization cease operations?

B00314

INFORMATION COPY  
DO NOT USE TO REPORT

4. **Verify or provide the current main activity** of the business or organization identified by the legal and operating name.

**Note:** The described activity was assigned using the North American Industry Classification System (NAICS).

B05002

1  This is the current main activity → **Go to question 7**

2  This is **not** the current main activity

Provide a **brief but precise description** of this business or organization's **main activity**

e.g., breakfast cereal manufacturing, shoe store, software development

B05003



5. Was this business or organization's main activity ever classified as:

B05111

1  Yes

2  No → **Go to question 7**

6. When did the main activity change?

Date YYYY MM DD

B00219

7. Are there any **other activities that contribute significantly (at least 10%) to this business or organization's revenue?**

B05024

1  **Yes**, there are other activities

2  **No**, that is the only significant activity → **Go to next section**

8. Provide a **brief but precise description** of this business or organization's **secondary activity**.

e.g., breakfast cereal manufacturing, shoe store, software development

B05005

9. Approximately what **percentage of this business or organization's revenue** is generated by each of the following activities?

When precise figures are not available, provide your best estimates.

**Percentage of revenue**

a. Main activity .....

B05004

%

b. Secondary activity .....

B05006

%

c. All other activities .....

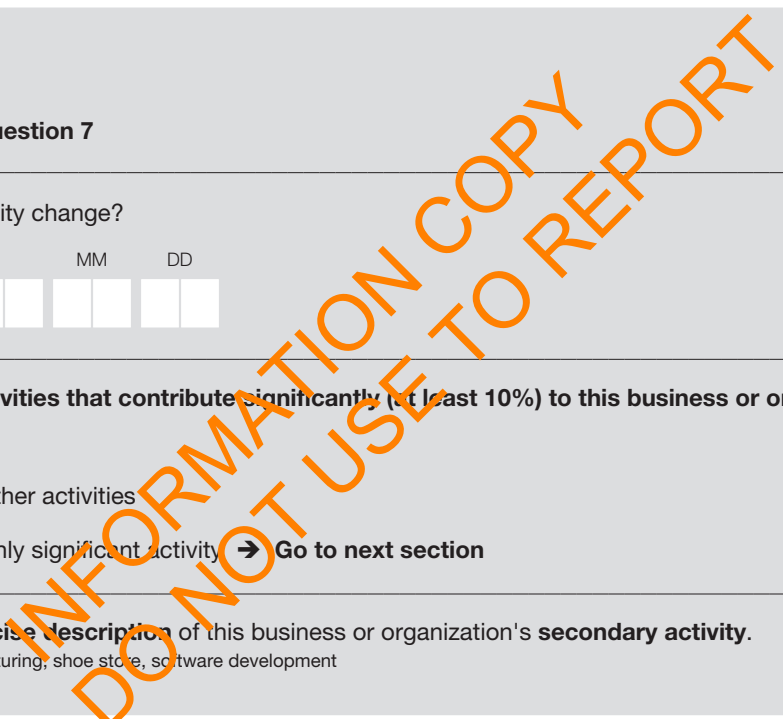
B05008

%

B05000

**Total percentage** .....

%



## Reporting period information

1. For this survey, please report information for this business or organization most recent **12 month fiscal period**.

**Note:** For this survey, the **End date** should fall between April 1, 2020 and March 31, 2021

Start date B00205    YYYY    MM    DD    End date B00206    YYYY    MM    DD

2. If the reporting period **does not cover a full year**, please check the reason(s) below (mark all that apply):

B00301\_r1

seasonal operations

B00301\_r2

new business

B00301\_r3

change of ownership

B00301\_r4

change of fiscal year

B00301\_r5

ceased operations

B00301\_r6

temporarily inactive

B00301\_r7

other reason — please specify:

B00301\_r8

INFORMATION COPY  
DO NOT USE TO REPORT

## Revenue

- Notes:**
- A detailed breakdown may be requested in other sections.
  - These questions are asked of many different industries. Some questions may not apply to this business.
  - Refer to the reporting guide for detailed instructions.
  - Please report all amounts **in thousands of Canadian dollars**.

What was this business's revenue from each of the following sources?

	CAN\$ '000
1. Sales of goods and services <b>Exclude:</b> GST/HST, PST and QST .....	F43008 \$ <input type="text"/> ,000
2. Rental and leasing .....	F45801 \$ <input type="text"/> ,000
3. Commissions .....	F45701 \$ <input type="text"/> ,000
4. Subsidies <b>Include:</b> grants, donations and fundraising .....	F47101 \$ <input type="text"/> ,000
5. Royalties, rights, licensing and franchise fees .....	F47201 \$ <input type="text"/> ,000
6. Dividends .....	F51101 \$ <input type="text"/> ,000
7. Interest .....	F51201 \$ <input type="text"/> ,000
8. Other revenue — please specify: <b>Include:</b> intracompany transfers	
<small>F51302</small> <input type="text"/>	<small>F51301</small> \$ <input type="text"/> ,000
9. <b>Total revenue</b> (sum of questions 1 to 8) .....	<small>F40000</small> \$ <input type="text"/> ,000

INFORMATION COPY  
DO NOT USE TO REPORT

## Expenses

- Notes:**
- A detailed breakdown may be requested in other sections.
  - These questions are asked of many different industries. Some questions may not apply to this business.
  - Refer to the reporting guide for detailed instructions.
  - Please report all amounts **in thousands of Canadian dollars**.

What were this business's expenses for the following items?

		<b>CAN\$ '000</b>	
1. Cost of goods sold		F61206	
a. opening inventories .....	\$	<input type="text"/>	,000
b. purchases		F61306	
<b>Include:</b> raw materials, goods purchased for resale and non-returnable containers		<input type="text"/>	
<b>Exclude:</b> change in inventories .....	\$	<input type="text"/>	,000
c. closing inventories .....	\$	F61406	<input type="text"/> ,000
d. cost of goods sold (opening inventories <b>plus</b> purchases <b>minus</b> closing inventories) .....	\$	F61101	<input type="text"/> ,000
		<b>CAN\$ '000</b>	
2. Employment costs and expenses		F61501	
<b>Include:</b> all employees who were issued a T4		<input type="text"/>	,000
<b>Exclude:</b> commissions paid to non-employees (report at question 3)		F61502	
a. salaries, wages and commissions .....	\$	<input type="text"/>	,000
b. employee benefits (please refer to the reporting guide for the list of inclusions and exclusions) .....	\$	<input type="text"/>	,000
3. Subcontracts		F62503	
<b>Include:</b> commissions paid to non-employees		<input type="text"/>	,000
<b>Exclude:</b> research and development .....	\$		
4. Research and development fees		F62504	
<b>Exclude:</b> in-house research and development .....	\$	<input type="text"/>	,000
5. Professional and business fees (e.g., legal, accounting, consulting, scientific fees) .....	\$	F62601	<input type="text"/> ,000
6. Utilities (e.g., electricity, water and gas) .....	\$	F61801	<input type="text"/> ,000
7. Office and computer related expenses (e.g., office supplies, postage, computer upgrades) .....	\$	F62505	<input type="text"/> ,000
8. Telephone, Internet and other telecommunication .....	\$	F61802	<input type="text"/> ,000
9. Business taxes, licenses and permits (e.g., beverage tax, business tax, license fees, property taxes) .....	\$	F61901	<input type="text"/> ,000
10. Royalties, franchise fees and memberships		F62001	
<b>Exclude:</b> Crown royalties .....	\$	<input type="text"/>	,000

INFORMATION COPY  
DO NOT USE TO REPORT



CAN\$ '000

11. Crown charges (for logging, mining and energy industries only) .....	F62506 \$ [ ] ,000
12. Rental and leasing <b>Include:</b> land, buildings, equipment and vehicles .....	F62101 \$ [ ] ,000
13. Repair and maintenance <b>Include:</b> buildings, equipment and vehicles .....	F62201 \$ [ ] ,000
14. Amortization and depreciation .....	F61601 \$ [ ] ,000
15. Insurance .....	F62301 \$ [ ] ,000
16. Advertising, marketing, promotion, meals and entertainment .....	F62507 \$ [ ] ,000
17. Travel, meetings and conventions .....	F62508 \$ [ ] ,000
18. Financial services (e.g., bank charges and transaction fees) .....	F62401 \$ [ ] ,000
19. Interest expense .....	F69101 \$ [ ] ,000
20. Other non-production-related costs and expenses <b>Include:</b> bad debt, loan losses, donations, political contributions and inventory write-down .....	F62509 \$ [ ] ,000
21. All other cost and expenses — please specify: <b>Include:</b> intracompany expenses F62512 [ ]	F62511 \$ [ ] ,000
22. <b>Total expenses</b> (sum of questions 1 to 21) .....	F60000 \$ [ ] ,000

INFORMATION COPY  
DO NOT USE TO REPORT

## Industry characteristics

### Selected sales information

Please provide the sales for each of the following goods and services.  
Please report all amounts in **thousands of Canadian dollars**.

	CAN\$ '000	
1. Sales of all goods purchased for resale, net of returns and discounts <b>Include:</b> parts used in generating repair and maintenance revenue (report the labour portion of repair and maintenance at question 3 below) <b>Exclude:</b> sales and revenue from concessions .....	F43003 \$	_____,000
2. Sales of goods manufactured as a secondary activity by this retailing business unit	F43002 \$	_____,000
3. Labour revenue from repair and maintenance (report parts at question 1 above) .....	F45802 \$	_____,000
4. Revenue from rental and leasing of goods and equipment .....	F45802 \$	_____,000
5. Revenue from rental of real estate .....	F45804 \$	_____,000

INFORMATION COPY  
DO NOT USE TO REPORT

## Sales by type of client

What was this business's breakdown of sales by the following types of client?

### 1. Clients in Canada

#### Percentage

a. individuals and households .....    %

F43008\_c1

b. businesses .....    %

F43008\_c2

c. governments, not-for-profit organizations and public institutions  
(e.g., hospitals and schools) .....    %

F43008\_c3

2. Clients outside of Canada .....    %

F43008\_c4

**Total percentage** .....

INFORMATION COPY  
DO NOT USE TO REPORT

## Distribution of operating revenue by method of sale

Please provide a percentage breakdown of the operating revenue by method of sale.

**Percentage**

1. In-store sales .....	<small>F43166</small> <input type="text"/> <input type="text"/> <input type="text"/> %
2. E-commerce <b>Include:</b> all revenue where the order is received and the commitment to purchase is made via the Internet, although payment can be made by other means; include orders made in web pages, extranet, mobile devices or Electronic Data Interchange (EDI). <b>Exclude:</b> orders made by telephone calls, facsimile or e-mail. ....	<small>F43167</small> <input type="text"/> <input type="text"/> <input type="text"/> %
3. Catalogue and mail-order or telephone .....	<small>F43168</small> <input type="text"/> <input type="text"/> <input type="text"/> %
4. All other methods — please specify: <small>F43169</small> <input style="width: 700px; height: 20px;" type="text"/>	<small>F43171</small> <input type="text"/> <input type="text"/> <input type="text"/> %
<b>Total percentage</b> .....	<div style="border: 1px solid black; padding: 2px; display: inline-block;">100%</div>

INFORMATION COPY  
 DO NOT USE TO REPORT

## E-Commerce

1. For this reporting period, what was this business's total revenue?  
Please report all amounts in thousands of Canadian dollars.

CAN\$ '000

F4000PF1

**Include:** sales of goods and services; rental, leasing and property management; commissions; subsidies, grants, donations, fundraising and sponsorships; royalties; rights; licensing and franchise fees; dividends, interest and other revenue. ....

\$ \$ [ ] ,000

2. Did this business have any e-commerce revenue in this reporting period?

**E-commerce revenue:** sale of goods and services conducted over the Internet with or without online payment.

**Include:** all revenue for which an order is received and the commitment to purchase is made via the Internet, although payment can be made by other means, such as orders made on Web pages, an extranet, mobile devices or Electronic Data Interchange (EDI).

**Exclude:** orders made by telephone, facsimile or email.

B05163

1  Yes → Go to question 3

3  No → Go to question 6

CAN\$ '000

F43459

3. What was the total e-commerce revenue in this reporting period?

If precise figures are not available, please provide your best estimate. ....

\$ \$ [ ] ,000

4. During this reporting period, did this business make sales over the Internet through any of the following methods?  
Select all that apply.

a. Via a mobile app .....

B05164\_m1

b. Via your company website .....

B05164\_m2

c. Via a third-party website .....

B05164\_m3

d. Via Electronic Data Interchange (EDI) .....

B05164\_m4

e. Other methods — please specify: .....

B05164\_m5

B05164\_m6

5. Does this business have any full-time staff dedicated solely to activities related to e-commerce?

B20052

1  Yes

3  No

6. If you answered No at question 2, please identify the reasons why this business did not make sales over the Internet:  
Select all that apply.

a. Goods and services do not lend themselves to online sales .....

B05165\_r1

b. Prefer to maintain current business model .....

B05165\_r2

c. Lack of skilled workers to implement and maintain e-commerce infrastructure .....

B05165\_r3

d. Cost of development is too high .....

B05165\_r4

e. Security concerns .....

B05165\_r5

f. Other reasons — please specify: .....

B05165\_r6

B05165\_r7

INFORMATION COPY  
DO NOT USE TO REPORT

## Details on this business's locations

1. Complete for all business locations operating during this reporting period.
2. If necessary, add all locations not listed on this questionnaire on the page "details on additional locations".

Please verify the location address and correct where needed.

Store ID / Outlet number

B00401\_I

Operating name

B00102\_I

Address (number and street)

B00119\_I

Province or territory

B00122\_I

City

B00121\_I

Postal code

B00123\_I

Total operating revenue

F47001\_I

\$  ,000

Was this business location operational for the full year?

B00305\_b\_I

Yes → **Go to next location**

No

What was the reason(s) for part-year operation (mark all that apply)?

B00301\_r1\_I1

seasonal operation

B00301\_r2\_I1

new store

B00301\_r3\_I1

change of fiscal year

B00301\_r4\_I1

change of ownership

B00301\_r5\_I1

ceased operations

B00301\_r6\_I1

temporarily closed

B00301\_r7\_I1

moved

B00301\_r8\_I1

other reason — please specify:

B00301\_r9\_I1

What were this location's operational start and end dates?

YYYY

MM

DD

B00201\_I

Start date

YYYY

MM

DD

B00202\_I

End date

Statistics Canada reviews all feedback.

We invite your comments pertaining to this business location.

B00001\_I

## Details on this business's additional location

1. Complete for all business locations operating during this reporting period.
2. Add all locations not listed.

Please provide the business location address.

Store ID / Outlet number

B00405\_I

Operating name

B00129\_I

Address (number and street)

B00125\_I

Province or territory

B00127\_I

City

B00126\_I

Postal code

B00128\_I

Total operating revenue

F47004\_I

\$  ,000

Was this business location operational for the full year?

B00306\_b\_I

Yes → **Go to next location**

No

What was the reason(s) for part-year operation (mark all that apply)?

B00307\_r1\_I1

seasonal operation

B00307\_r2\_I1

new store

B00307\_r3\_I1

change of fiscal year

B00307\_r4\_I1

change of ownership

B00307\_r5\_I1

ceased operations

B00307\_r6\_I1

temporarily closed

B00307\_r7\_I1

moved

B00307\_r8\_I1

other reason — please specify:

B00307\_r9\_I1

What were this location's operational start and end dates?

YYYY

MM

DD

B00208\_I

Start date

YYYY

MM

DD

B00209\_I

End date

Statistics Canada reviews all feedback.

We invite your comments pertaining to this business location.

B00015\_I

# COVID-19

1. In response to the COVID-19 pandemic, did this business experience additional expenses to comply with public health and safety guidelines or corporate guidelines to be allowed to operate?

Additional expenses could **include**: purchases of cleaning supplies, sanitation measures, protective equipment for employees or customers and costs to retrofit business operations (e.g., Plexiglass barriers, new equipment that facilitates physical distancing, additional labour costs).

Public health and safety guidelines refer to guidelines from a federal, provincial or municipal health agency.

B05140\_t41

1  Yes



What were the total additional expenses in fiscal year 2020?

Report dollar amounts **in thousands of Canadian dollars**.

For expenses less than \$500, enter "0".

When precise figures are not available, provide your best estimates.

**Additional labour costs, if applicable (CAN\$ '000)**

\$  ,000

F60102\_t41\_sr69

**Other additional expenses (CAN\$ '000)**

\$  ,000

F60102\_t41\_sr19

As a result of the additional expenses or business conditions, did this business delay plans to expand operating capacity or undertake investments?

B05140\_t41\_y64

1  Yes

2  No

2  No

2. In response to the COVID-19 pandemic, in which of the following ways did this business change operating methods?

**Include** both temporary and ongoing changes.

Mark all that apply.

Adopt or expand upon a contact-less business model  
e.g., e-commerce sales, drive-through, delivery, curbside pickup, offer virtual services

B00381\_t41\_y41

Retrofit the workspace

B00381\_t41\_y42

Invest in e-commerce platforms

B00381\_t41\_y43

Use business intelligence technologies  
e.g., cloud-based computing systems and big data analytic tools

B00381\_t41\_y44

Develop new supply chains

B00381\_t41\_y45

Ask some or all employees to work from home

B00381\_t41\_y46

Introduce or accelerate the introduction of new goods and services

B00381\_t41\_y47

Increase prices charged to customers of certain goods and services as a result of the COVID-19 pandemic

B00381\_t41\_y48

...continues on next page



...continued from previous page

- Decrease prices charged to customers of certain goods and services as a result of the COVID-19 pandemic  
B00381\_t41\_y49
- Change marketing strategy  
**Include** re-allocating marketing budget.  
B00381\_t41\_y50
- Increase marketing budget  
B00381\_t41\_y51
- Decrease marketing budget  
B00381\_t41\_y52
- Expand to new markets  
B00381\_t41\_y53
- Substitute capital for labour  
**e.g.**, automation, robots for use in producing goods and services  
B00381\_t41\_y54
- Provided extra staff training  
**e.g.**, job specific training, managerial training, training in new technology, training in new business practices, digital skills training, data literacy skills, other training and development  
B00381\_t41\_y55
- Downsize business activities  
**e.g.**, reduce goods and services offered  
B00381\_t41\_y56
- Reduce labour costs  
**e.g.**, lay off employees, furlough employees, request employees take vacation, reduce hours of employees, offer early retirement package, outsource work  
B00381\_t41\_y58
- Reduce costs other than labour costs  
B00381\_t41\_y59
- Take other actions  
B00381\_t41\_y60

↳ Specify the additional actions taken

B00381\_t41\_y61

OR

- No changes to operating methods in response to the COVID-19 pandemic  
B00381\_t41\_y62

3. Due to COVID-19, did this business receive public financial relief to avoid layoffs through the Canada Emergency Wage Subsidy or Temporary 10% Wage Subsidy programs?

B05150\_t41

1  Yes

↳ How much did your business obtain through these means?

**Financial relief received  
(CANS\$ '000)**

\$  ,000

F47123\_t41

2  No

INFORMATION COPY  
DO NOT USE TO REPORT

## Notification of intent to extract web data

1. Does this business have a website?

B00024

Yes



Specify the business website address

e.g., [www.example.ca](http://www.example.ca)

B00025

No



Statistics Canada is piloting a web data extraction initiative, also known as web scraping, which uses software to search and compile publicly available data from business websites. As a result, we may visit the website for this business to search for, and compile, additional information. This initiative should allow us to reduce the reporting burden on business, as well as produce additional statistical indicators to ensure that our data remain accurate and relevant.

We will do our utmost to ensure the data are collected in a manner that will not affect the functionality of the website. Any data collected will be used by Statistics Canada for statistical and research purposes only, in accordance with the agency's mandate.

For more information regarding Statistics Canada's web scraping initiative, please visit <http://www.statcan.gc.ca/eng/about/about>.

To learn more about Statistics Canada's transparency and accountability, please visit <http://www.statcan.gc.ca/eng/transparency-accountability>.

If you have any questions or concerns, please contact **Statistics Canada Client Services**, toll-free at 1-877-949-9492 (TTY: 1-800-363-7629) or by email at [infostats@canada.ca](mailto:infostats@canada.ca). Additional information about this survey can be found by selecting the following link:

Consult the reporting guide at [www.statcan.gc.ca/guides-r](http://www.statcan.gc.ca/guides-r) for further information.

INFORMATION COPY  
DO NOT USE TO REPORT

## Changes or events

1. Indicate any changes or events that affected the reported values for this business or organization compared with the last reporting period.

Mark all that apply.

B00302\_t1

Strike or lock-out

B00302\_t2

Exchange rate impact

B00302\_t3

Price changes in goods or services sold

B00302\_t4

Contracting out

B00302\_t5

Organizational change

B00302\_t6

Price changes in labour or raw materials

B00302\_t7

Natural disaster

B00302\_t8

Recession

B00302\_t9

Change in product line

B00302\_t10

Sold business or business units

B00302\_t11

Expansion

B00302\_t12

New or lost contract

B00302\_t13

Plant closures

B00302\_t14

Acquisition of business or business units

B00302\_t15

Other changes or events - specify:

B00302\_t16

**OR**

B00302\_t17

No changes or events

INFORMATION COPY  
DO NOT USE TO REPORT

## Contact person

1. Statistics Canada may need to contact the person who completed this questionnaire for further information.

If the contact person is the same as on cover page, please check  → **Go to "Feedback"**

Otherwise, who is the **best person to contact** about this questionnaire?

First name

Last name

Title

Email address (Example: user@example.gov.ca)

Telephone number (including area code)  
Example: 123-123-1234

Extension number  
(if applicable)

Fax number (including area code)  
Example: 123-123-1234

## Feedback

2. How long did it take to complete this questionnaire?

**Include** the time spent gathering the necessary information.....

Hours

Minutes

3. We invite your comments about this questionnaire.

B00002

INFORMATION COPY  
DO NOT USE TO REPORT

## General information

### Confidentiality

#### Your answers are confidential.

By law, Statistics Canada is prohibited from releasing any information it collects that could identify any person, business, or organization, unless consent has been given by the respondent, or as permitted by the *Statistics Act*. Statistics Canada will use the information from this survey for statistical purposes only.

### Data-sharing agreements

To reduce respondent burden, Statistics Canada has entered into data-sharing agreements with provincial and territorial statistical agencies and other government organizations, which have agreed to keep the data confidential and use them only for statistical purposes. Statistics Canada will only share data from this survey with those organizations that have demonstrated a requirement to use the data.

**Section 11** of the *Statistics Act* provides for the sharing of information with provincial and territorial statistical agencies that meet certain conditions. These agencies must have the legislative authority to collect the same information, on a mandatory basis, and the legislation must provide substantially the same provisions for confidentiality and penalties for disclosure of confidential information as the *Statistics Act*. Because these agencies have the legal authority to compel businesses to provide the same information, consent is not requested and businesses may not object to the sharing of the data.

For this survey, there are **Section 11** agreements with the provincial and territorial statistical agencies of Newfoundland and Labrador, Nova Scotia, New Brunswick, Quebec, Ontario, Manitoba, Saskatchewan, Alberta, British Columbia and the Yukon. The shared data will be limited to information pertaining to business establishments located within the jurisdiction of the respective province or territory.

**Section 12** of the *Statistics Act* provides for the sharing of information with federal, provincial or territorial government organizations. Under **Section 12**, you may refuse to share your information with any of these organizations by writing a letter of objection to the Chief Statistician and returning it with the completed questionnaire. Please specify the organizations with which you do not want to share your data.

For this survey, there are **Section 12** agreements with the statistical agencies of Prince Edward Island, the Northwest Territories and Nunavut.

For agreements with provincial and territorial government organizations, the shared data will be limited to information pertaining to business establishments located within the jurisdiction of the respective province or territory.

### Record linkages

To enhance the data from this survey and to reduce the reporting burden, Statistics Canada may combine the acquired data with information from other surveys or from administrative sources.

INFORMATION COPY REPORT  
DO NOT USE TO PREPARE

**Thank you for completing this questionnaire.**  
**Please retain a copy for your records.**  
**Visit our website, [www.statcan.gc.ca](http://www.statcan.gc.ca)**