

2012 Survey of Service Industries: Engineering

This document is confidential when completed.

Si vous préférez recevoir ce questionnaire en français, veuillez nous appeler au numéro sans frais suivant : 1-800-972-9692.

If necessary, please make address label corrections in the boxes below.

| | | | | |
|------|-----------------------|------|---------------------------------|--------------------------------|
| 0001 | Legal name | 0004 | Address (number and street) | |
| 0002 | Business name | 0005 | City | |
| 0021 | Title of contact | 0006 | Province/territory or state | |
| 0008 | First name of contact | 0053 | Country | 0007 |
| 0028 | Last name of contact | 0010 | Language preference | |
| | | | 1 <input type="radio"/> English | 2 <input type="radio"/> French |

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.

A - 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, in conformity with its mandate. Please access www.statcan.gc.ca/survey-enquete/index-eng.htm for more information on this survey.

Security of emails and faxes

Statistics Canada advises of the risk of interception by a third party when transmitting information by email or fax. Once we receive your questionnaire, however, Statistics Canada provides a guaranteed level of protection, which covers all information collected under the authority of the *Statistics Act*. **Note:** Our online questionnaires are secure, so there is no risk of interception when you respond to our surveys online.

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.

Please return the questionnaire within 30 days.
Please mail the completed questionnaire in the enclosed envelope or
fax it to Statistics Canada at 1-888-883-7999.

Lost the return envelope or need help? Call us at 1-800-972-9692 or mail to:
Statistics Canada, Operations and Integration Division, 150 Tunney's Pasture Driveway, Ottawa, Ontario K1A 0T6

Visit our website at www.statcan.gc.ca

B - Main business activity

1. Please describe the nature of your business.

0055

| |
|--|
| |
| |
| |

2. Please check the **one main activity** which most accurately represents your **main** source of revenue.

0479

- Engineering services:** this industry comprises business units primarily engaged in applying principles of engineering in the design, development and utilization of machines, materials, instruments, structures, processes and systems. The assignments undertaken by these establishments may involve any of the following activities: the provision of advice, the preparation of feasibility studies, the preparation of preliminary and final plans and designs, the provision of technical services during the construction or installation phase, the inspection and evaluation of engineering projects, and related services.

0040

- None of the above — Please call **1-800-972-9692** for further instructions.

FOR
INFORMATION
ONLY

C - Reporting period information

1. Please report information for your **fiscal year** (normal business year) **ending between** April 1, 2012 and March 31, 2013. Please indicate below the period covered by this questionnaire.

from ⁰⁰¹¹ to ⁰⁰¹²

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

⁰⁰³¹ ¹ seasonal operations ² new business ³ change of fiscal year ⁴ change of ownership ⁵ ceased operations ⁶ temporarily inactive

Reporting instructions

- Report for business unit(s) specified on the label on the front page.
- Complete only the questions that apply to your business.
- When precise figures are not available, please provide your best estimate.
- Report in Canadian dollars. Dollar amounts and percentages should be rounded to whole numbers.
- Consult the reporting guide at www.statcan.gc.ca/guides-e for further information.

D - Revenue

A detailed breakdown may be requested in other sections.

| | CAN\$ |
|--|---------------------------|
| 1. Sales of goods and services (e.g., rental and leasing income, commissions, fees, admissions, services revenue) Report net of returns and allowances. {must equal total sales in section F } | 2299 <input type="text"/> |
| 2. Grants, subsidies, donations and fundraising | 2068 <input type="text"/> |
| 3. Royalties, rights, licensing and franchise fees | 2022 <input type="text"/> |
| 4. Investment income (dividends and interest) | 2097 <input type="text"/> |
| 5. Other revenue ²⁰⁰¹ (please specify): <input type="text"/> | 2077 <input type="text"/> |
| 6. Total revenue (sum of questions 1 to 5) | 2098 <input type="text"/> |

E - Expenses

| | | CAN\$ |
|-----|---|---------------------------|
| | | 3010 |
| 1. | Salaries and wages of employees who have been issued a T4 statement | <input type="text"/> |
| 2. | Employer portion of employee benefits (include employer contributions to pension, medical/life insurance plans, employment insurance, etc.) | 3040 <input type="text"/> |
| 3. | Commissions paid to non-employees | 4466 <input type="text"/> |
| 4. | Professional and business services fees (e.g., legal, accounting) | 4315 <input type="text"/> |
| 5. | Subcontract expenses (include contract labour, contract work and custom work) | 3060 <input type="text"/> |
| 6. | Charges for services provided by your head office | 4555 <input type="text"/> |
| 7. | Cost of goods sold, if applicable (purchases plus opening inventory minus closing inventory) | 5721 <input type="text"/> |
| 8. | Office supplies | 3301 <input type="text"/> |
| 9. | Rental and leasing (include rental of premises, equipment, motor vehicles, etc.) | 4115 <input type="text"/> |
| 10. | Repair and maintenance (e.g., property, equipment, vehicles) | 4178 <input type="text"/> |
| 11. | Insurance (include professional liability, motor vehicles, etc.) | 4350 <input type="text"/> |
| 12. | Advertising, marketing and promotions (report charitable donations at question 22) | 4365 <input type="text"/> |
| 13. | Travel, meals and entertainment | 4370 <input type="text"/> |
| 14. | Utilities and telecommunications expenses (include gas, heating, hydro, water, telephone and Internet expenses) | 4084 <input type="text"/> |
| 15. | Property and business taxes, licences and permits | 4410 <input type="text"/> |
| 16. | Royalties, rights, licensing and franchise fees | 4440 <input type="text"/> |
| 17. | Delivery, warehousing, postage and courier | 4179 <input type="text"/> |
| 18. | Financial services fees | 4325 <input type="text"/> |
| 19. | Interest expenses | 4630 <input type="text"/> |
| 20. | Amortization and depreciation of tangible and intangible assets | 4520 <input type="text"/> |
| 21. | Bad debts | 4542 <input type="text"/> |
| 22. | All other expenses (please specify): <input type="text" value="4531"/> | 4569 <input type="text"/> |
| 23. | Total expenses (sum of questions 1 to 22) | 4699 <input type="text"/> |
| 24. | Corporate taxes, if applicable | 4600 <input type="text"/> |
| 25. | Gains (losses) and other items (see reporting guide) | 4601 <input type="text"/> |
| 26. | Net profit/loss after tax and other items (see reporting guide) | 2304 <input type="text"/> |

F - Industry characteristics

Sales by type of service

Please provide a breakdown of your sales, indicating if the amounts are in Canadian dollars **or** percentages.

Engineering services

9970 1 \$ or 2 %

1. Residential building engineering projects

8107

2. Commercial, public and institutional building engineering projects

8108

Industrial and manufacturing engineering projects

3. Mining and metallurgical plant and process engineering projects

8111

4. Petroleum and petrochemical plant and process engineering projects

8109

5. Pulp and paper plant and process engineering projects

8118

6. Industrial machinery engineering design projects

8199

7. Electronic and electrical equipment engineering design projects

8202

8. Transportation equipment engineering design projects

8201

9. Other industrial and manufacturing engineering projects

8203

10. Transportation engineering projects (e.g., road, rail, air, marine)

8164

11. Municipal utility engineering projects

8166

12. Power generation, transmission and distribution engineering projects

8167

13. Telecommunications and broadcasting engineering projects

8168

14. Hazardous and industrial waste engineering projects

8171

15. Engineering advisory services (e.g., expert witness, forensic investigation, etc)

8188

16. Other engineering projects or services

8189

Secondary activities

17. Project management services

2723

18. Construction services (including design-build contracts)

8142

19. Environmental consulting services

8145

20. Other sales

2558

21. Total sales (sum of questions 1 to 20)

2305

FOR
INFORMATION
ONLY

F - Industry characteristics (continued)

Sales by type of revenue

Please provide a breakdown of your sales, indicating if the amounts are in Canadian dollars **or** percentages.

| | |
|---|--|
| | 9973 ¹ <input type="radio"/> \$ or <input type="radio"/> % |
| 1. Fee income | 8236 <input style="width: 100px;" type="text"/> |
| 2. Sub-contracts | |
| a) engineering consulting | 8294 <input style="width: 100px;" type="text"/> |
| b) other consulting (e.g., architects, contractors) | 8238 <input style="width: 100px;" type="text"/> |
| 3. Reimbursables | 8239 <input style="width: 100px;" type="text"/> |
| 4. Other income | 8295 <input style="width: 100px;" type="text"/> |
| 5. Total sales (sum of questions 1 to 4) | 2305tot <input style="width: 100px;" type="text"/> |

Environment-related projects

1. Did you report sales revenues for **municipal utility engineering projects** (section F, question 11), **power generation, transmission and distribution engineering projects** (section F, question 12) or **hazardous and industrial waste engineering projects** (section F, question 14)?

- 4143 ¹ **yes, complete question 2 (a, b, c, d, e)**
- ³ **no, go to next section**

Please provide a breakdown of your sales in Canadian dollars.

| | |
|--|---|
| 2. Please report sales of engineering services related to: | CAN\$ |
| a) facilities that generate electrical power from the following renewable energy sources: sun, wind, water, biomass or the earth's heat | 4145 <input style="width: 100px;" type="text"/> |
| b) municipal waste water treatment | 4146 <input style="width: 100px;" type="text"/> |
| c) municipal garbage collection and disposal | 4147 <input style="width: 100px;" type="text"/> |
| d) site remediation | 4148 <input style="width: 100px;" type="text"/> |
| e) industrial air, water and solid waste collection, treatment, and disposal projects | 4149 <input style="width: 100px;" type="text"/> |

G - Personnel

| | number |
|---|--|
| 1. Number of partners and proprietors, non-salaried (if salaried, report at question 2 below) | 6321 <input type="text"/> |
| 2. Paid employees | |
| a) average number of paid employees during the reporting period (see reporting guide) | 6339 <input type="text"/> |
| b) percentage of paid employees (from question 2a) who worked full time | 6328 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> % |
| 3. Number of contract workers for whom you did not issue a T4, such as freelancers and casual workers (estimates are acceptable) | 6320 <input type="text"/> |

H - Sales by type of client

Please provide a percentage breakdown of your sales by type of client.

| | % |
|---|--|
| 1. Clients in Canada | |
| a) businesses | 8112 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| b) individuals and households | 8100 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| c) governments, not-for-profit organizations and public institutions (e.g., hospitals, schools) | 8233 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| 2. Clients outside Canada | 8140 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| | 100% |

I - Sales by client location

Please provide a percentage breakdown of your sales by client location (first point of sale).

| | % |
|--|--|
| 1. Newfoundland and Labrador | 8400 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| 2. Prince Edward Island | 8415 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| 3. Nova Scotia | 8405 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| 4. New Brunswick | 8410 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| 5. Quebec | 8420 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| 6. Ontario | 8425 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| 7. Manitoba | 8430 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| 8. Saskatchewan | 8435 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| 9. Alberta | 8440 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| 10. British Columbia | 8445 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| 11. Yukon | 8455 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| 12. Northwest Territories | 8451 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| 13. Nunavut | 8452 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| 14. Clients outside Canada (must equal question 2 in section H) | 8401 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| | 100% |

J - International transactions

Exports

0531
1 **yes, complete questions 2, 3 and 4**
3 **no, go to question 5**

1. Did you receive revenue from clients outside Canada for the **export** of goods, services, royalties, rights, licensing or franchise fees? CAN\$

0666

2. Please report revenue received from **exports**.

3. Please provide a percentage breakdown of **exports** by: %

| | | |
|--|------|----------------------|
| a) goods | 0667 | <input type="text"/> |
| b) services | 0668 | <input type="text"/> |
| c) royalties, rights, licensing and franchise fees | 0669 | <input type="text"/> |

100%

4. Please provide a percentage breakdown of **exports** by country: %

| | | |
|--------------------------------------|------|----------------------|
| a) United States | 0748 | <input type="text"/> |
| b) Mexico | 0749 | <input type="text"/> |
| c) other countries (please specify): | 0724 | 0750 |
| <input type="text"/> | 0676 | 0672 |
| <input type="text"/> | 0677 | 0673 |
| <input type="text"/> | 0678 | 0674 |
| <input type="text"/> | 0679 | 0675 |

100%

Imports

0715
1 **yes, complete questions 6, 7 and 8**
3 **no, go to next section**

5. Did you make payments to suppliers outside Canada for the **import** of goods, services, royalties, rights, licensing or franchise fees? CAN\$

0717

6. Please report payments made for **imports**.

7. Please provide a percentage breakdown of **imports** by: %

| | | |
|--|------|----------------------|
| a) goods | 0736 | <input type="text"/> |
| b) services | 0737 | <input type="text"/> |
| c) royalties, rights, licensing and franchise fees | 0738 | <input type="text"/> |

100%

8. Please provide a percentage breakdown of **imports** by country: %

| | | |
|--------------------------------------|------|----------------------|
| a) United States | 0751 | <input type="text"/> |
| b) Mexico | 0752 | <input type="text"/> |
| c) other countries (please specify): | 0743 | 0753 |
| <input type="text"/> | 0744 | 0739 |
| <input type="text"/> | 0745 | 0740 |
| <input type="text"/> | 0746 | 0741 |
| <input type="text"/> | 0747 | 0742 |

100%

K - Not applicable

L - Contact information

Name of person to contact about this questionnaire:

0026 1 Mr. 2 Mrs. 3 Miss 4 Ms

0054 Last name

0017 Telephone number

0027 Extension number

0013 First name

0016 Fax number

0014 Title

0020 Website address

0018 E-mail address

0015 Date completed:

How long did you spend collecting the data and completing the questionnaire?
9910 hour(s) 9909 minutes

M - Comments

We invite your comments below. Please be assured that we review all comments with the intent of improving the survey.

9920

9913

9914

9915

9916

FOR INFORMATION ONLY

General information

Confidentiality

Your answers are confidential.

Statistics Canada is prohibited by law from releasing any information it collects which 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 information from this survey for statistical purposes.

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, Statistics Canada may combine it with information from other surveys or from administrative sources.

Thank you for completing this questionnaire.

Please retain a copy for your records.

Visit our website at www.statcan.gc.ca