



Commercial and Institutional Consumption of Energy Survey, 2007

CONFIDENTIAL when completed

Collected under authority of the
Statistics Act, Revised Statutes
of Canada, 1985, Chapter S19.

Français au verso

Correct pre-printed information on label if necessary
using the corresponding boxes below:

0002	Business name	
0004	Number and street	
0005	City	
0006	Province	Postal code
		0007

The purpose of this survey

Statistics Canada, in partnership with Natural Resources Canada, is conducting this survey to collect detailed information on the energy demand and consumption patterns of Canadian businesses, organizations and institutions. This questionnaire collects data on the types and quantities of energy (such as electricity, natural gas etc.) consumed by small, medium and large businesses and institutions in Canada. One of the principal goals of Natural Resources Canada is to continually improve energy efficiency in Canada through various measures. Improving energy efficiency reduces greenhouse gas emissions that contribute to climate change. Given the current energy situation, this survey will be used to assess how well Canada is fulfilling its commitment both to increasing energy efficiency and reducing greenhouse gas emissions.

Your participation is important

This survey is conducted under the authority of the *Statistics Act*, Revised Statutes of Canada, 1985, Chapter S19. Completion of this questionnaire is voluntary. However, your co-operation is essential to ensure the accuracy of the information collected.

The data you report are confidential

Statistics Canada is prohibited by law from publishing or releasing any statistics which would divulge information obtained from this survey that relates to any identifiable business, organization or institution without the previous consent of that business or institution. The data reported on the questionnaire will be treated in strict confidence, used for statistical purposes and published in aggregate form only. The confidentiality provisions of the *Statistics Act* are not affected by either the *Access to Information Act* or any other legislation.

Data sharing agreements

Statistics Canada has entered into a data sharing agreement under Section 12 of the *Statistics Act* with Natural Resources Canada and Environment Canada for the sharing of information from this survey. They will keep the information confidential and use it only for statistical purposes. Under Section 12, you may refuse to share your information by writing to the Chief Statistician of Canada and returning your letter of objection along with your completed questionnaire.

Completion and Return

Please complete and return in the envelope provided within 20 days after receipt of this questionnaire. If you have any questions regarding this survey, or require assistance completing it, please call us toll-free:

Operations and Integration Division

Telephone: 1 866 297 3138

Fax: (613) 951 4825

Toll-free fax : 1 888 869 0972

Please quote the nine digit reference number appearing on the address label.

Please complete the following information

0013	First Name		0054	Last Name	
0014	Title of Respondent				
0017	Telephone #	() -	0027	ext.	
			0016	Fax #	() -
0018	Email				

Reporting instructions

1. For all questions, report only for the business unit(s)/organization/institution specified on the label on the front page.
2. For easier reading, the term "business" will be used throughout the questionnaire.
3. References to 2007 are for the calendar year (January to December).
4. Consult the enclosed Reporting Guide for additional instructions and definitions.
5. When precise figures are not available, please provide your best estimates.
6. Please use the area provided at the bottom of each page for any comments or explanations.

1. Please check which one of the following physical descriptions applies to this business as of December 2007.

0100 1 This business is the only one in a stand-alone building.

0101 2 This business comprises more than one building.

0102 # of buildings

0103 1 This business is within a building with other establishments, specifically:

0104 1 a mall

2 a strip mall

3 in an office tower

4 a hospital, university or college, or other large complex

5 other (please specify) 0105

→ and please indicate the percentage of floor space your business occupies in the building type selected above. If you don't know the exact percentage, please provide your best estimate.

0106 % of building

0107 1 This business is part of another configuration (please specify).

0108

2. As of December 2007, what was the total gross floor area of this business, and indicate (✓) the unit of measure. (See Reporting Guide.)

- Exclude indoor parking, mechanical areas, and areas occupied by other businesses.
- If you don't know the exact area, please provide your best estimate.
- All remaining questions on energy use will refer to the area you report here.

0200 0201 1 Square feet
2 Square metres

3. Please indicate the total number of months your business was open in 2007.

0300 # of months

4. Please indicate the total number of normal operating hours for this business during a typical week.

Please *exclude* any time when maintenance, house-keeping, or security staff are working outside of the normal operating hours. If the hours vary for different parts of the building or complex, report for that area which is open the longest.

0400 # of hours

Comments

3000

5. As of December 2007, what was the total number of full-time equivalent employees?

- Include contract workers and volunteers.
- Full-time work is considered to be 30 hours or more per week.
- Please convert part-time employees to full-time equivalent.
For example, two part-time workers who each work 20 hours a week can be considered one full-time equivalent.
- If you don't know the exact number, your best estimate is acceptable.

0500

of full-time equivalent employees

6. For each of the following types of equipment, please indicate the number of pieces that were in use on site as of December 2007, where applicable. If you don't know the exact number, please provide your best estimate.

Equipment	Number of pieces of equipment
Computers (including other electronic devices with a micro-processor (e.g., cash registers, etc.); <u>exclude</u> battery-operated and hand-held devices.)	0600
Printers, photocopiers and/or fax machines	0601
Computer servers (such as server farm (networked servers in one location), mainframe)	0602
Domestic appliances (e.g. stoves, microwave ovens, refrigerators, freezers, dishwashers)	0603
Industrial food preparation appliances (e.g. industrial stoves, ovens, refrigerators, freezers and dishwashers found in a cafeteria or restaurant)	0604
Laundry washers and dryers	0605
Sterilizing equipment	0606
Medical diagnosis or treatment machines (e.g., X-ray, CAT scan, MRI, dialysis, ultrasound)	0607
Vending machines	0608
Automated Teller Machine (ATMs or Bank Machines)	0609

7. For the 2007 calendar year, who paid the energy bills for the energy consumed by this business?

- 0700 1 This business paid the energy provider(s) directly for all energy bills. → **Go to question 8**
- 2 This business paid for some bills directly and the landlord or property manager paid for some.
- 3 The landlord or property manager paid the energy provider(s) directly for all energy consumption.
- 4 Other arrangement (*please specify*)
- 0701

Please go to the release form on the last page of this questionnaire (page 8) and supply contact information for your landlord, property manager, or other contact able to provide information about this business' energy consumption

Comments

3001

8. In which year was construction completed for the largest portion of the building(s) occupied by this business?

- If the exact year is unknown, please provide your best estimate.
- If two or more portions/buildings of equal size were constructed at different times, then choose the oldest.

Year	OR	Ranges (choose <u>one</u> only)		
0800 <input style="width: 100px; height: 20px;" type="text"/>		0801	01 <input type="radio"/> Before 1920 02 <input type="radio"/> 1920 - 1959 03 <input type="radio"/> 1960 - 1969 04 <input type="radio"/> 1970 - 1979	05 <input type="radio"/> 1980 - 1989 06 <input type="radio"/> 1990 - 1999 07 <input type="radio"/> 2000 - 2004 08 <input type="radio"/> 2005 or later
				99 <input type="radio"/> Don't know

9. Please indicate whether any of the following energy conservation features were present in your business as of December 2007 (with respect to the area reported in question 2). Please see Reporting Guide.

Energy Conservation Features	Yes	No	Don't know
Energy-efficient lighting system	0900 1 <input type="radio"/>	0900 3 <input type="radio"/>	0900 9 <input type="radio"/>
Programmable thermostat	0901 1 <input type="radio"/>	0901 3 <input type="radio"/>	0901 9 <input type="radio"/>
Heating equipment			
High-efficiency boiler	0902 1 <input type="radio"/>	0902 3 <input type="radio"/>	0902 9 <input type="radio"/>
Heat recovery system	0903 1 <input type="radio"/>	0903 3 <input type="radio"/>	0903 9 <input type="radio"/>
Ventilation and air-conditioning equipment			
Variable air-volume system	0904 1 <input type="radio"/>	0904 3 <input type="radio"/>	0904 9 <input type="radio"/>
Outdoor-air economizer	0905 1 <input type="radio"/>	0905 3 <input type="radio"/>	0905 9 <input type="radio"/>
Renewable energy features			
Solar electricity	0906 1 <input type="radio"/>	0906 3 <input type="radio"/>	0906 9 <input type="radio"/>
Solar hot water heater	0907 1 <input type="radio"/>	0907 3 <input type="radio"/>	0907 9 <input type="radio"/>
Wind powered electric generator	0908 1 <input type="radio"/>	0908 3 <input type="radio"/>	0908 9 <input type="radio"/>
Improvements to building envelope			
Window enhancements (e.g. low-e coatings, shading films, inert gas-fill, awnings, etc.)	0909 1 <input type="radio"/>	0909 3 <input type="radio"/>	0909 9 <input type="radio"/>
Basement insulation	0910 1 <input type="radio"/>	0910 3 <input type="radio"/>	0910 9 <input type="radio"/>
Roof insulation	0911 1 <input type="radio"/>	0911 3 <input type="radio"/>	0911 9 <input type="radio"/>
Wall insulation	0912 1 <input type="radio"/>	0912 3 <input type="radio"/>	0912 9 <input type="radio"/>
Other (please specify)	0913	0913	0913
<input style="width: 300px; height: 20px;" type="text"/>	0914 1 <input type="radio"/>	0914 3 <input type="radio"/>	0914 9 <input type="radio"/>

Comments

3002

10. For the 2007 calendar year, please indicate the total quantity consumed, the unit of measure, and the total amount spent for each form of energy consumed by your business.

- Please indicate only the energy consumed at the building level or physical location of your business, relating to the floor space reported in question 2.
- Do not include fuel or energy used for transportation.
- For amount spent, please report in Canadian dollars the total including taxes, service charges and any rebates.
- If exact figures are not available, please provide your best estimate.

Energy Form	Quantity Consumed	Energy Unit of Measure (please check one)	Amount Spent Cdn \$ (omit cents)
Electricity purchased (Please exclude electricity generated by your establishment.)	1000	1001 1 <input type="radio"/> kWh 2 <input type="radio"/> MWh 3 <input type="radio"/> GJ 4 <input type="radio"/> other (please specify) 1002	1003
Natural gas	1004	1005 1 <input type="radio"/> m ³ 2 <input type="radio"/> L 3 <input type="radio"/> ft ³ 4 <input type="radio"/> GJ 5 <input type="radio"/> other (please specify) 1006	1007
Light fuel oil and other middle distillates such as kerosene, etc.	1008	1009 1 <input type="radio"/> m ³ 2 <input type="radio"/> L 3 <input type="radio"/> ft ³ 4 <input type="radio"/> GJ 5 <input type="radio"/> other (please specify) 1010	1011
Propane	1012	1013 1 <input type="radio"/> m ³ 2 <input type="radio"/> L 3 <input type="radio"/> ft ³ 4 <input type="radio"/> GJ 5 <input type="radio"/> other (please specify) 1014	1015
Diesel	1016	1017 1 <input type="radio"/> m ³ 2 <input type="radio"/> L 3 <input type="radio"/> ft ³ 4 <input type="radio"/> GJ 5 <input type="radio"/> other (please specify) 1018	1019
Heavy fuel oil (a low-grade, tar-like fuel used in industrial boilers, blast furnaces, etc.)	1020	1021 1 <input type="radio"/> m ³ 2 <input type="radio"/> L 3 <input type="radio"/> ft ³ 4 <input type="radio"/> GJ 5 <input type="radio"/> other (please specify) 1022	1023
Wood and wood by-products (E.g. hog fuel, wastewood, bark, pellets, etc.)	1024	1025 1 <input type="radio"/> tonnes (metric) 2 <input type="radio"/> lbs (pounds) 3 <input type="radio"/> cords 4 <input type="radio"/> other (please specify) 1026	1027
Steam purchased (Please exclude steam generated by your establishment.) Please specify steam supplier below 1028	1029	1030 1 <input type="radio"/> kWh 2 <input type="radio"/> MWh 3 <input type="radio"/> GJ 4 <input type="radio"/> other (please specify) 1031	1032
Other (please specify type) Type: 1033	1034	Unit (please specify) 1035	1036

Comments

3003

11. For the 2007 calendar year, please indicate the main source of energy used to heat the building space reported in question 2, as well as any alternate sources used.

Energy Source	Main Energy Source for Space Heating (Mark <u>one</u> only)	Alternate Energy Sources for Space Heating (Mark <u>all</u> that apply)
Electricity	1100 01 <input type="radio"/>	1102 01 <input type="radio"/>
Natural gas	02 <input type="radio"/>	02 <input type="radio"/>
Light fuel oil and other middle distillates such as kerosene, etc.	03 <input type="radio"/>	03 <input type="radio"/>
Propane	04 <input type="radio"/>	04 <input type="radio"/>
Diesel	05 <input type="radio"/>	05 <input type="radio"/>
Heavy fuel oil (a low-grade, tar-like fuel used in industrial boilers, blast furnaces, etc.)	06 <input type="radio"/>	06 <input type="radio"/>
Wood and wood by-products (e.g. hog fuel, waste wood, bark, pellets, etc).	07 <input type="radio"/>	07 <input type="radio"/>
Steam	08 <input type="radio"/>	08 <input type="radio"/>
Other (please specify) 1101 _____	09 <input type="radio"/>	09 <input type="radio"/>
Don't know	99 <input type="radio"/>	99 <input type="radio"/>

12. For the 2007 calendar year, please indicate the main source of energy used for domestic water heating (i.e., water used for consumption, not for space heating).

Energy Source	Main Energy Source for Water Heating (Mark <u>one</u> only)
Electricity	1200 01 <input type="radio"/>
Natural gas	02 <input type="radio"/>
Light fuel oil and other middle distillates such as kerosene, etc.	03 <input type="radio"/>
Propane	04 <input type="radio"/>
Diesel	05 <input type="radio"/>
Heavy fuel oil (a low-grade, tar-like fuel used in industrial boilers, blast furnaces, etc.)	06 <input type="radio"/>
Wood and wood by-products (e.g. hog fuel, waste wood, bark, pellets, etc).	07 <input type="radio"/>
Steam	08 <input type="radio"/>
Renewable (e.g. solar)	09 <input type="radio"/>
Other (please specify) 1201 _____	10 <input type="radio"/>
Not applicable (no water heating)	11 <input type="radio"/>
Don't know	99 <input type="radio"/>

Comments

3004

13. For the 2007 calendar year, what percentage of the total floor area reported in question 2 was air conditioned?

- Include central air conditioners and stand-alone units.
- If you don't know the exact percentage, please provide your best estimate.

1300 % of total floor area

14. For the 2007 calendar year, please indicate the main source of energy used for space cooling, as well as any alternate forms used.

Energy Source	Main Energy Source for Space Cooling (Mark <u>one</u> only)	Alternate Energy Source for Space Cooling (Mark <u>all</u> that apply)
Electricity	1400 01 <input type="radio"/>	1402 01 <input type="radio"/>
Natural gas	02 <input type="radio"/>	02 <input type="radio"/>
Light fuel oil and other middle distillates such as kerosene, etc.	03 <input type="radio"/>	03 <input type="radio"/>
Propane	04 <input type="radio"/>	04 <input type="radio"/>
Diesel	05 <input type="radio"/>	05 <input type="radio"/>
Heavy fuel oil (a low-grade, tar-like fuel used in industrial boilers, blast furnaces, etc.)	06 <input type="radio"/>	06 <input type="radio"/>
Other (please specify) 1401 <input type="text"/>	07 <input type="radio"/>	07 <input type="radio"/>
Not applicable (no space cooling)	08 <input type="radio"/>	08 <input type="radio"/>
Don't know	99 <input type="radio"/>	99 <input type="radio"/>

15. Does this business establishment have a co-generation unit / system?

Co-generation is defined as the simultaneous generation of electricity and useful thermal energy (e.g. steam) in one process and from the same fuel source. Types of co-generation units/systems include condensing steam turbines, combined cycle gas turbines, etc.

- 1500 1 Yes
- 3 No
- 9 Don't know

Note: If you completed questions 8 to 15 you do not need to complete the Third Party Energy Consumption Data Collection Release Form at the end (page 8) of the questionnaire.

Comments

9913 to 9918, then 9920

THANK YOU FOR YOUR ASSISTANCE
Please return the questionnaire in the accompanying self addressed pre-paid envelope within 20 days of receipt.

Third Party Energy Consumption Data Collection Release Form

Although your business is not able to provide information on all of the types and quantities of energy it consumed in 2007, obtaining this information is important in order to have an accurate picture of the energy consumption of Canadian businesses. Therefore, Statistics Canada is requesting your authorization to contact the company or person named below (this may be a landlord, property manager or other knowledgeable contact), and obtain from them the information about your business' energy consumption.

By completing this form you authorize Statistics Canada to contact the company or person named below and you also authorize that company or person to provide Statistics Canada with the information requested in questions 2 and 8 through 15 of this survey.

2000 Company Name of Landlord, Property Manager or Other Knowledgeable Contact

2001 Contact Name

2002 Address of Company (or person above)

2003 City

2004 Province

2005 Postal Code

2006 Area Code

Telephone Number

2007 Extension

Statistics Canada is also requesting your permission to combine the information from this questionnaire with the information provided by the contact you identified above. The two sources of information will provide a complete picture of your business' energy consumption and will ensure that the survey results are representative of similar businesses with similar characteristics.

The data provided by your contact will be added to the information you provided on your business. It will be kept strictly confidential and will only be used for statistical purposes. The statistics published from the Commercial and Institutional Consumption of Energy Survey 2007 will not contain any information that could identify you or your business.

I authorize Statistics Canada to combine the information about this business' energy consumption with the information provided on the Commercial and Institutional Consumption of Energy Survey 2007.

2016 1 Yes 3 No

2014 _____ 2015 _____

Signature **Date**

This consent form covers the energy consumption related to:

2008 Name of Business

2009 Contact Name

2010 Address of Business

2011 City

2012 Province

2013 Postal Code

THANK YOU FOR YOUR ASSISTANCE

Please return the questionnaire in the accompanying self addressed pre-paid envelope within 20 days of receipt.