



Unified Enterprise Survey

Annual Survey of Logging and Forestry Support 2001, Short Form



Guidelines and Instructions

What is the Survey of Logging and why is it important?

The Survey of Logging is conducted annually by Statistics Canada to obtain important information on the logging sector of the Canadian economy. Logging and forestry establishments in Canada are required to provide information on such aspects of their operations as shipments, cost of materials, consumption of fuel, inventory levels, and salaries and wages. The information for all establishments is then grouped and aggregated to provide indicators for some of the individual industries constituting the Canadian logging and forestry sector.

Data collected in the Survey of Logging and Forestry Support are important because in the aggregate they measure production of this major sector in Canada, providing an indication of the well being of this sector, and its contribution to the Canadian economy. To protect the confidentiality of data provided by respondents, only data in aggregate form are available for use.

Your assistance in completing the enclosed Survey of Logging and Forestry Support Short Form is vital to the collection and production of timely and accurate logging statistics. If you experience difficulties in completing this report, please do not hesitate to call us at **1 888 881-3666**.

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5-6100-159.3: 2001-11-21 STC/UCS-307-75135



Statistics Canada / Statistique Canada

Canada



Who uses logging statistics?

Results from the Annual Survey of Logging help Statistics Canada in compiling key data on the Canadian economy, such as the Gross Domestic Product. The total value of logging shipments is used along with inventories to calculate production statistics, whereas the aggregate of shipments for individual products, along with external trade data, is used to estimate the apparent Canadian market for particular commodities.

The data are also published and are used by the business community, trade associations, municipal, provincial and federal governments, international organizations and private citizens. Major uses include analyzing market share, forecasting demand for new products, comparing establishment performance with that of the industry, preparing industrial and regional development plans, and establishing trade and tariff policies.

Is it a legal requirement to complete this report?

Yes. The Survey of Logging and Forestry Support is collected under the authority of the *Statistics Act*, Revised Statutes of Canada, 1985, Chapter S19. This Act stipulates that the completion of questionnaires issued under the Act is compulsory.

Is the information provided kept confidential?

Yes. Under the provisions of the *Statistics Act*, Statistics Canada is prohibited by law from publishing or releasing outside Statistics Canada, in any manner, any statistics which would divulge information obtained from this survey relating to any identifiable business without the previous written consent of that business (there are some exceptions under the data-sharing agreements described in the next paragraph). The data reported on this questionnaire will be treated in strict confidence, used for statistical purposes only, 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

To avoid duplication of information collection and to ensure more uniform statistics, Statistics Canada has entered into agreements with various government departments and agencies for the sharing of data from this survey **for statistical purposes only. Please note that Statistics Canada does not share any individual responses with Canada Customs and Revenue.**

Section 11 of the federal *Statistics Act* provides for the joint collection and sharing of information with provincial statistical agencies which 1) have been established under provincial legislation providing substantially the same provisions for confidentiality and penalties for disclosure of confidential information as the federal *Statistics Act* and 2) have the provincial or territorial legislative authority to collect this information on their own. Section 11 agreements are in effect with the provincial statistical agencies of Newfoundland, New Brunswick, Nova Scotia, Quebec, Ontario, Manitoba, Saskatchewan, Alberta and British Columbia in respect of establishments located within the boundaries of their respective province.

Agreements have also been made under **Section 12** of the *Statistics Act*, to provide for the joint collection and sharing of information with a federal, provincial or territorial government department. Under Section 12, you may refuse to share your information with any of these departments by writing to the Chief Statistician and returning your letter of objection along with the completed questionnaire. Please specify those agencies or departments from which data shall be withheld.

Section 12 agreements, which require that the information be kept confidential and used only for statistical and research purposes, are in effect with the following



departments for establishments operating within their respective jurisdictions: For all manufacturing industries, with (1) Natural Resources Canada, (2) the Prince Edward Island Department of Finance and Tourism, (3) the Executive Council of the Northwest Territories and (4) the Nunavut Bureau of Statistics. For establishments in Non-Ferrous Metal (except Aluminum) Smelting and Refining, Clay Building Material and Refractory Manufacturing, Cement Manufacturing and Lime Manufacturing, with (1) the Newfoundland and Labrador Department of Natural Resources, (2) the New Brunswick Department of Natural Resources and Energy, (3) the Quebec Ministry of Natural Resources, (4) the Ontario Ministry of Northern Development and Mines, (5) the Manitoba Department of Energy and Mines and (6) the British Columbia Ministry of Energy, Mines and Petroleum Resources; the agreements with these agencies also allow them to use the information in accordance with the provisions of their governing legislation. For establishments in Sawmills (except Shingle and Shake Mills), Hardwood Veneer and Plywood Mills, Softwood Veneer and Plywood Mills, Wood Preservation, Particle Board and Fibreboard Mills, Waferboard Mills, Mechanical Pulp Mills, Chemical Pulp Mills, Paper (except Newsprint) Mills, Newsprint Mills and Paperboard Mills, with the Ontario Ministry of Natural Resources.

Section 17 of the federal *Statistics Act* allows for the disclosure of a list of individual establishments, firms or businesses showing information including the establishments' names and addresses, products produced and specific ranges of numbers of employees engaged by them. The disclosure of these lists **may** be authorized in order to aid analysts in the interpretation of data from the Annual Survey of Logging and Forestry Support. If you wish your company name to be omitted from any such list, address a letter to the Chief Statistician stating your objection and return your letter with the completed questionnaire.

Guidelines

General Remarks

This guide is designed to assist you in completing the questions on the Annual Survey of Logging and Forestry Support Short Form. It provides further clarification of each question by section to enable complete and accurate responses. Guidelines are itemized to coincide with the number appearing in front of the question on the report. The questions on the report as well as the guidelines in this booklet are grouped into four sections. The sections are: (A) Introduction, (B) Financial Information for Reporting Period, (C) Events That May Have Affected Your Business Unit, (D) Comments.

The data requested can generally be obtained from the establishment's accounting records and financial statements. Other sources of information may include the employment and payroll records, and production and purchasing department records. Completed questionnaires must be returned within **30 days** of receipt. If you experience difficulty in completing the questionnaire or **if you are not sure how to respond to a specific question, please call us at 1 888 881-3666** and someone will be happy to assist you. Please quote the reference number on the first page of the questionnaire in all communications.

Questionnaires can also be faxed back to Statistics Canada at **1 888 883-7999**. Statistics Canada advises you that there is a risk of disclosure during the facsimile communication process. However, when your fax is received Statistics Canada will provide the guaranteed level of protection afforded all information collected under the authority of the Statistics Act.

Key Definitions

Please use the following concepts when completing the Survey of Logging and Forestry Support Short Form.



This report should be completed for a single establishment. The **establishment** is the smallest operating unit in your business, which can report the following items:

- the value of shipments or sales;
- the cost of materials and supplies purchased;
- the cost of energy and water utility purchased;
- the opening and closing inventories;
- the first destination of shipments;
- the number of employees and their wages and salaries.

Generally, a logging establishment is typically a unit which is engaged in logging and related activities. However, the establishment may comprise more than one of these if your accounting records do not permit separate reports for each one. An establishment may also include ancillary or support units, such as sales offices or warehouses. Please include combined data for these support units in the report.

Your business may have one or more establishments defined in this way. If it is a **single-establishment firm**, it should normally receive only one Survey of Logging report. However, if the business has a head office located in a municipality other than the one in which the plant is located, then the firm should also fill out a separate questionnaire for the **Survey of Head Office and Other Business Support Units** (a Head Office report).

If it is a **multi-establishment firm**, a separate questionnaire should be completed for each establishment. Each report should cover all the activities of the establishment concerned, including any ancillary or support units which serve only that establishment.

In addition, each separate administrative or head office unit that relates primarily to the firm's logging establishments should complete a Head Office report. The activities of ancillary or support units which serve more than one establishment should

also be reported on a head office questionnaire (even if there is no separate head office as such). If you are in doubt about the best way to report, or you are not sure what questionnaires are being completed by other units of your firm, please telephone for assistance at **1 888 881-3666**.

Reporting Instructions

When precise figures are not available please provide your best estimates. Report all monetary values in Canadian funds, rounded to the nearest thousand dollars (e.g., \$55,417.40 should be reported as 55).

Percentages should be rounded (e.g., report 37.3% as 37 and 75.8% as 76).

A - Introduction

Question 1 and 2 Main Business Activity

Please check or describe the one main business activity of your establishment, generating the largest portion of value of shipments during the reporting period. The information is used to verify that your establishment is coded to the applicable industry.

It is not uncommon for an establishment to change its product mix during the year. Since Statistics Canada classifies establishments on the basis of activities that manufacture their principal products, it is important to give some indication of the major activity of the establishment during the reporting year. Please check or describe whether the principal activity is logging, sales, etc. and the specific activity if you are engaged in logging or forestry support.

Question 4 Reporting Period Information

The reporting period for the Survey of Logging and Forestry Support is the establishment's **most recent available 12-month fiscal period ending between**



April 1, 2001 and March 31, 2002. Please check the appropriate circle to indicate any fiscal year or operational changes.

B - Financial Information for Reporting Period

Single-establishment firms

If your firm operates **one** establishment plus **one or more** stock or storage facilities at **other locations** reported shipments should consist of shipments out of inventory plus direct shipments to customers. Shipments must be reported at **your** final selling price. **Do not** include current shipments to own storage facilities. Operational statistics of such storage facilities, i.e., employment, payroll, etc., should be included in this establishment report.

Multi-establishment firms

If any logging establishment of a multi-establishment firm delivers wood to **other logging divisions or log supply divisions or other separate establishments of the firm** (regardless of location in Canada) for sale or further processing, or to sales branches or selling storage facilities which are either separate ancillary units or part of the head office, these deliveries are to be reported at **book transfer value**. In such a case operational data (materials, employment, etc.) of these trading establishments that you shipped to should **not** be included in any question of this report. Shipments to your company's establishments outside the logging and forestry industry (i.e. that are not logging or forestry establishments) must be reported at your final selling price. Shipments received from other establishments in your company must be reported as expense at the same book transfer value and as revenue at final selling price.

Question 1 Value of total inventories

Value of total inventories should include raw materials, finished products, goods purchased for resale and any other inventories of fuel, supplies, wood, etc. Inventories are to be reported at the **value**

maintained in the accounting records (book value) and should include inventory at the plant and at any warehouse or selling outlet which is treated as part of this establishment. Inventories should only include any inventory held or in transit in Canada or on consignment in Canada as well as goods owned and held in inventory abroad, but should **not** include any goods held on consignment **from** others. If the method of valuation used by your establishment has changed, please advise us on the questionnaire and identify the method now being used.

For **raw materials, purchased components and supplies** please report inventory of materials to be used in logging and forestry support, including inventory of fuel purchased to be used as an input, a feedstock or processing material (e.g., crude oil processed into gasoline). Also include packaging materials.

Include with **finished products (inventory of wood not delivered)** only wood not delivered or other goods of own production of this establishment. Include the value of round wood held by contractors for your account.

Goods purchased for resale inventory pertains to all goods which are purchased for resale without further processing by the establishment, such as inventory of purchased chips and other wood residue. This inventory is owned and held by this establishment (and at any location or selling outlet which is treated as an extension of this establishment) in transit in Canada, or on consignment in Canada.

Other Inventory may include materials and supplies used on new construction by own labour force or in the production of machinery and equipment for own use by own labour force, cafeteria supplies, safety supplies, fuel for energy purposes, etc.

Questions 2 Total Operating Revenue

Shipments should only include those from Canadian locations, transfers to other establishments or a head office of your firm, sales of goods that were shipped



earlier on consignment, and shipments to foreign countries for which form B-13A "Customs Canada, Export Entry" has been prepared, excluding shipments to inventories or on consignment.

Goods reported as shipped should include own manufacture as well as sales of goods purchased for resale and should **not** be included in inventory. However, consignment shipments should be reported as inventory until actually sold.

Shipments of goods of own manufacture should represent the net selling values of all products and by-products and should be **net of** returned sales, discounts, sales allowances, sales taxes, excise duties and taxes, and charges for outward transportation by common or contract carriers, **do not deduct** outward transportation charges or delivery expenses incurred by the establishment's own carriers (providing they do not constitute separate establishments) and the value of non-returnable containers from the value of shipments.

Include sales of wood from own production, purchased wood, wood produced for you by contractors and wood from inventory delivered to a buyer or transferred to another establishment of your firm.

Shipments of goods purchased for resale should include wood residue (and other goods) purchased for resale, in the same condition as purchased as well as sales of any products transferred to you from other establishments of your company sold in the same condition as transferred, and all sales of resale goods from inventory or consignment.

Other operating revenue should include rental and leasing revenue of machinery and equipment, or of real property. If this type of revenue is accruing to the head office it should be reported on the Head Office report but please ensure that it is reported only once. Other examples are outside installation or construction work not related to your own logging operations, sales of used materials (**excluding** sale of

fixed assets) and research and development work.

To summarize, in operating revenue, please

Include:

- Domestic and export shipments of own production or resale
- Transfers to other establishments in your company
- Shipments from owned inventories and sales from goods on consignment
- Revenue from contracted services
- Book value of goods shipped for rental
- Other operating revenue

Exclude:

- Shipments into inventory and on consignment
- Shipping charges by common or contract carriers
- Discounts and returns
- Federal and provincial sales taxes and excise duties and taxes
- Sales of goods purchased for resale, wholesale, retail

Question 3 Total revenue

Please report the sum of operating and any other revenues not generated by regular current operations of the establishment, such as interest income and dividends.

Question 4 Cost of fuel, electricity and water purchased and used

Please report cost of purchased energy, water utility expenses and electricity consumed by the establishment **for energy purposes only**, in its logging and any other operations. Any fuel purchased to be used for any other, non-energy, purposes should not be reported here but rather in *question 6*, Cost of purchased materials and supplies. It should cover amounts used by the establishment in all vehicles, plant and office operations, and any support units which are part of this



establishment. Please **include** transportation, duties, etc. which form part of the laid-down cost at the establishment. Do not report fuel **consumed** as fuel **purchased** unless the amounts are substantially the same (or unless you can only report consumption).

Question 5 Payments for stumpage and royalties

Please enter these payments in the box before the right hand side column and include the same amount again with other purchases in the next line, *question 6*. In addition to stumpage paid on own and independent contractors production, also please include payments for stumpage resold to others. Revenue from sales of stumpage should be reported in *question 2*, Total operating revenue.

Question 6 Cost of purchased materials and supplies used

Please report cost of raw materials, containers, and supplies purchased and owned by your establishment and used in the logging and forestry support operations. Only commodity items or physical goods should be included and **not costs of services or overhead charges** such as advertising, insurance, depreciation, interest, contract services, etc. In reporting the cost of the various items **purchased**, give the laid-down value at the establishment, i.e. the amounts (after discounts) actually paid or payable. The GST should be excluded.

If you are a part of a multi-establishment firm and receive semi-processed goods as transfers from other establishments of your firm for further processing, please report these semi-processed goods here. The cost of such goods should be equivalent to the transfer value reported by the shipping establishment plus any transportation and handling charges paid by this establishment to common or contract carriers. The cost of any round wood purchased or transferred from other establishments of this company should

be included. Such transferred wood should also be reported at book transfer value (i.e. the value of deliveries as reported by the producing establishment, plus the cost of transportation by common or contract carriers). Include payments for wood residue (e.g. chips, slabs and sawdust). Do not include fuel and electricity already reported in *question 4*.

Included as well should be the total amount paid to independent logging contractors who operate on limits owned or controlled by your organization but who maintain their own records and payroll and whose activities have not been included in your report, and include payments to trucking contractors for other than outward transportation, to road building contractors and to construction contractors for camps, booms, dams, etc., only if not chargeable to fixed assets.

Question 7 Gross salaries and wages, commissions, bonuses, etc.

Figures reported for wages and salaries should be gross, before any deductions from employees for income tax and employee contributions for sickness, accident, pension, insurance, or other benefits. Do not include fringe benefit contributions by the employer.

For wages and salaries, please

Include:

- Overtime payments;
- Vacation pay;
- Directors' pay;
- Bonuses (including profit sharing);
- Commissions paid to **regular employees** such as your manufacturer's agents;
- Taxable allowances (e.g., room and board, gifts such as air tickets for holidays);
- Retroactive wage payments
- Any other allowance forming part of the employees' earnings.



Exclude:

- Amounts paid out to other establishments for labour costs only;
- All payments and expenses associated with outside contract workers;
- Payments to employment agency or personnel suppliers;
- Payments to casual labour without a T4 Supplementary Form;
(All of these exclusions should be reported in *question 6*)
- Monies withdrawn by working owners and partners of unincorporated businesses;
- Directors' fees or distribution of profits to shareholders of incorporated companies.

Question 8 All other operating expenses

In this section, please **include** expenses for services purchased from external businesses and other establishments of a multi-establishment firm and **exclude** services that you produce within this establishment.

Please report purchased service expenses, such as:

- Purchased goods transportation, warehousing and storage expenses,
- Postage and courier expenses,
- Telephone and other telecommunication expenses,
- Rental and leasing expenses,
- Purchased maintenance and repair service expenses,
- Payments to employment agencies or personnel suppliers,
- All other professional and business service fees,
- Insurance premiums,
- Advertising and promotion expenses and
- Travel, meals and hospitality expenses.

Also report any other operating expenses, such as:

- Amount paid for purchased wood residue,
- Office supplies,
- Property and business taxes, licenses and permits and
- Total depreciation and amortization.

Question 9 Total expenses

Please provide the sum of all **operating** expenses reported in *questions 4-8*, as well as **non-operating** expenses, such as interest on loans, and other interest expense.

Employees of this establishment

Question 10 Average number employed during reporting period

To calculate the average number employed, add the number of employees in the last pay period of each month of the reporting period and divide this sum by the number of months (usually twelve).

C - Events That May Have Affected Your Business Unit

If this has been an unusual year for some reason or if there were any events that affected any of the reported data, such as a strike, closure, major contract received or change in prices, please indicate this here on the questionnaire, or on a separate sheet of paper.

D - Comments

Please let us know the time required to complete this form and note any comments.



Before Returning this Report

Before returning this report please check it over for completeness and accuracy. The following checklist will reduce the probability of an enquiry by Survey of Logging and Forestry Support staff.

Are there any omissions?

Are the values provided for the following reasonable?

- average salaries
- average wages
- ratio of value of shipments to raw material costs
- changes this year over last year.

The previous year's return and values prevailing in the industry are indicators of reasonableness.

For Further Information and Assistance

Remember, if you are experiencing difficulty in completing the report or if you are not sure about how to respond to a specific question, please call us at **1 888 881-3666** and someone will be happy to assist you.

Please Keep a Copy of this Report Accessible

In case you receive an enquiry from our staff. It will also serve as a guide to completing next year's report.

How can I obtain data FROM Statistics Canada?

Inquiry service

Ask about our most recent data by:

Telephone: **1 800 263-1136**

Telecommunications device for the hearing impaired: **1 800 363-7629**

Fax: **1 877 287-4369**

E-mail: **infostats@statcan.ca**

Web site: **www.statcan.ca**

Statistics Canada Reference Centres

Halifax	(902) 426-5331
Montreal	(514) 283-5725
Ottawa	(613) 951-8116
Toronto	(416) 973-6586
Winnipeg	(204) 983-4020
Regina	(306) 780-5405
Calgary	(403) 292-6717
Edmonton	(780) 495-3027
Vancouver	(604) 666-3691

**Thank you for your Cooperation.
Remember, All Data Provided
Are Kept Confidential.**