



Unified Enterprise Survey-Annual

**2001 Survey of Service Industries:  
Management, Scientific and  
Technical Consulting Industries**

**Information Booklet**

*(Includes a reporting guide to  
the questionnaire and other information  
about this survey and Statistics Canada)*

**This guide is designed to provide additional information  
as you work through your questionnaire.  
If further assistance is required, please call us.  
A Statistics Canada agent will be happy to assist you.**

**Help Line: 1 888 881-3666**



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**Canada owes the success of its statistical system to a long-standing co-operation involving Statistics Canada, the citizens of Canada, its businesses, governments and other institutions. Accurate and timely statistical information could not be produced without their continued co-operation and goodwill.**



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## **The Statistics Act**

The *Statistics Act* requires businesses and individuals to provide information needed to produce official statistics. Mandatory response is required for this business survey because the results are used directly or indirectly for programs that are legally mandated by Parliament. You can consult a copy of the *Statistics Act* on the Statistics Canada Web site (go to [www.statcan.ca](http://www.statcan.ca), and follow the links "About Statistics Canada", then "Protecting confidentiality and privacy").

### **Name and address**

Please make sure the information pre-printed on the front page of the questionnaire is correct. If incorrect, please make the necessary changes in the corresponding boxes.

## **Section A: General information**

### **Survey purpose**

Statistics Canada requires information on this industry in order to measure its trends in areas such as employment, revenue and income as well as its contribution to the Canadian economy. In completing this questionnaire, you are helping to measure the country's economic production—the gross domestic product or GDP. Businesses and governments depend on such information to make vital economic decisions. For example, the Bank of Canada uses the GDP to make decisions that influence interest and exchange rates, which in turn affect the cost of doing business.

This survey is part of the Unified Enterprise Survey (UES) program that incorporates several annual business surveys into a single framework using questionnaires with a consistent look, structure and content. Through the unified approach, firms operating in different industries provide similar information for each branch operation.

### **Benefits for you and your industry**

Survey results allow management, scientific and technical consultants to:

- have current information about the size and characteristics of the industry;
- compare themselves to the entire industry using survey information as a benchmark;
- conduct market analysis;
- determine the breakdown of industry costs, operating ratios, expenditures, revenues and sales;
- better understand the importance of the industry to the Canadian economy.



## Data-sharing agreements

To avoid duplicating surveys and to ensure more uniform statistics, Statistics Canada has entered into data-sharing agreements with provincial and territorial statistical agencies and with several government departments and agencies that also require your data. The objective is to share data from some surveys for those business establishments operating within their respective jurisdictions. **These agreements require that the shared data be used for statistical purposes and be kept confidential.** Survey participants are always informed at the time of collection if a sharing agreement applies to a particular survey.

There are two types of data-sharing agreements that exist under the *Statistics Act*.

**Agreements under Section 11** of the *Statistics Act* allow to share information from the Unified Enterprise Survey program with the statistical agencies of *Newfoundland, Nova Scotia, New Brunswick, Quebec, Ontario, Manitoba, Saskatchewan, Alberta* and *British Columbia*. These statistical agencies have been established under provincial legislation authorizing them to collect this information on their own or jointly with Statistics Canada. Their legislation also provides the same confidentiality protection and outlines similar penalties for disclosure of confidential information as the federal *Statistics Act*.

**Agreements under Section 12** of the *Statistics Act* allow to share information from the Unified Enterprise Survey program with the statistical agencies of *Prince Edward Island, the Yukon, the Northwest Territories* and *Nunavut*. All these Section 12 agreements require that the information be kept strictly confidential.

Under Section 12, you may refuse to share your information with any of these agencies by writing a letter of objection to the Chief Statistician of Canada and returning it with your completed questionnaire. Please specify those agencies from which data shall be withheld.

### Note regarding Section 12 agreements:

For business units in the manufacturing and forestry industries, Section 12 agreements also exist to share information with the following government departments and agencies:

*Natural Resources Canada* for all business units in the manufacturing industries.

*The Newfoundland and Labrador Department of Natural Resources, the New Brunswick Department of Natural Resources and Energy, the Quebec Ministry of Natural Resources, the Ontario Ministry of Northern Development and Mines, the Manitoba Department of Energy and Mines and the British Columbia Ministry of Energy, Mines and Petroleum Resources* for business units in Non-Ferrous Metal (except Aluminum), Smelting and Refining, Clay Building Material and Refractory Manufacturing, Cement Manufacturing and Lime Manufacturing. In addition to allowing the use of the information for statistical purposes, the agreements with these agencies also allow them to use the information in accordance with the provisions of their governing legislation.



*The Ontario Ministry of Natural Resources*, for business units in Logging, 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.

In cases where the information is reported on an amalgamated basis and relates to operations in more than one province or territory, Statistics Canada may allocate a portion of the reported information to those other operations. The allocated information will be shared in accordance with the Section 11 or 12 agreements of the *Statistics Act*, as described above.

In cases where there is a separate head office, Statistics Canada may adjust the reported revenues of that head office so that those revenues more fully reflect the value of the services the head office provides. In such cases, there will be a corresponding adjustment to the reported expenses of the units served. The adjusted information will be shared in accordance with the Section 11 or 12 agreements of the *Statistics Act*, as described above.

**Please note that Statistics Canada does not share any individual survey information with Canada Customs and Revenue Agency.**

For more information about these data-sharing agreements, please contact Statistics Canada directly at our toll-free number **1 888 881-3666**.

## **Confidentiality**

**Your answers are confidential.** The *Statistics Act* ensures the confidentiality of information collected by Statistics Canada. All Statistics Canada employees take an oath of secrecy and face penalties for any breach of confidentiality. Information cannot be disclosed under the Access to Information Act or any other Act.

Statistics Canada only publishes data as statistical summaries, tables and graphs so no released information can identify any individual business.

## **Reporting instructions**

**Note:** Please provide information for **only** the business unit(s)<sup>1</sup> shown on the front page of the questionnaire. Some businesses may have divisions or units which operate in industries not covered by the survey (e.g. in construction, retail, manufacturing, etc.). If you cannot provide separate information for the specified business unit(s), please explain this in the comments section at the end of the questionnaire.

<sup>1</sup> A business unit is sometimes referred to as a location or operation.



## Section B: Main business activity

You are asked to provide a brief description of the nature of your business activity for the business unit(s) specified on the front page of the questionnaire. The description should briefly state the main activities of your business unit(s).

A “business unit” is defined as the level of the firm for which there is a common set of activities and separate records are kept for such details as revenues, expenses and employment.

Please select the **one** business activity which is the main source of your operating revenue.

The categories to select from on the questionnaire use a coding system called the **North American Industry Classification System (NAICS)**. The NAICS system was developed by the statistical agencies of Canada, Mexico and the United States against the background of the North American Free Trade Agreement. It is designed to provide common definitions of the industrial structure of the three countries and a common statistical framework to facilitate the analysis of the three economies.

Under the North American Industry Classification System, the management, scientific and technical consulting industry includes five types of consulting services. In order to help you select the category best describing your business activity, here is a short description of each:

Definitions from the North American Industry Classification System (NAICS)

**This industry is divided into three NAICS sub-groups:**

**1) Management Consulting Services (54161)**

These establishments provide advice and assistance to other organisations on management issues, such as strategic and organisational planning; financial planning and budgeting; marketing objectives and policies; human resource policies, practices and planning; and production scheduling and control planning.

Management consulting is further divided into three categories:

- **Administrative Management and General Management Consulting Services (541611)**

Administrative management consultants provide advice and assistance on administrative issues such as financial planning and budgeting; equity and asset management; records management, office planning; strategic and organisational planning; site selection; new business start-up; and business process improvement. General management consultants provide a full range of consulting services, which may include administrative, human resources, marketing, process, physical distribution and logistics, or other management consulting services.



Exclusions: • establishments providing office or general administrative services on a day-to-day basis. Mutual fund managers, investment brokers.

- **Human Resource and Executive Search Consulting Services (541612)**  
Human resources consultants provide actuarial, benefit and compensation consulting services; employee assessment consulting services; organisation development consulting services and personnel management consulting services. Executive search consultants provide selection and referral of executive personnel for employment by others.

Exclusions: • professional and management development training.

- **Other Management Consulting Services (541619)**  
This category includes all management consulting specialities not covered above, such as freight rate consultants, physical distribution consultants, logistics management consultants, tariff consultants operations research consultants, telecommunications management consultants and all other management consultants.

Exclusions: • health and fitness consultants, personal trainers, property management companies.

2) **Environmental Consulting Services (54162)**

These establishments provide advice and assistance to other organisations on environmental issues, such as the control of environmental contamination from pollutants, toxic substances and hazardous materials. These establishments identify problems, measure and evaluate risks, and recommend solutions. They employ a multi-disciplinary staff of scientists, engineers and other technicians, with expertise in areas such as air and water quality, asbestos contamination, remediation and environmental law. These establishments include environmental consultants, sanitation consultants and site remediation consultants.

Exclusions: • environmental engineering services and environmental remediation services.

3) **Other Scientific and Technical Consulting Services (54169)**

These establishments provide advice and assistance to other organisations on scientific and technical issues. Includes agricultural consultants, biological consultants, chemical consultants, geological consultants and economic consultants.

Exclusions: • environmental engineering services and environmental remediation services.





## Section C: Reporting period information

Your answers in this section identify your fiscal year, your period of operation, if less than a full year, and other changes that may have occurred in your fiscal year.

## Section D: Business unit organization

Refers only to the business unit(s) shown on the front page of the questionnaire.

## Section E: Personnel characteristics

1. If the business unit is an unincorporated business, please report the number of partners and/or working proprietors (non-salaried) whose earnings will be the net income of the partnership or proprietorship.
2. Please exclude partners and working proprietors (non-salaried) of unincorporated businesses from your count of paid employees. If an individual can be classified to more than one of the following categories, count the individual in the 'highest' category described below. For example, a marketing/sales employee who is also a professional should be counted in the Professional category.
  - a) **Professionals** - Employees whose duties would normally require an undergraduate university degree or the equivalent.  
Examples: consultants, land surveyors, geographers, geologists, scientists, graphic artists, graphic designers, photographers, architects, engineers, chemists, biologists, other science professionals, lawyers, financial analysts, accountants, computer professionals, editors, marketing and research professionals and project managers and supervisors, etc.
  - b) **Technical and trades** - Employees whose duties would normally require a community college certificate/diploma, vocational/trades accreditation or equivalent and who are not primarily involved in sales/marketing.  
Examples: desktop publishers, computer programmers, computer systems analysts, network administrators, operating systems specialists, software designers and developers, industrial designers, lab technicians, draftspersons, GIS technologists, technical inspectors, mechanics, equipment operators, machinists, repairmen and maintenance workers, carpenters, warehousemen, etc.



c) **Administrative, support staff and other** - Staff providing clerical/administrative services and staff in production or maintenance positions that require no vocational/trades accreditation or the equivalent in on-the-job training.

Examples: administrative officers, bookkeepers, personnel officers, secretaries, receptionists, mail/distribution clerks, cleaning staff, transportation equipment operators (drivers), etc., and jobs that require no more than one-month's training for someone with no vocational/trade accreditation.

Also include the non-supervisory staff primarily engaged in sales/marketing of products and or services i.e. sales and marketing staff, account /sales representatives, telemarketers, etc. Exclude employees whose duties require a university degree or college certification or those whose duties are primarily supervisory.

The total number of paid employees is the sum of lines a), b) and c). If it is not possible for you to give a distribution of employees, please report the total number of paid employees.

3. **Full time employees** are defined as those who have worked the standard work week as observed by the business.
4. **Employee turnover**  
These questions are asked to assess mobility within the consulting industry.
5. **Contract workers** are defined as self-employed individuals who are engaged on the basis of a written contract that stipulates the deliverables as well as the terms and conditions of employment. Please report the number of contact workers hired by your business during the year.

## Section F: Revenue

Revenue data are used to calculate economic statistics that provide an indication of the industry's contribution to the overall Canadian economy.

Please report revenue for each of the services defined below. Exclude federal or provincial sales taxes collected for remittance to a government agency.

1. **Strategic management and planning, organizational structure and review** – Include advice and operational assistance services concerning business policy and strategy and the overall planning, structuring and control of an organization.
2. **Financial management consulting services** – Include advice and operational assistance services concerning matters related to financial planning and control.



3. **Human resource management consulting services** – Include human resource consultants providing actuarial, benefit and compensation consulting services; employee assessment consulting services; organization development consulting services and personnel management consulting services
4. **Executive search services** – Include executive search consultants providing selection and referral of executive personnel for employment by others.
5. **Operations management consulting services** – Include advice and operational assistance services concerning effective utilization of materials in the production process; inventory management and control; quality control standards.
6. **Marketing management consulting services** – Include analysis and formulation of marketing strategies; formulation of customer service and pricing policies; organization of the distribution process.
7. **Other management consulting services** – Include freight rate consultants; physical distribution consultants; logistics management consultants; tariff consultants; operations research consultants; telecommunications management consultants; and all other management consultants.
8. **Market research and public opinion polling services** – Include market/consumer-behavior analysis, using statistics, econometric models, surveys, etc.; investigation services designed to secure information on public opinions regarding social, economic, political and other issues.
9. **Economic and social research** – Include industry studies/analysis, economic analysis, econometric modelling, demographic analyses.
10. **Public relations services** – Include services to improve the image and relations of an organization or individual with the general public, government, voters, shareholders and others.
11. **Information technology consulting services** – Include the provision of advice or expert opinion on technical matters related to the use of information technology. Include advice on hardware and software requirements and procurement, systems integration, systems security as well as provision of expert testimony on IT related issues.
12. **Education and training** – Include services designed to develop qualities and skills in personnel that will enhance productivity and better contribute to organizational goal attainment.
13. **Environmental consulting services** – Include advice and operational assistance on such topics as the control of environment contamination from pollution, toxic substances and hazardous materials; sanitation and site remediation.



14. **Geomatics / Geophysical consulting services** – Include design or advisory services related to the establishment of geospatial information systems, or use of geomatics technologies. Services may include, for example, user needs analysis, business case development, software evaluation and selection, application development, and project management.
15. **Other scientific and technical consulting services** – Include the services of agricultural consultants, biological consultants, chemical consultants, geological consultants, economic consultants, and all other consultants who provide advice and assistance to other organizations on scientific and technical issues.
16. **Sales of all other goods and services produced** – Use the lines provided to specify any items that represent a large percentage of total operating revenue. Where a breakdown of these items is not available, a total dollar amount is sufficient.  
Sales from these other goods and services, while not generally part of your principal source of revenue, complete the financial picture of the activities of this business unit.
17. **Total operating revenue** – Is the sum of amounts reported at questions 1 to 16 inclusive.
18. **Investment and other income** – Include bad debt recoveries, interest income, dividends and gains on sales of assets.
19. **Total revenue** – Is the sum of amounts reported at questions 17 and 18.

## Section G: Expenses

1. **Total wages and salaries of employees** – Include all wages and salaries, before deductions, paid to employees issued a T4 - *Statement of Remuneration Paid* form including vacation pay, severance pay, directors' fees, administrators' fees, taxable allowances, retroactive wage payments, commissions, bonuses (including profit sharing) and gratuities.  
Exclude all payments and expenses associated with outside contract workers and payments to casual labour without a T4 – *Statement of Remuneration Paid* form.
2. **Employer portion of employee benefits** – Include employers' contributions to health plans, insurance plans, employment insurance, pension contributions, workers' compensation, retirement allowances or lump sum payments to employees upon termination or retirement as well as contributions to any other employee benefits such as child care and supplementary unemployment (SUB) plans.  
Exclude contributions to provincial health plans and education payroll taxes. Please report these payments at question 20, "All other expenses".



3. **Total labour remuneration** – This is the sum of questions 1 and 2. If no breakdown between salaries, wages and employee benefits is available, report total labour remuneration here.
4. **Telephone and other telecommunications expenses** – Include telephone, fax, cellular phone, or pager services for transmission of voice, data or image; internet access charges; purchased cable and satellite transmission of television, radio and music programs.
5. **Rental and lease of office space or other real estate expenses** – Include all related energy, fuel and water expenses, if they can not be broken out separately from rental and lease expense.
6. **Other rental and leasing expenses** – Include motor vehicles, computers and peripherals, other machinery and equipment and other goods. Also include associated purchased fuel expenses.
7. **Purchased maintenance and repair services** – Include expenses for the maintenance and repair of buildings and structures (including janitorial and cleaning services), machinery and equipment and other goods. Include expenses relating to materials, parts and labour. Exclude property management fees.
8. **Consulting work subcontracted to others** – Include consulting services **purchased for clients**, for example, obtaining specific expertise in areas such as computer systems.
9. **Education and training expenses** – Include expenses related to upgrading skills, professional and managerial development programs, etc.
10. **Other professional and business service fees** – Include, for example, payments to employment agencies or personnel suppliers, data processing fees, payroll preparation, architectural, engineering, scientific and technical service fees, legal, accounting and auditing fees.
11. **Insurance premiums** – Include insurance coverage for liability, auto, building and equipment. Exclude premiums paid directly to your head office, if applicable.
12. **Advertising expenses** – Include advertising and promotional expenses such as newspaper advertising, media expenses, catalogues, business promotion, presentations, displays, etc.
13. **Travel, meals and entertainment expenses** – Include passenger transportation, accommodation, meals while travelling, and other travel allowances, purchases for clients, performing arts events, sports events, etc.
14. **Office supply expenses** – Include office supplies purchased for internal business use. Also, **if not capitalized**, include computers and computer software, printers, photocopiers, office furniture, etc. Exclude capital expenditures, postage and courier expenses.



15. **All other materials, components and supplies**
16. **Heat, light and power expense** – Include all purchased energy, ie., electricity, gasoline, fuel oil, diesel fuel, propane, natural gas expenses.
17. **Depreciation and amortization of vehicles, buildings and equipment** – Include depreciation and amortization of this business unit's assets including capital lease obligations. Note: Please report only the amount of expenses that you capitalized during the reporting period.
18. **Interest expense** – Include interest expenses on capital lease obligations plus all other miscellaneous interest expenses such as interest on loans, and the interest portion of mortgage payments.
19. **Write-offs, valuation adjustments and capital losses** – Please report losses from the disposal of capital assets and investments, writedowns of asset values to net realizable values because of permanent decline in values, losses because of changing rates of currency, and other such extraordinary losses which result from transactions or events that have all of the following characteristics:
- a) they are not expected to occur frequently over several years;
  - b) they do not typify the normal business activities of the entity; and
  - c) they do not depend primarily on decisions or determinations by management or owners.
20. **All other expenses** – Please specify your major expense items in this category.  
Include bank charges, credit and debit card commissions and other financial service fees; management fees or any other service fees paid to head office and other business support units, royalties and franchise fees; property taxes and property transfer taxes (not already reported at question 5 in this section), and business taxes; licence and permits expenses; contributions to provincial health and education payroll taxes allowances for bad debts; postage and courier expenses, inventory adjustments, donations, etc.  
Exclude income taxes.
21. **Total expenses** – This is the sum of amounts reported at questions 3 to 20 inclusive.

## Section H: Distribution of Operating Revenue by Client Location

This section is designed to measure the value of consulting services sold to clients located within and outside the province of location of your business.  
Example: If your Alberta office provided consulting services to clients residing in Saskatchewan, generating fees representing 2% of the total revenues earned by the Alberta office, please report 2% on the Saskatchewan line.



Data on your operating revenue by client location will be used to improve information on the movement of goods and services between provinces and to other countries. We recognize that this may be a difficult question to answer and welcome your suggestions on how to improve it in the Comments section at the end of the questionnaire.

## Section I: Distribution of Operating Revenue by Type of Client

### 1. Clients in Canada

This question is designed to measure which sector(s) of the Canadian economy purchase(s) your services.

### 2. Clients outside Canada (exports)

Please ensure that the percentage reported for clients outside of Canada is equal to the **sum** of the percentages reported for questions 14 to 23 in section H – Distribution of Operating Revenue by Client Location.

Data on your operating revenue by type of client will be used to improve information on the origins of demand for goods and services. We recognize that this may be a difficult question to answer and welcome your suggestions on how to improve it in the Comments section at the end of the questionnaire.

## Section J: Certification

If the person completing the questionnaire is not the same person listed on the pre-printed information on the front page, please provide the information requested on this section. This will allow Statistics Canada to contact the right person, should there be any questions about the information provided by this firm.

## Section K: Comments

We would be pleased to contact you to address your comments or to send you information from this survey.

Your comments and/or suggestions on our business survey program are most welcomed by Statistics Canada. All comments received are reviewed with the intent of improving the survey. Some of the topics to consider are listed below:

- events that may have caused significant changes in your financial data from the previous year
- questionnaire content



- new questions of interest to your industry
- questionnaire language
- use of business terminology
- clarity of questions, definitions, examples of inclusions and exclusions, Information Booklet
- order and flow of questions
- timing of receipt of questionnaire and the period given for response
- other sources of data to further reduce response burden potential for electronic data reporting

Your comments are important to Statistics Canada. We would be pleased to contact you to address your comments or to send you information from this survey.

**Thank you for completing  
this questionnaire. Please retain  
a copy for your records.**

Should there be any questions about the information provided, a representative from Statistics Canada may call you. Retaining a copy of this completed questionnaire for your records will help minimize the amount of time spent on the phone.

### **Thank you**

We hope this booklet was helpful to you in completing the survey as well as providing some information about Statistics Canada. If you have suggestions on ways to improve this booklet, please write your ideas in the Comments section of the questionnaire.

### **A few frequently asked questions**

#### **How did this business get selected?**

Most firms are selected as part of a random sample to represent themselves as well as other management, scientific and technical consulting firms with similar characteristics such as size, employment, or revenue. Some are selected because they are dominant players in the management, scientific and technical consulting industry in Canada, or in a particular province or territory. Your answers are important to ensure the survey results provide an accurate and complete picture of your industry.

#### **How are businesses selected for a survey?**

The majority of Statistics Canada business surveys are sample surveys. This means that only certain businesses in a particular industry, within each province and territory, are selected to receive the survey questionnaire. Together, the sampled businesses represent the entire industry being studied. Most businesses in the sample are randomly selected to represent other businesses with similar





characteristics, such as revenue or number of employees. Some businesses **must** be included in the sample because they contribute substantially to their particular industry or region.

#### **Why are businesses required by law to respond?**

Canadians need accurate and reliable information as the cornerstone of democratic decision-making. Through the Statistics Act, Parliament has mandated Statistics Canada, as the national statistical agency, to produce such information. Business surveys provide important economic information. It is used by businesses, unions, non-profit organizations and all levels of government to make informed decisions in many areas. Because most business surveys feed directly or indirectly into legally mandated programs, mandatory response is required to ensure an adequate response rate and, therefore, reliable results.

#### **How does Statistics Canada know to survey my firm?**

The Business Register is Statistics Canada's list of all businesses in Canada, classified into specific industrial sectors. This list is the source of the firms to be included in the survey sample. The main source of this list is the Canada Customs and Revenue Agency which provides details of businesses that have a business number (BN). Once a month, Statistics Canada receives the current version of the Business Number file and processes it to update the Business Register. This monthly processing identifies businesses that are new or no longer active, and any changes to the name, address or size of small businesses.

Information collected from survey questionnaires is also used to update the Business Register. For example, if a business reports that it has changed its main business activity, its industrial code will be updated on the Business Register.

Large enterprises are contacted by Statistics Canada and inquiries are made about their legal and organizational structure, business activity and survey contacts. These inquiries are designed to keep the Business Register up-to-date. This activity is referred to as "profiling".

#### **Why does this business receive more than one survey?**

Your business may contribute to several aspects of the economy in different provinces, therefore, you may receive several Statistics Canada questionnaires. For example, a firm could receive separate food services questionnaires covering its restaurant operations in each province, as well as a retail questionnaire covering its grocery stores. Whether our surveys ask for information about financial statements, capital expenditures or innovations like electronic commerce; your responses are significant for understanding the complexity of the economy.

#### **How is a business classified to an industry?**

Statistics Canada assigns a classification code to your business based on the description you provided when you registered with Canada Customs and Revenue Agency. We update the code when you provide us with new information in a survey.

The coding system Statistics Canada uses is called the North American Industry Classification System (NAICS). NAICS was developed by the statistical agencies of Canada, Mexico and the United States. Created against the background of



the North American Free Trade Agreement, it provides common definitions of the industrial structure of the three countries, so that economic data are comparable between them. It replaces the old system, called the "1980 Standard Industrial Classification" (SIC 80).

At the highest level, NAICS divides the economy into 20 classifications or sectors. These sectors comprise hundreds of types of industries. To produce uniform statistics, most businesses are assigned only one code. However, if a business is involved in multiple activities, such as manufacturing and wholesale trade, Statistics Canada classifies the business' different units to the different industrial activities.

## **How to obtain Statistics Canada information**

### **National inquiry service**

- 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**

### **Statistics Canada Reference Centres across Canada**

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

### **Visit the Statistics Canada's Web site at [www.statcan.ca](http://www.statcan.ca)**

Check out some of the most informative pages:

- **The Daily** (The latest Statistics Canada information available every day)
- **Canadian Statistics** (Over 350 statistical tables on a wide array of economic and social topics)
- **Information for survey participants** (Information on household and business surveys conducted by Statistics Canada)
- **Community Profiles** (Access 1996 Census results and other information for any city, town or village in Canada)
- **Census** (Results from the 1996 Census. Results from the 2001 Census will be available beginning in spring 2002)

### **Visit your public library**

Over 700 public libraries across Canada carry Statistics Canada publications.