

Coverage

### Services Division Annual Survey of Engineering Services, 1998

Confidential when completed

Français au verso

Authority

The survey is conducted under the authority of the Statistics Act, Revised Statutes of Canada, 1985, chapter S19.

 $(\mathbf{G})$ 

Please revise name and/or address if required Legal name (*please print*)

Operating (trading) name (if different from address label or legal name)

Business address (if different from address label)

Please read carefully before completing the questionnaire

This survey is being collected from businesses at the establishment level of organization. For this purpose, an "establishment" is defined as the lowest level of the firm for which separate records are kept for such details as revenue, expenses and employment.

"Single-establishment" firms should report data for all their activities on this report.

Other firms (generally those which are larger and more diverse) will have more complex organizational structures and record-keeping needs, and therefore may have more than one establishment. For this survey, such firms should report data for only their establishments whose principal business activity in the engineering services industry (see Section 2). It may be that these establishments engage in sideline activities outside the engineering services industry; their data (e.g. revenue, expenses, employment, etc.) relating to those activities should also be reported on this form.

This report should **exclude** the revenue of your separately incorporated subsidiaries or foreign branches, but should **include** your portion of the revenue and expenses of unificorporated joint ventures in which you are involved. Please report all amounts in **Canadian dollars**.

Survey Objective	The survey objective is the collection and publication of data necessary for the statistical analysis of the engineering services industry. The information from the survey can be used by businesses and trade associations for market analysis and assessment of industry performance, operating characteristics and trends, by government to develop national and regional economic policies, by other users involved in research or policy making and by Statistics Canada for maintaining important data input to the preparation of the Canadian System of National Accounts. The results of this survey will be published in the Statistics Canada publication entitled "Architectural, Engineering and Scientific Services in Canada" (Cat. No. 63-234-XPB).
Confidentiality	Statistics Canada is prohibited by law from publishing any statistics which would divulge information relating to any identifiable business without the previous written consent of that business. The data reported on this 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 by any other legislation.
Questions?	IK you require assistance in the completion of this questionnaire or have any questions regarding the survey, please call the Storgeon Falls Statistics Canada Regional Office at 753-4888 or 1-800-461-1662.
Duplicate Questionnaires	If you receive more than one copy of this questionnaire for the same business, please complete the one that is correctly labelled and return it with the duplicate(s), writing "DUPLICATE" on the relevant form(s).
Return Procedure	Please return the questionnaire within 30 days of receipt. If you are unable to do so, please inform us of the expected completion date.

For Office Use Only Status Code	Clerk	
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# Canadä

1.	EI	nterprise Details													
	a)	Is the sole purpose of this parent company, an affilia	corporatio ted compar	n to prov iy or a pi	ide serv ofessio	vices to y nal prac	your tice?	02	25	1 () Y	es	2 () N	lo		
		If YES, please name your affiliated corporation or name the professional	026	11	1 1		Ì		1 1	▼					
		practice	020												
	b)	Please enter your nine-dig	it GST Reg	istered	Accour	nt Numb	er.	03	81 <b>R</b>						
2.	В	usiness Activity													
		Please describe the nature	e of your fir	m's busii	ness act	tivity in 1	998:								
														$\wedge$	
	b)	Is this a change from the p	previous ye	ar?				02	22	1 ◯ Yu ↓ If yes "Corr	s. pleas	<sup>2</sup> N e provide "section	lo e details on pag	s in the ge 8.	
	c)	Please check (✓) below	the one ind	ustry whi	ch mos	t accurat	tely de	escribes			( (	$\bigcirc)$	~		
		your firm's principal source	e of operati	ng reven	ue.										
		023 541330 O En	gineering	Services	s - esta	blishme	nts pr	rimarily		-S		ase spe	cify)		
		enç the ma	jaged in a design, chines, m	oplying develop aterials,	orinciple ment instru	es of er and u	nginee tilizati	ring in on of ∕	$\geq ($	))					
		pro	cesses and	system	6.			$\sum$	$\langle \rangle \rangle$						
								$\widehat{\bigcirc}$	Š,						
							$\bigcirc$	X()/	7						
3.	F	orm of Organization	)			7	$\frac{1}{1}$	$\rightarrow$							
0.		Please check (✓) below		atus of th	iis busię	ress.	$\sum$	>							
		027 1 O Incorporate	d			$\langle \rangle$	$\checkmark$	4 ()	Uninco	rporated-	limited	partners	ship		
		<sup>2</sup> O Unincorpor	ated-individ		rietorshi	$\mathbf{b}$		_							
		<sup>3</sup> O Unincorpor	ated-partne	rship	$\backslash$			5 🔿	Other (	please s	oecify)				
	b)	Is this business a joint ver	iture?	$\langle \bigcirc \rangle$	$\rightarrow$										
		028 1 Yes (please	provide na	mes of p	artners	/ ventur	ers) _								
		2 🔿 No 🗸	$\widehat{}$	$\checkmark$											
	c)	Is this business affiliated	with a chain	or a frar	nchise g	roup?									
		030 1 Yes please	) provide na	me)											
		2 No													
4.	R	eporting Period									a utika			0.00	ling
	Ple	ease report for the calenda cent fiscal year ending no la	r year 1998 ater than Ma	8 or for y arch 31,	our mos 1999.	-	This re		229	no. of mo	onths	231		M	ling Y
	_						covers								
		riod of Operation If	you did not	operate	this bus	siness fo	r a ful	l year, ple	ease che	eck ( 🗸 )	the re-	ason bel	ow:		
	23	35 1 Seasonal oper				Ę	$5 \bigcirc 1$	Ceased o	peratior	n <i>(please</i>	specify	/)			
		<sup>2</sup> O New business <sup>3</sup> O Change of fisc				6	s () ·	Tempora	rily close	d ( <i>pleas</i>	e speci	ifv)			
				ase prov	ide		-		-		•				
		<sup>4</sup> Change of owr name and add	ress of the	other ow	ner)										
										fective da change	ate 🕨	236	D	M	Y

Plea	se	report for your 1998 fiscal year, as	reported in se	ection 4	1 , on page 2.	
5.	R	evenues Earned during the Reporti	ing Period			
		<b>C</b> <i>i</i>	•			
		ease exclude GST and all other taxes collected a government agency.	for remittance			
I	То	tal Revenue	Dellara	III R	evenue by Field of Specialization	
1		Fee Income	Dollars (omit cents)		ee also Question 8E, Foreign Revenue by Field	I
	u)	Total revenue generated on a fee basis for	301		Specialization.	
		billable contracts. Exclude reimbursable expenses and sub-consultant fees			ease estimate the percentage of Fee Income	
			302	(E	sox 301, Section 5-I) derived from the following	I
				IIE	elds of specialization:	
	b)	Reimbursable Expenses All contract-related expenses recoverable				Percentage
		from the client. Exclude sub-consultant fees			A	319
	c)		303			
		All contract-related fees paid to sub-consultants		a)	Buildings (structural)	
	d)		304			320
	u)	Other Operating Revenue (please specify)		b)	Buildings (mechanical and electrical)	
					$\sim$	321
			305	c)	Highways, Bridges, Tunnels, Railways	
	e)	Total Operating Revenue		0)		322
		Sum of Boxes 301 to 304	306			
	f)	Non-Operating Revenue (please specify)	300	d)	Transportation Facilities	
		(please specify)				323
			307	e)	Municipal (hoads, streets, water supply)	
	g)	Total Revenue	507			324
	5/	Sum of Boxes 305 and 306. This total may			Municipal (sewage treatment, waste disposal)	
		differ from your financial statement if reimbursables are not included there as		$\sim$	wuxiinpai (sewage treatment, waste disposal)	325
		revenues and expenses		$(\Omega \wedge)$	>	525
П	Re	evenue by Type of Service			Other Environmental Services	
	Se	e also Question 8D, Foreign Revenue		$\searrow$		326
	by	<b>Type of Service</b> . Please estimate the ercentage of Fee Income ( <b>Box 301</b> )		, h)	Mining, Metallurgy and Primary Metals	
	ge	enerated by the following services.	Percentage	,		327
	(P	lease see attached definitions.)	312		Pulp and Paper	
	a)	Advisory Services - Environmental	())	i)		328
	<b>L</b> )		313			
	D)	Advisory Services - Other	314	j)	Oil, Petroleum and Natural Gas	
	c)	Design Services - Environmental	514			329
	,		315	k)	Power Generation and Transmission	
	d)	Design Services - Other		Í		330
	e)	Other Environmental Services (not included	824	D	Other Industrial	
		in (a) and (c) above		.,		331
	c		836	m	) Other <i>(please specify)</i>	
	f)	Construction Management	246			
	g)	Project Management Services	316		J	
	0,	Geotechnical Engineering and Materials	400		<b>T</b> - ( - 1	100 %
	)	Testing Services		n)	Total	L
	i)	Supplementary Services (e.g., preparation	317			
	.,	of cost estimates, operating manuals and				332
	•,	technical training)	24.0	PI	ease estimate the percentage of your revenue	
	1)	Sale of software products or custom systems development	310		ported in <b>Box 301</b> that was generated by new substantially improved products or services	
		•	318	in	troduced by your firm during the three-year	%
	k)	Other (e.g., procurement, please specify, if more than 10% of total fee income)		pe	eriod 1996-1998	70
				1		
	I)	Total	100 %			
	-					
	то	rnkey Projects	Percentage	l		
	(P	lease report as a percentage of	401			
	Fe	e Income (Box 301 in Section 5-I))		1		

Engineering Services, 1998

6. E	se report for your 1998 fiscal year, as r xpenditures Incurred during the eporting Period	eported in se	section 4 , on page 2. 7. Employment	
•	Please include GST except the portion which is ref by government. Exclude capital expenditures.	undable	For the following categories, please report the <b>average number</b> of persons employed during the reporting period:	
		Dollars (omit cents)		lumber
	roject Related Expenses Direct project-related salaries and wages paid	350	a) Working Proprietors and/or Principals of	
u)	to employees for whom you issued a T4 supplementary form; include vacation pay, bonuses and commissions		b) Full-time Employees	
b)	Usage charge for communications (telephone, telex, facsimile, etc.)	359	Regular employees who worked the standard work week as observed by the business	
c)	Reproduction costs	360	c) Part-time Employees 152 Those who worked for fewer	
d)	Project travel	361	than the standard work week hours observed by the business	
e)	Sub-consultant fees paid to engineers	362	d) <b>Contract Workers</b> Those who were engaged only for the duration	
f)	Other sub-consultant fees	363	of a specific project or term (exclude)	
g)	Other reimbursables	364	e) Total	
h)	Project related non-reimbursables	365		
i)	Total Project Related Expenses (sum of items (a) to (h))	396	Please indicate how this total (Box 154) breaks	
G	eneral and Administrative Expenses	380	down into the following categories:	
j)	General and administrative salaries and wages paid to employees for whom you issued a T4		a) Engineers - Professional 156	
	supplementary form; include vacation pay, "non-productive time", bonuses and commissions		(b) Engineers - Other (c) Other professionals 159	
k)	Employee benefits paid for all employees for whom you issued a T4 supplementary form; include employer's contributions to pension,	351	(e.g., architects, lawyers, accountants)	
	medical/life, employment insurance and workers' compensation plans		e) Administrative, clerical and other support staff	
I)	Occupancy costs (i.e. rent and/or lease payments for land and buildings; heat; power and water; business and property taxes;	352	f) Other (please specify) 162	
	depreciation on buildings, as applicable)	353	-	
m	) Lease and rental of computer equipment	354	-	
,	Depreciation on computer equipment	355	-	
0)	Purchased legal, accounting, addition, management and other services	356	_	
p)	Professional liability insurance	357	_	
q)	Communications (telephone, facsimile, etc. Exclude that portion charged to clients in item (b) above)	557		
r)	Bad debt expense	358	_	
s)	Interest expense	370		
t)	All other general and administative expenses. Include fees paid to contract workers. (Please specify major items or attach a separate sheet.)	398		
u)	Total General and Administrative Expenses (sum of items (j) to (t) )	397		
v)	Total Operating Expenses (sum of items (i) and (u))	399		
в	usiness Development Expense	Percentage	4	
Pl ai bi	ease estimate the percentage of Total General nd Administrative Expenses (Box 397) spent on usiness development (proposals, advertising, ntertainment, membership, promotional literature,	371	-	
	avel, etc.)			

- 4 -

8.	Foreign Projects	

#### A. Foreign Market Revenue

#### a) Of the Fee Income reported in **Box 301** (Question 5-I), how much was generated outside Canada? (The location of the recipient of the service should be used to designate foreign projects. Exclude revenues earned by your foreign subsidiaries)

Percentage

501

Dollars

(omit cents)

b) What percentage of Foreign Revenues (**Box 500** above) was earned from work performed for government?

If your Foreign Revenues (Box 500) are less than \$100,000, go directly to Question 9.

#### B. Foreign Revenue by Region

Please provide a breakdown of your Foreign Revenue (Box 500) by region. (Attach a separate sheet, if necessary.)

Omit Question 8B if you have completed Statistics Canada's "International Transactions in Services, 1998".

			Dollars (omit cents)
	Un	ited States	502
	Me	xico	509
	So	uth America	503
	Eu	rope	504
	Afr	ica	505
	As	a	506
	Mie	ddle East	507
	Αι	ustralia	508
C.	Pr Ple	purce of Financing for Foreign ojects ease estimate the percentage oreakdown of ur revenue from foreign projects (Box 500)	> >
	bу	source of financing:	Percentage
	a)	Canadian International Development Agency (CIDA)	530
	b)	Export Development Corporation (EDC)	531
	c)	World Back	532
	d)	A Regional Development Bank	533
	e)	A United Nations agency or program	534
	f)	Foreign government source	535
	g)	Private - foreign source	536
	h)	Private - Canadian source	537
	i)	Self-financed (i.e. your firm accepted risk of non-payment, goods in counter trade, equity in lieu of payment, etc.)	538
	j)	Other (please specify)	539
			400.04
	k)	Total	100 %

#### D. Foreign Revenue by Type of Service Percentage Please estimate the percentage breakdown of your foreign revenue (Box 500) according to 812 the following categories: a) Advisory Services - Environmental 813 b) Advisory Services - Other 814 c) Design Services - Environmental 815 d) Design Services - Other 835 e) Other Environmental Services (not included in (a) and (c) above) 833 f) Construction Management 816 g) Project Management Services 900 Geotechnical Engineering and Materials h) Testing Services 817 i) Supplementary Services (e.g., preparation of cost estimates, operating manuals and technical training)

810

818

100 %

Percentage

- i) Sale of software products or custom systems development
- k) Other (e.g., procurement, please specify, ir nore) than 10% of foreign revenue)

## E. Foreign Revenue by Field of Specialization

⊮total

Please estimate the percentage of your foreign revenue (**Box 500**) derived from the following fields of specialization:

a) Buildings (structural)	819
b) Buildings (mechanical and electrical)	820
c) Highways, Bridges, Tunnels, Railways	821
d) Transportation Facilities	822
e) Municipal (roads, streets, water supply)	823
f) Municipal (sewage treatment, waste disposal)	825
g) Other Environmental Services	832
h) Mining, Metallurgy and Primary Metals	826
i) Pulp and Paper	827
j) Oil, Petroleum and Natural Gas	828
k) Power Generation and Transmission	829
l) Other Industrial	830
m) Other (please specify)	831
n) <b>Total</b>	100 %

**Engineering Services, 1998** 

Provincial Distri	bution				
					Number
					024
a)	Please rep	ort the numbe	r of permanent busin	ess locations operated	in
	Canada du research fao	ring the repor cilities and tradi	ting period. (Include ng locations.)	less locations operated warehouses, head offic	es,
b)	Do you have more than o	e permanent bu one province?	isiness locations in		
	<b>300</b> 1		ase go to Section 10		
			ase complete 9 <i>(c)</i>		
		↓			
c)	Please repo	ort the number of	of permanent business I	ocations, total revenue a	nd selected expenses,
	by province.	1	1		1
	Province	Locations	Total Revenue	Salaries, Wages and Employee Benefits	Employees
		(Number)	\$ (omit cents)	\$ (omit cents)	(Number)
		601	614	627	653
	Nfld				
	Nfld.	602	615	628	654
	P.E.I.			$\checkmark$	
		603	616	629	655
	N.S.			$  \Diamond (\bigcirc)$	
		604	617	630	656
	N.B.	605	618	631	657
		005		<b>831</b> *	057
	Que.			$\checkmark$	
		606	619	632	658
	Ont.				
	Ond.	607	620	633	659
	Man.	608 /	621	624	660
		608	921	634	660
	Sask.	$\langle \rangle \rangle$			
	~~~	609	622	635	661
	Alta	<b>N</b>			
$\land$	Alta.	610	623	636	662
	$\rightarrow$				
$\langle \langle$	B.C.				
$\backslash$		666	667	668	669
	Nunavut				
	N.W.T.	611	624	637	663
	(without				
	Nunavut)	612	625	638	664
	Yukon	012	020	030	004
	Territory				
		613	626	639	665
	Total				
			└── <b>─</b>		└────
		Should equal	Should equal	Should equal the	Should equal the sum
		Box 024 Section 9	Box 307, Section 5-I	sum of Boxe's 350, 351 and 380, Section 6	of Boxes 151,152, 153 Section 7

#### 10. Trade Patterns: Sales Within Province/Territory, Inter-provincial and International Exports

- (1) Businesses with locations in only one province or territory, please complete the vertical column in the table below that represents the province or territory of your business location(s); list the percentage of total revenue (as reported in Section 5-I, Box 307), generated by clients from the applicable geographic regions listed in the horizontal table rows. Remember to include the share of revenue from sales to clients within the same province or territory as the business location and check that the vertical column percentages add to 100.
- (2) Businesses located in more than one province/territory, please complete a separate vertical column for each province/territory for which you have reported revenue in Section 9. Distribute the revenue earned by your locations in each province/territory according to the geographic residence of your locations' clients.

If you do not keep records of this information, your best estimate is acceptable.
-----------------------------------------------------------------------------------

						Your Bu	isiness Lo	ocation(s	)				
Client Residence ▼	Nfld. %	P.E.I. %	N.S. %	N.B. %	Que. %	Ont. %	Man. %	Sask. %	Alta. %	В.С. %	Nvt %	N.W.T. (without Nvt) %	Yuko %
Newfoundland										$\langle$	$\leq$		
Prince Edward Island										$\langle \bigcirc$	$\sum$ <		
Nova Scotia										)			
New Brunswick													
Quebec													
Ontario						< 	$\sum \left( \left( \right) \right)$	$\mathcal{Y}$					
Manitoba						$\sim$	$\searrow$						
Saskatchewan					6	XO	>						
Alberta					$\langle \langle \rangle$	$\searrow$							
British Columbia					$\searrow$								
Nunavut			<u>کر</u> (	$\bigcirc$	~								
Northwest Territories (without Nunavut)				>									
Yukon Territory		$\sim$	$\searrow$										
Foreign	$\langle \langle$												
Total	100%	) 100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	1009
	$\smile$			Each	column	complet	ed <i>mus</i> i	t add up	to 100%	6.			
Certification	I certify	that the in	formatior	n containe	ed herein	is comple	ete and c	orrect to	the best o	of my kno	wledge.		
ature of authorized perse	on							Title					
e of person to contact fo Ir.	or further	informatic	on <i>(please</i>	e print)				Title					
	Yea	ar	Area c	ode	Tele	phone nu	ımber		Ext.			Fax	
Day Month													

Comments	If more space is required please enclose a separate sheet.
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	$\mathcal{F}(\mathcal{O})$
	$\langle \langle \rangle$
$\land$ ((	2 <i>j</i> / <sub>2</sub>

In order to reduce besponse burden and to provide consistent statistics, Statistics Canada has entered into data sharing agreements with the Quebec Bureau of Statistics, the Manitoba Bureau of Statistics and BC STATS in accordance with Section 11 of the Statistics Act, Revised Statutes of Canada, 1985, Chapter S19. For establishments and/or business locations operated in Quebec, Manitoba and British Columbia, the agreements authorize Statistics Canada to forward a record of the data collected in this survey to the Quebec Bureau of Statistics, the Manitoba Bureau of Statistics and BC STATS, respectively. The Statistics Acts of these provinces includes the same provisions for confidentiality and penalties for disclosure of information as the federal Statistics Act.

#### Note of Appreciation

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. Please make a copy of this completed questionnaire for your records.

**Thank You For Your Co-operation**