Unified Enterprise Survey – Annual

2012 Survey of Service Industries: Surveying and Mapping

This document is confidential when completed.
Si vous préférez recevoir ce questionnaire en français, veuillez nous appeler au numéro sans frais suivant : **1-800-972-9692.**

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

0001	Legal name	0004	Address *(number and street)*
0002	Business name	0005	City
0021	Title of contact	0006	Province/territory or state
0008	First name of contact	0053	Country
0028	Last name of contact	0010	Language preference: 1 English 2 French
		0007	Postal code/zip code

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This information is collected under the authority of the *Statistics Act,* Revised Statutes of Canada, 1985, Chapter S-19.
COMPLETION OF THIS QUESTIONNAIRE IS A LEGAL REQUIREMENT UNDER THIS ACT.

A - Introduction

Survey purpose
This survey collects the financial and operating data needed to develop national and regional economic policies and programs. Your information may also be used by Statistics Canada for other statistical and research purposes, in conformity with its mandate. Please access **www.statcan.gc.ca/survey-enquete/index-eng.htm** for more information on this survey.

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

Confidentiality
The *Statistics Act* protects the confidentiality of information collected by Statistics Canada.

Data-sharing agreements
To reduce respondent burden, Statistics Canada has entered into data-sharing agreements with provincial and territorial statistical agencies and other government organizations, which have agreed to keep the data confidential and use them only for statistical purposes.

Information on confidentiality, data-sharing agreements and record linkages can be found on the last page of this questionnaire.

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

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

B - Main business activity

1. Please describe the nature of your business.

0055

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

0247 ○ **Geophysical surveying and mapping services -** Business units primarily engaged in gathering, interpreting and mapping geophysical data. These business units often specialize in locating and measuring the extent of subsurface resources, such as oil, gas and minerals, but they may also conduct surveys for engineering purposes.

0248 ○ **Surveying and mapping (except geophysical) services -** Business units primarily engaged in providing surveying and mapping services of the surface of the earth, including the sea floor. These services may include surveying and mapping of areas above or below the surface of the earth, such as the creation of view easements or segregating rights in parcels of land by creating underground utility easements.

0040 ○ None of the above — Please call **1-800-972-9692** for further instructions.

C - Reporting period information

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

from 0011 Y Y Y Y M M D D to 0012 Y Y Y Y M M D D

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

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

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Reporting instructions

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

D - Revenue

A detailed breakdown may be requested in other sections.

		CAN$
1. **Sales of goods and services** (e.g., rental and leasing income, commissions, fees, admissions, services revenue) Report net of returns and allowances.	2299	
2. Grants, subsidies, donations and fundraising	2068	
3. Royalties, rights, licensing and franchise fees	2022	
4. Investment income (dividends and interest)	2097	
5. Other revenue (please specify): 2001	2077	
6. **Total revenue** (sum of questions 1 to 5)	2098	

E - Expenses

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

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F - Industry characteristics

Please provide a breakdown of your sales.

Geophysical surveying and mapping services

Note: If a breakdown cannot be provided for questions 1 to 4 (geophysical data acquisition, processing and interpreting), please report the combined amount at question 5, Integrated geophysical services and geophysical borehole logging surveys.

			CAN$
1.	Geophysical data acquisition by seismic methods	2727	
2.	Geophysical data acquisition by non-seismic methods	2728	
3.	Processing geophysical data acquired by seismic or non-seismic methods	2746	
4.	Interpreting geophysical data acquired by seismic or non-seismic methods	2747	
5.	Integrated geophysical services and geophysical borehole logging surveys	2748	
6.	Geophysical data sales	2749	

Non-geophysical surveying and mapping services

Geospatial photo and image acquisition and processing, and geospatial data interpretation

			CAN$
7.	Geospatial (airborne and spaceborne) photo and image acquisition	2752	
8.	Geospatial photo and image processing (e.g., orthophoto and image processing, elevation and terrain modeling, aerotriangulation, photomosaics and photogrammetric mosaics)	2753	
9.	Geospatial data interpretation	2754	

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Other non-geophysical surveying and mapping services

			CAN$
10.	Topographic and planimetric surveying and mapping services	2724	
11.	Hydrographic and bathymetric surveying and mapping services	2758	
12.	Boundary, property line and cadastral surveying and mapping services	2854	
13.	Subdivision layout and design	2855	
14.	Construction surveying	2856	
15.	Geodetic surveying and ground control support	2857	
16.	Thematic and orthophoto mapping, and aeronautical and nautical charting	2858	

Other services

				CAN$
17.	Geographic information system (GIS) development and customization		2760	
18.	Other sales (please specify):	2559	2558	
19.	**Total sales** (sum of questions 1 to 18)		2305	

G - Personnel

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

H - Sales by type of client

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

			%
1.	**Clients in Canada**		
a)	businesses	8112	
b)	individuals and households	8100	
c)	governments, not-for-profit organizations and public institutions (e.g., hospitals, schools)	8233	
2.	**Clients outside Canada**	8140	
			100%

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I - Sales by client location

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

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

J - International transactions

Exports

1. Did you receive revenue from clients outside Canada for the **export** of goods, services, royalties, rights, licensing or franchise fees? 0531
   - 1 ○ **yes,** complete **questions 2, 3 and 4**
   - 3 ○ **no,** go to **question 5**

2. Please report revenue received from **exports**. 0666 **CAN$**

3. Please provide a percentage breakdown of **exports** by: **%**
   - **a)** goods 0667
   - **b)** services 0668
   - **c)** royalties, rights, licensing and franchise fees 0669

   100%

4. Please provide a percentage breakdown of **exports** by country: **%**
   - **a)** United States 0748
   - **b)** Mexico 0749
   - **c)** other countries (please specify): 0724 0750
   - 0676 0672
   - 0677 0673
   - 0678 0674
   - 0679 0675

   100%

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Imports

5. Did you make payments to suppliers outside Canada for the **import** of goods, services, royalties, rights, licensing or franchise fees? 0715
   - 1 ○ **yes,** complete **questions 6, 7 and 8**
   - 3 ○ **no,** go to **next section**

6. Please report payments made for **imports.** 0717 **CAN$**

7. Please provide a percentage breakdown of **imports** by: **%**
   - **a)** goods 0736
   - **b)** services 0737
   - **c)** royalties, rights, licensing and franchise fees 0738

   100%

8. Please provide a percentage breakdown of **imports** by country: **%**
   - **a)** United States 0751
   - **b)** Mexico 0752
   - **c)** other countries (please specify): 0743 0753
   - 0744 0739
   - 0745 0740
   - 0746 0741
   - 0747 0742

   100%

K - Not applicable

L - Contact information

Name of person to contact about this questionnaire:

0026 1 ○ Mr. 2 ○ Mrs. 3 ○ Miss 4 ○ Ms

0054 Last name

0017 Telephone number

0027 Extension number

0013 First name

0016 Fax number

0014 Title

0020 Website address

0018 E-mail address

0015 Date completed: Y Y Y Y M M D D

How long did you spend collecting the data and completing the questionnaire?

9910 hour(s) 9909 minutes

M - Comments

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

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General information

Confidentiality

Your answers are confidential.
Statistics Canada is prohibited by law from releasing any information it collects which could identify any person, business, or organization, unless consent has been given by the respondent or as permitted by the *Statistics Act.*

Statistics Canada will use information from this survey for statistical purposes.

Data-sharing agreements

To reduce respondent burden, Statistics Canada has entered into data-sharing agreements with provincial and territorial statistical agencies and other government organizations, which have agreed to keep the data confidential and use them only for statistical purposes. Statistics Canada will only share data from this survey with those organizations that have demonstrated a requirement to use the data.

Section 11 of the *Statistics Act* provides for the sharing of information with provincial and territorial statistical agencies that meet certain conditions. These agencies must have the legislative authority to collect the same information, on a mandatory basis, and the legislation must provide substantially the same provisions for confidentiality and penalties for disclosure of confidential information as the *Statistics Act.* Because these agencies have the legal authority to compel businesses to provide the same information, consent is not requested and businesses may not object to the sharing of the data.

For this survey, there are **Section 11** agreements with the provincial and territorial statistical agencies of Newfoundland and Labrador, Nova Scotia, New Brunswick, Quebec, Ontario, Manitoba, Saskatchewan, Alberta, British Columbia, and the Yukon.

The shared data will be limited to information pertaining to business establishments located within the jurisdiction of the respective province or territory.

Section 12 of the *Statistics Act* provides for the sharing of information with federal, provincial or territorial government organizations. Under **Section 12,** you may refuse to share your information with any of these organizations by writing a letter of objection to the Chief Statistician and returning it with the completed questionnaire. Please specify the organizations with which you do not want to share your data.

For this survey, there are **Section 12** agreements with the statistical agencies of Prince Edward Island, the Northwest Territories and Nunavut.

For agreements with provincial and territorial government organizations, the shared data will be limited to information pertaining to business establishments located within the jurisdiction of the respective province or territory.

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Record linkages

To enhance the data from this survey, Statistics Canada may combine it with information from other surveys or from administrative sources.

Thank you for completing this questionnaire.
Please retain a copy for your records.
Visit our website at www.statcan.gc.ca