

# Survey of Commercial and Institutional Energy Use, 2014

## Establishment

Confidential when completed.

If necessary, please make address label corrections below.

Legal name

C0001

Business name

C0002

Title of contact

C0021

First name of contact

C0008

Last name of contact

C0028

Address (number and street)

C0004

City  Province/territory/state

C0005  C0006

Country  Postal code

C0053  C0001

Email address

C0009

Preferred language  English  French  English

### GENERAL INFORMATION

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.

#### The purpose of this survey

Statistics Canada, in partnership with Natural Resources Canada, is conducting this survey to collect detailed information on the energy demand and consumption patterns of Canadian businesses, organizations and institutions. This survey collects data on the types and quantities of energy (such as electricity, natural gas etc.) consumed by businesses and institutions in Canada. One of the principal goals of Natural Resources Canada is to continually improve energy efficiency in Canada through various measures. Improving energy efficiency reduces greenhouse gas emissions that contribute to climate change. The information may also be used by Statistics Canada for other statistical and research 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.

Information on data-sharing agreements can be found on the last page of this questionnaire.

#### Record linkages

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

#### Fax or email transmission disclosure

Statistics Canada advises you that there could be a risk of disclosure during the transmission of information by facsimile

or e-mail. However, upon receipt, Statistics Canada will provide the guaranteed level of protection afforded to all information collected under the authority of the *Statistics Act*.

#### Confidentiality

The *Statistics Act* protects the confidentiality of information collected by Statistics Canada. Statistics Canada is prohibited by law from releasing any information it collects that 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 the information from this survey for statistical and research purposes.

#### Who should complete this questionnaire?

This questionnaire should be completed by a manager or facilities manager with a thorough knowledge of your organization's energy use.

#### Where to find energy-consumption information?

Common sources for finding your organization's energy consumption include your utility bills, your energy management information system, your utility company, as well as your landlord or property manager.

#### Reporting

Please report on all energy consumed during the 2014 calendar year.

If you prefer to return your completed questionnaire by fax, please send it to: 1-888-883-7999.

### Which building(s) and space should you report for?

Your establishment may occupy (i.e. conduct business operations in) all or a portion of one building or it may occupy all or a portion of several buildings at the same location or at different locations. When completing this questionnaire, please report for the total space occupied in all buildings by the establishment identified on the front page of the questionnaire.

Your organization was selected from a list of establishments. For this survey, 'establishment' is a statistical term that refers to the entity or the smallest grouping of entities that provides a homogenous set of services and does not cross provincial boundaries. An establishment maintains accounting records from which it is possible to assemble all the information required to calculate the full value of production or service (total sales or shipments, inventories, costs of goods and services, salaries and wages, etc.).

The survey data will be used to measure energy consumption and calculate energy intensity of different industries in Canada's commercial and institutional sector. To determine energy intensity, we need the total energy consumption associated with your business activities and the floor space occupied (i.e., used) by your organization for these activities.

#### Example 1: Transportation service establishment

This organization provides public transportation. Space occupied by this organization includes: the main office where the administration staff work; a wash bay where energy is used to heat water used to wash the buses; and a remote space rented from another party but used exclusively by this establishment to sell transportation passes. All these spaces should be included.

This organization also rents out part of the space in one of its buildings to a restaurant where some staff members eat their lunches on a daily basis. This restaurant is run independently and managed by a different organization. The floor space and energy associated with this restaurant should be excluded.

#### Example 2: Learning centre

This learning centre is located in several buildings on the same campus. The main administration manages all the buildings, pays the bills, orders supplies, etc. The campus sometimes rents the gymnasium out for special events. The gymnasium should still be included in the floor space occupied by this organization. This centre has external electric outlets for block heaters used by vehicles owned by the organization. Energy used for block heating should be included. Energy used to operate these vehicles should be excluded.

#### Example 3: Retail Business

This organization is located in three separate buildings including a warehouse, but only one location keeps track of the number of employees. All locations should be included in this survey. However, one building has space that is leased to another organization. The floor space leased to the other organization should be excluded.

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## A. STRUCTURE AND OCCUPANCY

1. During the 2014 calendar year, which option below best characterises your organization's building occupancy type?

Mark (✓) **one only**

C01000

	Sole occupancy	Shared occupancy (at least one building has multiple businesses)
One building	N/A	2 <input type="radio"/>
Group of buildings in the same location	3 <input type="radio"/>	4 <input type="radio"/>
Group of buildings at different locations	5 <input type="radio"/>	6 <input type="radio"/>

2. If your organization occupies space in more than one building, please specify how many buildings.

C02000

                    

Building(s)

3. As of December 31, 2014, what was the total floor area occupied directly by your organization?

- Include space occupied directly in all buildings included in question 2.
- Exclude space in your buildings that is occupied by other businesses or organizations.
- Exclude indoor parking.

C04000

                    

Total occupied floor area

measured in: C04001

Square feet (ft<sup>2</sup>)

Square metres (m<sup>2</sup>)

4a. During the 2014 calendar year, which months was your organization in operation?

C05000  All 12 months or only the following months:

Mark (✓) **all that apply**

- |  |  |   |
|--|--|---|
| C05001 <input type="checkbox"/> January  | C05005 <input type="checkbox"/> May    | C05009 <input type="checkbox"/> September |
| C05002 <input type="checkbox"/> February | C05006 <input type="checkbox"/> June   | C05010 <input type="checkbox"/> October   |
| C05003 <input type="checkbox"/> March    | C05007 <input type="checkbox"/> July   | C05011 <input type="checkbox"/> November  |
| C05004 <input type="checkbox"/> April    | C05008 <input type="checkbox"/> August | C05012 <input type="checkbox"/> December  |

4b. Please indicate the number of operating hours for your organization during a typical week in 2014.

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

C05100

                    

Hour(s) during a typical week in 2014

5. As of December 31, 2014, what was the total number of full-time equivalent employees that worked for your organization?

- Full-time equivalent employees work 30 hours or more per week.
- Please convert part-time employees to full-time equivalent. For example, two part-time workers who each work 15 hours a week can be considered one full-time equivalent.
- Exclude contractors and volunteers.

C06000

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Full-time equivalent employee(s)

**B. EQUIPMENT COUNTS**

6. As of December 31, 2014, how many of the following types of devices were in use by your organization?

- Include devices that are in use (plugged in) in the floor space reported in question 3.
- If you don't know the exact number, please provide your best estimate.

Type of device	Number of devices
<b>Computers</b> • Include personal computers and laptops. • Exclude cash registers and battery-operated hand-held devices, servers in a dedicated server room.	C07001 <input type="text"/>
<b>Cash registers</b> • Include self-serve check-outs. • Exclude portable, hand-held devices.	C07013 <input type="text"/>
<b>Televisions/electronic displays/LCDs</b> • Do not include desk computer monitors.	C07002 <input type="text"/>
<b>Printers, photocopiers, fax machines and multi-functional devices</b>	C07003 <input type="text"/>
<b>Commercial appliances</b> • Include commercial appliances such as freezers, refrigerators, dishwasher, stoves and ovens, microwaves, washers and dryers. • Exclude walk-in refrigerators and freezers. • Exclude refrigerated and freezer food display cases.	C07004 <input type="text"/>
<b>Domestic appliances</b> • Include domestic appliances such as freezers, refrigerators, dishwasher, stoves and ovens, microwaves, washers and dryers.	C07005 <input type="text"/>
<b>Magnetic Resonance Imaging (MRI)</b>	C07010 <input type="text"/>
<b>Electronic sterilization equipment</b>	C07011 <input type="text"/>
<b>Vending machines</b>	C07012 <input type="text"/>

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### C. ENERGY USE

7a. For the 2014 calendar year, please report the quantity and expenditure for each energy source or domestic water consumed by your organization, for the space indicated in question 3.

- Please report expenditures in Canadian dollars.
- Exclude fuel or energy used for transportation.
- Include taxes, service charges and any rebates (**total amount on your utility bill**).
- If your landlord pays your energy bills, please consult landlord for values.
- Please report electricity generated on site separately in questions 9 to 11.

Energy source	Quantity consumed by your organization	Unit of measure	Expenditure for energy (CAD \$ (omit cents))	Are the energy costs included in your lease payments?
<b>Purchased Electricity</b>	C08000 [ ]	C08001 1 <input type="radio"/> Kilowatt-hours (kWh) 2 <input type="radio"/> Megawatt-hours (MWh) 3 <input type="radio"/> Gigajoules (GJ) 4 <input type="radio"/> Other - Please specify C08002 [ ]	C08003 \$ [ ] .00	C08004 1 <input type="radio"/> Yes 2 <input type="radio"/> No 3 <input type="radio"/> No 4 <input type="radio"/> Partial 5 <input type="radio"/> N/A
	C08100 [ ]	C08101 1 <input type="radio"/> Cubic metres (m <sup>3</sup> ) 2 <input type="radio"/> Litres (L) 3 <input type="radio"/> Cubic feet (ft <sup>3</sup> ) 4 <input type="radio"/> Gigajoules (GJ) 5 <input type="radio"/> Million British thermal units (MMBtu) 6 <input type="radio"/> Other - Please specify C08102 [ ]	C08103 \$ [ ] .00	C08104 1 <input type="radio"/> Yes 2 <input type="radio"/> No 3 <input type="radio"/> No 4 <input type="radio"/> Partial 5 <input type="radio"/> N/A
<b>Light fuel oil</b>	C08200 [ ]	C08201 1 <input type="radio"/> Litres (L) 2 <input type="radio"/> Gigajoules (GJ) 3 <input type="radio"/> Gallons (US) 4 <input type="radio"/> Gallons (UK) 5 <input type="radio"/> Other - Please specify C08202 [ ]	C08203 \$ [ ] .00	C08204 1 <input type="radio"/> Yes 2 <input type="radio"/> No 3 <input type="radio"/> No 4 <input type="radio"/> Partial 5 <input type="radio"/> N/A
	C08300 [ ]	C08301 1 <input type="radio"/> Litres (L) 2 <input type="radio"/> Gigajoules (GJ) 3 <input type="radio"/> Gallons (US) 4 <input type="radio"/> Gallons (UK) 5 <input type="radio"/> Other - Please specify C08302 [ ]	C08303 \$ [ ] .00	C08304 1 <input type="radio"/> Yes 2 <input type="radio"/> No 3 <input type="radio"/> No 4 <input type="radio"/> Partial 5 <input type="radio"/> N/A
<b>Diesel (exclude energy used for transportation)</b>	C08300 [ ]	C08301 1 <input type="radio"/> Litres (L) 2 <input type="radio"/> Gigajoules (GJ) 3 <input type="radio"/> Gallons (US) 4 <input type="radio"/> Gallons (UK) 5 <input type="radio"/> Other - Please specify C08302 [ ]	C08303 \$ [ ] .00	C08304 1 <input type="radio"/> Yes 2 <input type="radio"/> No 3 <input type="radio"/> No 4 <input type="radio"/> Partial 5 <input type="radio"/> N/A
	C08300 [ ]	C08301 1 <input type="radio"/> Litres (L) 2 <input type="radio"/> Gigajoules (GJ) 3 <input type="radio"/> Gallons (US) 4 <input type="radio"/> Gallons (UK) 5 <input type="radio"/> Other - Please specify C08302 [ ]	C08303 \$ [ ] .00	C08304 1 <input type="radio"/> Yes 2 <input type="radio"/> No 3 <input type="radio"/> No 4 <input type="radio"/> Partial 5 <input type="radio"/> N/A

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Energy source	Quantity consumed by your organization	Unit of measure	Expenditure for energy CAD \$ (omit cents)	Are the energy costs included in your lease payments?
<b>Kerosene</b>	C08400 [Redacted]	C08401 1 <input type="radio"/> Litres (L) 2 <input type="radio"/> Gigajoules (GJ) 3 <input type="radio"/> Gallons (US) 4 <input type="radio"/> Gallons (UK) 5 <input type="radio"/> Other - Please specify C08402 [Redacted]	C08403 \$ [Redacted].00	C08404 1 <input type="radio"/> Yes 3 <input type="radio"/> No 4 <input type="radio"/> Partial 5 <input type="radio"/> N/A
<b>Propane or other bottled gas</b>	C08500 [Redacted]	C08501 1 <input type="radio"/> Litres (L) 2 <input type="radio"/> Kilograms (kg) 3 <input type="radio"/> Gigajoules (GJ) 4 <input type="radio"/> Pounds (lbs) 5 <input type="radio"/> Million British thermal units (MMBtu) 6 <input type="radio"/> Other - Please specify C08502 [Redacted]	C08503 \$ [Redacted].00	C08504 1 <input type="radio"/> Yes 3 <input type="radio"/> No 4 <input type="radio"/> Partial 5 <input type="radio"/> N/A
<b>District steam from an off-site plant</b>	C08600 [Redacted]	C08601 1 <input type="radio"/> Kilograms (kg) 2 <input type="radio"/> Gigajoules (GJ) 3 <input type="radio"/> Million British thermal units (MMBtu) 4 <input type="radio"/> Other - Please specify C08602 [Redacted]	C08603 \$ [Redacted].00	C08604 1 <input type="radio"/> Yes 3 <input type="radio"/> No 4 <input type="radio"/> Partial 5 <input type="radio"/> N/A
<b>District hot water from an off-site plant</b>	C08700 [Redacted]	C08701 1 <input type="radio"/> Gigajoules (GJ) 2 <input type="radio"/> Million British thermal units (MMBtu) 3 <input type="radio"/> Other - Please specify C08702 [Redacted]	C08703 \$ [Redacted].00	C08704 1 <input type="radio"/> Yes 3 <input type="radio"/> No 4 <input type="radio"/> Partial 5 <input type="radio"/> N/A
<b>District chilled water from an off-site plant</b>	C08800 [Redacted]	C08801 1 <input type="radio"/> Gigajoules (GJ) 2 <input type="radio"/> Million British thermal units (MMBtu) 3 <input type="radio"/> Other - Please specify C08802 [Redacted]	C08803 \$ [Redacted].00	C08804 1 <input type="radio"/> Yes 3 <input type="radio"/> No 4 <input type="radio"/> Partial 5 <input type="radio"/> N/A

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Energy source	Quantity consumed by your organization	Unit of measure	Expenditure for energy CAD \$ (omit cents)	Are the energy costs included in your lease payments?
Wood	C08900 [Redacted]	C08901 1 <input type="radio"/> Full cords 2 <input type="radio"/> Pellets (tonnes) 3 <input type="radio"/> Tonnes (metric) 4 <input type="radio"/> Pounds (lbs) 5 <input type="radio"/> Other - Please specify C08902 [Redacted]	C08903 \$ [Redacted].00	C08904 1 <input type="radio"/> Yes 3 <input type="radio"/> No 4 <input type="radio"/> Partial 5 <input type="radio"/> N/A
Other energy source consumed - Please specify C08915 [Redacted]	C08910 [Redacted]	C08911 1 <input type="radio"/> Litres (L) 2 <input type="radio"/> Cubic metres (m <sup>3</sup> ) 3 <input type="radio"/> Gigajoules (GJ) 4 <input type="radio"/> Million British thermal units (MMBtu) 5 <input type="radio"/> Other - Please specify C08912 [Redacted]	C08913 \$ [Redacted].00	C08914 1 <input type="radio"/> Yes 3 <input type="radio"/> No 4 <input type="radio"/> Partial 5 <input type="radio"/> N/A
Domestic water	Quantity consumed by this organization	Unit of measure	Expenditure for domestic water CAD \$ (omit cents)	Are the water costs included in your lease payments?
Domestic water consumed	C08920 [Redacted] C08921 <input type="radio"/> Not metered	C08922 1 <input type="radio"/> Litres (L) 2 <input type="radio"/> Cubic metres (m <sup>3</sup> ) 3 <input type="radio"/> Other - Please specify C08923 [Redacted]	C08924 \$ [Redacted].00	C08925 1 <input type="radio"/> Yes 3 <input type="radio"/> No 4 <input type="radio"/> Partial 5 <input type="radio"/> N/A

7b. Does the energy use you reported in 7a account for all the energy consumed by this organization?

C08930 1  Yes → Go to question 9.  
3  No

8. For the 2014 calendar year, which types of energy usage were not included in 7a?

Mark (✓) **all** that apply

- C09001  Heating of space
- C09002  Water heating (water used for consumption)
- C09003  Cooling of space
- C09004  Plug load and lighting (electricity)
- C09005  Other usage - *Please specify*
- C09006

9. Does your organization use electric power generated on-site at any of its locations?

- Include emergency power generation.

C12000 1  Yes 3  No ⇨ **Go to question 12.**

10. What energy sources were used for on-site electric power generation?

Energy source	Energy source(s) for on-site electricity generation <i>Mark (✓) all that apply</i>
Natural gas	C13003 <input type="checkbox"/>
Light fuel oil, diesel, kerosene	C13021 <input type="checkbox"/>
Propane or other bottled gas	C13007 <input type="checkbox"/>
Wood	C13011 <input type="checkbox"/>
Solar	C13012 <input type="checkbox"/>
Other energy source for electricity generation – <i>Please specify</i>	C13020 <input type="checkbox"/>
C13020 <input type="text"/>	

11. During the 2014 calendar year, how much electricity was generated on-site, including emergency generator usage?

C14000  measured in: C14001 1  Kilowatt-hours (kWh)  
 3  Gigajoules (GJ) C14002   
 5  Other - *Please specify*



12. During the 2014 calendar year, what was the principal energy source used for heating space in the building(s) occupied by your organization?

- The principal energy source is the source used to heat the largest proportion of floor area in the buildings you occupy.

Energy source	Principal energy source for heating Mark (✓) <i>one</i> only
Electricity	C18102 <input type="radio"/>
Natural gas	C18103 <input type="radio"/>
Light fuel oil	C18104 <input type="radio"/>
Diesel	C18105 <input type="radio"/>
Kerosene	C18106 <input type="radio"/>
Propane or other bottled gas	C18107 <input type="radio"/>
District steam from an off-site plant	C18108 <input type="radio"/>
District hot water from an off-site plant	C18109 <input type="radio"/>
Wood	C18110 <input type="radio"/>
Solar	C18112 <input type="radio"/>
Other energy source for heating space <i>Please specify</i> C18120 <input type="text"/>	C18119 <input type="radio"/>
None - occupied space not heated	C18101 <input type="radio"/>

13. During the 2014 calendar year, what was the principal energy source used for cooling space in the building(s) occupied by your organization?

- The principal energy source is the source used to cool the largest proportion of floor area in the buildings you occupy.

Energy source	Principal energy source for cooling Mark (✓) <i>one</i> only
Electricity	C20102 <input type="radio"/>
Natural gas	C20103 <input type="radio"/>
District chilled water from an off-site plant	C20110 <input type="radio"/>
Other energy source for cooling space – <i>Please specify</i> C20120 <input type="text"/>	C20119 <input type="radio"/>
None - occupied space not cooled	C20101 <input type="radio"/>

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14. During the 2014 calendar year, what was the principal energy source used for domestic water heating in the building(s) occupied by your organization?

- Domestic water heating includes water used for washing hands, dishwashers etc.
- Exclude water used for heating space.

Energy source	Principal energy source for water heating Mark (✓) <i>one</i> only
Electricity	C22102 <input type="radio"/>
Natural gas	C22103 <input type="radio"/>
Light fuel oil	C22104 <input type="radio"/>
Diesel	C22105 <input type="radio"/>
Kerosene	C22106 <input type="radio"/>
Propane or other bottled gas	C22107 <input type="radio"/>
District steam from an off-site plant	C22108 <input type="radio"/>
District hot water from an off-site plant	C22109 <input type="radio"/>
Wood	C22111 <input type="radio"/>
Solar	C22112 <input type="radio"/>
Other energy source for domestic water heating – <i>Please specify</i> C22120 <input type="text"/>	C22119 <input type="radio"/>
None - no hot water available	C22101 <input type="radio"/>

15. Does your organization track its energy use over time?

- C1000  Yes
- No ⇒ Go to page 11.

16. Which system do you use to track your organization's energy use over time?

Mark (✓) *all that apply*

C11000  Spreadsheet developed in-house

C11002  ENERGY STAR® Portfolio Manager

C11001  Bills comparison

C11003  Other tracking system - *Please specify*

C11004

## CONTACT INFORMATION

First name of person to contact  
about this questionnaire

C0013

Last name of person to contact  
about this questionnaire

C0054

Title

C0014

Telephone number

C0017

Extension

C0027

Fax number

C0016

Email address

C0018

Date (YYYY-MM-DD)

C0015

Website address

C0020

## SURVEY COMPLETION TIME

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

C9910

hour(s)

C9909

minutes

## COMMENTS

Please be assured that we review all comments with the intent of improving the survey.

C9920

C9913

C9914

C9915

C9916

C9917

## THANK YOU FOR PARTICIPATING IN THIS SURVEY

For further information please visit our website at [www.statcan.gc.ca/survey](http://www.statcan.gc.ca/survey)

## 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 Yukon. The shared data will be limited to information pertaining to business establishments located within the jurisdiction of the respective province or territorial government organizations.

**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 as well as with Natural Resources Canada, Environment Canada, the British Columbia Ministry of Energy and Mines and the British Columbia Ministry of Natural Gas Development.

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.