

# 2010 Survey of Service Industries: Engineering

**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	0007 Postal code/zip code
0028	Last name of contact		0010	Language preference	<input type="checkbox"/> English <input type="checkbox"/> French

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. Please access [www.statcan.gc.ca/survey-enquete/index-eng.htm](http://www.statcan.gc.ca/survey-enquete/index-eng.htm) for more information on this survey.

### Fax or other electronic transmission disclosure

Statistics Canada advises you that there could be a risk of disclosure during facsimile or other electronic transmission. However, upon receipt, Statistics Canada will provide the guaranteed level of protection afforded all information collected under the authority of the *Statistics Act*.

### 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 must 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](http://www.statcan.gc.ca)

## B - Main business activity

1. Please describe the nature of your business.

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

0479

**Engineering services:** this industry comprises business units primarily engaged in applying principles of engineering in the design, development and utilization of machines, materials, instruments, structures, processes and systems. The assignments undertaken by these establishments may involve any of the following activities: the provision of advice, the preparation of feasibility studies, the preparation of preliminary and final plans and designs, the provision of technical services during the construction or installation phase, the inspection and evaluation of engineering projects, and related services.

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, 2010 and March 31, 2011. Please indicate below the period covered by this questionnaire.

from <sup>0011</sup>    to <sup>0012</sup>

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

0031

- <sup>1</sup>  seasonal operations    <sup>2</sup>  new business    <sup>3</sup>  change of fiscal year    <sup>4</sup>  change of ownership    <sup>5</sup>  ceased operations    <sup>6</sup>  temporarily inactive

## 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](http://www.statcan.gc.ca/guides-e) for further information.

## D - Revenue

A detailed breakdown may be requested in other sections.

	CAN\$
1. <b>Sales of goods and services</b> (e.g., rental and leasing income, commissions, fees, admissions, services revenue) Report net of returns and allowances. {must equal total sales in <b>section F</b> }	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): <sup>2001</sup>	2077
6. <b>Total revenue</b> (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 ( <b>include</b> 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 ( <b>include</b> contract labour, contract work and custom work)	3060	
6. Charges for services provided by your head office	4555	
7. Cost of goods sold, <b>if applicable</b> (purchases <b>plus</b> opening inventory <b>minus</b> closing inventory)	5721	
8. Office supplies	3301	
9. Rental and leasing ( <b>include</b> rental of premises, equipment, motor vehicles, etc.)	4115	
10. Repair and maintenance (e.g., property, equipment, vehicles)	4178	
11. Insurance ( <b>include</b> 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 ( <b>include</b> 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
<b>23. Total expenses</b> (sum of questions 1 to 22)		4699
24. Corporate taxes, if applicable		4600
25. Gains (losses) and other items (see reporting guide)		4601
<b>26. Net profit/loss after tax and other items</b> (see reporting guide)		2304

## F - Industry characteristics

### Sales by type of service

Please provide a breakdown of your sales, indicating if the amounts are in Canadian dollars **or** percentages.

#### Engineering services

9970 <sup>1</sup>  \$ **or** <sup>2</sup>  %

1. Residential building engineering projects	8107	
2. Commercial, public and institutional building engineering projects	8108	
<u>Industrial and manufacturing engineering projects</u>		
3. Mining and metallurgical plant and process engineering projects	8111	
4. Petroleum and petrochemical plant and process engineering projects	8109	
5. Pulp and paper plant and process engineering projects	8118	
6. Industrial machinery engineering design projects	8199	
7. Electronic and electrical equipment engineering design projects	8202	
8. Transportation equipment engineering design projects	8201	
9. Other industrial and manufacturing engineering projects	8203	
10. Transportation engineering projects (e.g., road, rail, air, marine)	8164	
11. Municipal utility engineering projects	8166	
12. Power generation, transmission and distribution engineering projects	8167	
13. Telecommunications and broadcasting engineering projects	8168	
14. Hazardous and industrial waste engineering projects	8171	
15. Engineering advisory services (e.g., expert witness, forensic investigation, etc)	8188	
16. Other engineering projects or services	8189	
<b>Secondary activities</b>		
17. Project management services	2723	
18. Construction services ( <b>including</b> design-build contracts)	8142	
19. Environmental consulting services	8145	
20. Other sales	2558	
21. <b>Total sales</b> (sum of questions 1 to 20)	2305	

## F - Industry characteristics (continued)

### Sales by type of revenue

Please provide a breakdown of your sales, indicating if the amounts are in Canadian dollars or percentages.

	9973	1	<input type="checkbox"/>	\$	or	2	<input type="checkbox"/>	%
1. Fee income	8236							
2. Sub-contracts								
a) engineering consulting	8294							
b) other consulting (e.g., architects, contractors)	8238							
3. Reimbursables	8239							
4. Other income	8295							
5. <b>Total sales</b> (sum of questions 1 to 4)	2305tot							

### Environment-related projects

1. Did you report sales revenues for **municipal utility engineering projects** (section F, question 11), **power generation, transmission and distribution engineering projects** (section F, question 12) or **hazardous and industrial waste engineering projects** (section F, question 14)?

- 4143 1  **yes, complete question 2 (a, b, c, d, e)**
- 3  **no, go to next section**

Please provide a breakdown of your sales in Canadian dollars.

		CAN\$
2. Please report sales of engineering services related to:		
a) facilities that generate electrical power from the following renewable energy sources: sun, wind, water, biomass or the earth's heat	4145	
b) municipal waste water treatment	4146	
c) municipal garbage collection and disposal	4147	
d) site remediation	4148	
e) industrial air, water and solid waste collection, treatment, and disposal projects	4149	

## G - Personnel

		<b>number</b>
1. Number of partners and proprietors, <b>non-salaried</b> (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 <b>full time</b>	6328	%
3. Number of contract workers for whom you did not issue a T4, such as freelancers and casual workers (estimates are acceptable)	6320	<b>number</b>

## 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	
	8140	
<b>2. Clients outside Canada</b>		
		<b>100%</b>

## 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	
		<b>100%</b>

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ONLY

## 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**

		<b>CAN\$</b>	
2.	Please report revenue received from <b>exports</b> .	0666	
3.	Please provide a percentage breakdown of <b>exports</b> by:		<b>%</b>
a)	goods	0667	
b)	services	0668	
c)	royalties, rights, licensing and franchise fees	0669	
			<b>100%</b>
4.	Please provide a percentage breakdown of <b>exports</b> by country:		<b>%</b>
a)	United States	0748	
b)	Mexico	0749	
c)	other countries (please specify):	0724	0750
		0676	0672
		0677	0673
		0678	0674
		0679	0675
			<b>100%</b>

### 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**

		<b>CAN\$</b>	
6.	Please report payments made for <b>imports</b> .	0717	
7.	Please provide a percentage breakdown of <b>imports</b> by:		<b>%</b>
a)	goods	0736	
b)	services	0737	
c)	royalties, rights, licensing and franchise fees	0738	
			<b>100%</b>
8.	Please provide a percentage breakdown of <b>imports</b> by country:		<b>%</b>
a)	United States	0751	
b)	Mexico	0752	
c)	other countries (please specify):	0743	0753
		0744	0739
		0745	0740
		0746	0741
		0747	0742
			<b>100%</b>

**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	
0013	First name		0027	Extension number	
0014	Title		0016	Fax number	
0018	E-mail address		0020	Website address	

Date completed: 0015      yyyy      mm      dd  
           

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*. The confidentiality provisions of the *Statistics Act* are not affected by either the *Access to Information Act* or any other legislation. Therefore, for example, the Canada Revenue Agency cannot access identifiable survey records from Statistics Canada.

Information from this survey will be used for statistical purposes only and will be published in aggregate form only.

#### 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 must 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.

#### 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](http://www.statcan.gc.ca)**