



Identification Section:  
For Statistics Canada use (pre-printed Respondent & Mailing Information)

Correct pre-printed label information if necessary using the corresponding boxes below:

0001	Legal Name	
0002	Business Name	
0003	C/O	
0004	No. & Street	
0005	City	
0006	Province	0007 Postal Code
0008	Contact Name	
0009	Telephone	
0010	Language preference: <input type="radio"/> English <input type="radio"/> French	

## A - Introduction

### Survey Purpose:

This survey collects the financial and operating data needed to produce statistics on businesses in Canada. These data will be aggregated with information from other sources to produce official estimates of national and provincial economic production in Canada, as well as official estimates of activity by industry. Those estimates are used by government for national and regional programs and policy planning and by the private sector for industry performance measurement and market development.

Completion of this questionnaire is a legal requirement under the Statistics Act.

### Confidentiality:

Statistics Canada is prohibited by law from publishing any statistics which would divulge information obtained from this survey that relates 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 any other legislation.

### Authority:

This annual survey is conducted under the authority of the Statistics Act, Revised Statutes of Canada 1985, Chapter S19.

### Returning your questionnaire:

Please complete a questionnaire for the operation(s) and location(s) described on the address label above. You should only report for those operations located in Canada. Please send the completed questionnaire(s) in the enclosed envelope or by Facsimile to the FAX number on the label.

**Do you have any questions?  
Do you need another questionnaire?  
Please refer to the telephone number on the label.**

### Reporting Period

For the purpose of this survey, please report information for your **12 month fiscal period** for which the **FINAL DAY** occurs on or between January 1, 1997 and December 31, 1997. For example, if your fiscal period ends March 31, please report for the period April 1, 1996 to March 31, 1997.

0011 From 

Day	Month	Year

 0012 To 

Day	Month	Year

Name of person completing this questionnaire: (please print)

0013

Title

0014

Signature

0015 Day Month Year

I certify that the information contained herein is complete and correct to the best of my knowledge.

Date completed

**Business Operations Information**

1. If this establishment **did not operate at all** during the reporting period, please provide a brief explanation

0118 \_\_\_\_\_

**complete the label information on the front page** and return the questionnaire in the enclosed envelope.

2. If this establishment **went out of business** during the reporting year, please give the last date of operation and complete the form for the period of operation.

0119      Day      Month      Year  
 \_\_\_\_\_

3. If this establishment is a seasonal operation, please **specify period**:

0120      Day      Month      Year      0121      Day      Month      Year  
**From** \_\_\_\_\_ **To** \_\_\_\_\_

4. If this establishment is temporarily closed, please **specify reason**:

0122 \_\_\_\_\_

5. Did any change in ownership occur during the reporting year?

0123     **Yes**       **No**

If **Yes**, please **specify period**:

0125      Day      Month      Year  
 \_\_\_\_\_

6. Type of organization (check **ONE** only):

- 0126    1  **Sole proprietorship**  
 2  **Partnership**  
 3  **Incorporated company**  
 4  **Co-operative**  
 5  **Joint venture**  
 6  **Government business entity**  
 7  **Government**  
 8  **Non-profit organization**

7. Did the establishment participate in any joint ventures during the reporting period?  
 (A joint venture refers to a specific project entered into by legal agreement between two or more firms.)

0170     **Yes**       **No**

If **No**, go to **Business Activity and Classification** section.

8. If **Yes**, are detailed revenue and expenses for the company's share in the joint venture(s) **included** in this report?

0171     **Yes**       **No**

Please **provide** the names of the joint ventures and the names of the other venture partners.  
 Please **provide** the Business Number of any joint ventures that were incorporated.

	Name of joint venture	Venture partners	Business Number (if applicable)
9.	0180	0181	0182
10.	0183	0184	0185
11.	0186	0187	0188

## Business Activity and Classification

Please check the **MAIN** activity from which you derive your revenue (check **ONE** only):

### General contracting or heavy engineering:

1. 0130  **Land developer**
  - build or develop property for sale or for transfer to a real estate operating firm
2. 0131  **Residential general contractor, builder or renovator**
  - engaged in new, repair or renovating residential projects involving more than one construction trade, and/or engaged in erecting pre-fabricated houses on site  
This **includes**: contract construction of new houses, apartments, and vacation homes for sale; residential repair construction and residential alterations, renovations, additions, conversions, rehabilitation
3. 0132  **Non-residential general contractor, builder or renovator**
  - engaged in new, repair, renovation or retro-fit non-residential projects involving more than one construction trade, and/or engaged in erecting pre-fabricated buildings on site
4. 0133  **Construction manager**
  - paid to manage construction projects on a fee-for-service basis
5. 0134  **Heavy engineering general contractor or subcontractor**
  - provide specialized services related to engineering construction that are not normally performed on buildings or building-related projects  
For examples of types of engineering projects, please refer to the "Engineering construction" section of the **PINK code sheet titled "Types of construction"** located at the end of this questionnaire.

If you selected one of the items under "**general contracting or heavy engineering**", you will need to refer to the **PINK code sheet titled "Types of construction"** to complete questions 14 to 23 in section B.

Please disregard the **YELLOW code sheet titled "Types of specialty trades"**.

The **code sheets** are at the end of this questionnaire.

### Specialty trades:

6. 0135  **Specialty trade contractor and businesses involved in other related services**
  - primarily engaged in one aspect common to different structures, requiring specialized skills or equipment; normally supply specialized service under contract to a general contractor or principal
  - also **includes** specialty trade contractors

For examples, please refer to the **YELLOW code sheet titled "Types of specialty trades"**, located at the end of this questionnaire.

If you selected this, you will need to refer to the **YELLOW code sheet titled "Types of specialty trades"** to complete questions 14 to 23, in section B.

Please disregard the **PINK code sheet titled "Types of construction"**.

The **code sheets** are at the end of this questionnaire.

The construction industry covers a wide variety of activities beyond the traditional narrow scope of construction. Please refer to the **PINK code sheet titled "Types of construction"** and the **YELLOW code sheet titled "Types of specialty trades"**, located at the end of the questionnaire, before you indicate that your business is not involved in construction. If your **MAIN** activity is listed on one of the **YELLOW or PINK code sheets** at the end of the questionnaires, then Statistics Canada considers your establishment as part of the construction industry.

7. 0136  **Other** - Please specify your **MAIN** activity: 0137 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If you have responded 'Other', and consider your **MAIN** activity to be in the Construction Industry, please complete the questionnaire. Otherwise, please return the questionnaire with the information you completed. Thank you.

## Data Sharing Agreements

To avoid duplication of information collection and to ensure more uniform statistics, Statistics Canada has entered into agreements with various government departments and agencies for the sharing of data from this survey **for statistical purposes only**.

**Please note that Statistics Canada does not share any individual responses with Revenue Canada.**

Agreements have been made under Section 11 of the Statistics Act, to exchange information identifying the firm and the Capital and Repair Expenditures collected by this survey with the Bureaus of Statistics of (1) Newfoundland, (2) New Brunswick, (3) Quebec, (4) Ontario, (5) Manitoba, (6) Saskatchewan, and (7) British Columbia. These statistical agencies have been established under provincial legislation which provides substantially the same provisions for confidentiality and penalties for disclosure of confidential information as the federal Statistics Act. The legislation also provides those agencies with the authority to collect this information on their own.

Agreements have also been made under Section 12 of the Statistics Act, to exchange information identifying the firm and the Capital and Repair Expenditures collected by this survey. Section 12 agreements, which require that the information be kept confidential and used only for statistical and research purposes, are in effect with the following departments for establishments operating within their respective jurisdictions: (1) the Prince Edward Island Department of Finance, (2) the Nova Scotia Department of Finance, (3) the Nova Scotia Department of Natural Resources, (4) the Budget Planning and Economics Division, Alberta Treasury, (5) the Northwest Territories Bureau of Statistics, (6) the Yukon Bureau of Statistics, and (7) the Department of Natural Resources Canada for the sharing of information from this survey. Under Section 12, you may refuse to share your information with any of these departments by writing to the Chief Statistician and returning your letter of objection along with the completed questionnaire. Please specify those agencies or departments from which data shall be withheld.

For more information about these sharing agreements, please refer to the telephone number on the label.

## Reporting Instructions

- All dollar amounts reported **should be rounded** to CANADIAN DOLLARS (**\$CDN**) (e.g. \$8,555,400.40 **should be rounded** to \$8,555,400).
- Percentages **should be rounded** (e.g. 37%, 76%, 94%).
- Your best estimates are acceptable when precise figures are not available.

## B - Revenue

- Please report Revenues **excluding** federal or provincial sales taxes collected for remittance to a government agency. **If your bookkeeping practices make this impossible, please indicate which taxes are included:**

1000  **GST/HST taxes included (in section B)** 1010  **PST taxes included (in Section B)**

- Revenue from construction activity and related services  
If possible, please report revenue recognized in your income statement (i.e. value of work performed but not necessarily billed)

**Include** general contracting, heavy engineering, land development, trades and related activities (see examples of activities listed in the **YELLOW or PINK code sheets** at the **end of the questionnaire**).

Please check  the measure of revenue used in this report:

- 1117  revenue recognized
- 1118  revenue received
- 1119  value of total billings in the reporting period

Please check  predominant accounting method used to report revenue:

- 1111  completed contract
- percentage of completion

	\$ CDN
1115	
2005	
2030	
2070	
2071	
2075	
2080	
2090	
2098	

The following questions 14 to 23 requires that you provide a breakdown of your revenue (**reported in section B, at question 2**). Enter the appropriate code in the 1st Column using the appropriate **YELLOW or PINK code sheets** located at the end of the questionnaire.

Please start with the code for the activity from which you receive the largest portion of your revenue. Enter each consecutive code in **descending order** of importance, reporting the least important activity last.

Some codes require a description, describe the activity in the 2nd Column when requested. In the 3rd Column, please provide a percentage breakdown of revenue from construction activity and related services (**reported in section B, at question 2**) for each reported activity. Please provide your **best estimate**.

- If your **MAIN** activity is **General contracting or heavy engineering**, such as a contractor, builder or renovator, land developer or construction manager or if your **MAIN** activity involves **heavy engineering**, use **ONLY** the **PINK code sheet titled "Types of Construction"** to fill in the 1st and 2nd Columns of the table (**in section B, at questions 14 to 23**). The code sheet is at the end of this questionnaire.
- If your **MAIN** activity is **Specialty trade** work either as a prime contractor or under contract to a general contractor or principal (i.e. you are engaged in one aspect common to different structures, requiring specialized skills or equipment), please use **ONLY** the **YELLOW code sheet titled "Types of Specialty Trades"** to fill in the 1st and 2nd Columns of the table (**in section B, at questions 14 to 23**). The code sheet is at the end of this questionnaire.
- If you are not sure which code sheet would be most appropriate to your company, please refer to the telephone number on the label.

See the appropriate **YELLOW or PINK code sheets** for an example of how to complete this table.

	Code # from the Type of construction or Type of trade code sheet	If you have selected a code that asks you to provide a description of your activity, please do so in the column below.	%
14.	2100	2101	2102
15.	2103	2104	2105
16.	2106	2107	2108
17.	2109	2110	2111
18.	2112	2113	2114
19.	2115	2116	2117
20.	2118	2119	2120
21.	2121	2122	2123
22.	2124	2125	2126
23.	2127	2128	2129
	<b>Total</b>		<b>100%</b>

Please break down your total revenue from construction activity and related services (**reported in section B, at question 2**) by type of work. Please provide your **best estimate**.

Type of work:	%
24. New	2130
25. Renovation and retrofit	2132
26. Maintenance, repair and service	2134
<b>Total</b>	<b>100%</b>

27. Is your **MAIN** activity **Specialty trade** work either as a prime contractor or under contract to a general contractor or principal (i.e. you are engaged in one aspect common to different structures, requiring specialized skills or equipment)?

2140  Yes  No

If **No**, go to **question 31**.

If **Yes**, please provide a further breakdown of your revenue from construction activity and related services (**reported in section B, at question 2**) by type of structure for which the work was done:

Type of structure:	%
28. Residential	2142
29. Non-residential	2144
30. Heavy engineering	2146
<b>Total</b>	<b>100%</b>

31. Did you sell any new residential dwellings during the reporting period?

2150  Yes  No

If **No**, go to **section C**.

If **Yes**, Please report the number of new dwelling units **sold (do not include those available for occupancy that were not sold)** during the reporting period. Please report condominiums under the appropriate type of building.

For example, a duplex would be reported as two units under semi-detached. If you built a condominium building containing 40 apartments and 5 retail spaces, but 7 of the apartments were not sold, you would report 33 units under "apartment and other". You would not report the retail spaces.

	Number of new dwelling units sold
32. Single detached	2151
33. Semi-detached	2156
34. Row houses	2161
35. Apartment and other	2165

### C - Expenses

1. Please **exclude** income tax.  
Please report Expenses **excluding** the portion of federal or provincial sales taxes refunded by government.  
**If your bookkeeping practices make this impossible**, please indicate which **refunds are included**:

3000  **GST/HST refunds included (in Section C)**    3005  **PST refunds included (in Section C)**

	\$ CDN
2. Construction work sub-contracted out <b>Include</b> piece work, lump sum payments, unit price and equipment rentals with operator (i.e. vehicles or machinery)	3105
<b>Salaries and wages of your employees (before deductions)</b>	
3. Salaries and wages of field workers	3020
4. Salaries and wages of office and administrative staff	3030

**Include:**

- Vacation pay
- Directors' fees
- Bonuses
- Commissions
- Gratuities
- Taxable allowances
- Retroactive wage payments

**Exclude:**

- Subcontractors or independent contractors: **(report in section C, at question 2)**.
- Cost of other direct contracts: report those costs with the associated function, e.g.: if worker contracted to work on advertising, **(report in section C, at question 28)**.
- If possible, employer portion of employee benefits **(report in section C at question 6)**.
- If possible, employer contributions to provincial health and education payroll taxes. **(report in section C, at question 31)**.

Is the employer portion of benefits **included** in Salaries and wages?

5. 3108  Yes  No

		\$ CDN
<p><b>6. Employer portion of employee benefits</b></p> <p><b>Include:</b> benefits for on-site and office employees employer's contribution to benefits paid for all employees for whom you completed a T4 supplementary form, <b>including:</b></p> <ul style="list-style-type: none"> <li>• Employee welfare, health and life insurance plans</li> <li>• Pension (<b>including</b> CPP/QPP)</li> <li>• Worker's Compensation</li> <li>• Employment Insurance fund</li> <li>• Severance pay or lump sum payments at time of termination</li> </ul>	<p><b>Exclude:</b> all employer contributions to provincial health and education payroll taxes (<b>report in section C, at question 31</b>), Other property and business taxes.</p>	3040
<p><b>7. Value of land included in sales (if applicable)</b></p> <div style="border: 1px solid black; padding: 5px;"> <p>Please indicate ✓ (<b>ONE</b> only) whether you are reporting:</p> <p>3101 <input type="radio"/> Land at original cost</p> <p><input type="radio"/> Land at original cost plus carrying charges</p> <p><input type="radio"/> Land at market value</p> </div>		3100
<p><b>8. Cost of materials and supplies:</b></p> <p>If possible, <b>exclude</b> the cost of transportation (e.g. freight, delivery, shipping and handling) (<b>report in section C, at question 13</b>).</p> <p>If your bookkeeping practices do not enable you to report that item separately, please (<b>report in section C, at question 9</b>).</p>		3110
<p><b>9. Is cost of transportation (e.g. freight, delivery, shipping and handling) included in the cost of materials and supplies?</b></p> <p>3180 <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable</p>		
<p>If possible, <b>exclude</b> gasoline and motor vehicle oil, (<b>report in section C, at question 14</b>).</p> <p>If your bookkeeping practices do not enable you to report that item separately, please (<b>report in section C, at question 10</b>).</p>		
<p><b>10. Is gasoline and motor vehicle oil included in the cost of materials and supplies?</b></p> <p>3190 <input type="radio"/> Yes, field vehicles and machinery only <input type="radio"/> No</p> <p><input type="radio"/> Yes, all gasoline is reported here</p>		
<p><b>11. Were any of the materials that were installed by your employees supplied by project owners or other contractors?</b></p> <p>3150 <input type="radio"/> Yes <input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	<p><b>12. Were any of these materials supplied to your subcontractors for installation or used for resale?</b></p> <p>3120 <input type="radio"/> Yes <input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<b>13. Cost of transportation</b>		3186
<b>14. Gasoline and motor vehicle oil</b>		4035
<p><b>15. Other energy expenses (e.g. electricity, natural gas, etc.) - Please specify:</b> _____ 4057</p> <p>Rental and leasing expenses</p> <p><b>Exclude</b> rental and leasing of vehicles, machinery and equipment with driver or operator, (<b>report in section C, at question 2</b>).</p>		4060
<b>16. Rent of office space or other real estate</b>		4120
<b>17. Motor vehicles (without driver)</b>		4125
<b>18. Construction machinery and equipment (without operator). Report rental of (e.g.) a crane with operator in section C, at question 2.</b>		4135
<b>19. Other goods (e.g. computers, photocopiers)</b>		4140
<p><b>Purchased maintenance and repair services</b></p> <p>Please report the maintenance and repair done by your own employees in <b>section G, at questions 7 to 9</b>.</p> <p><b>Include</b> parts, material and labour. <b>Exclude</b> property management fees.</p>		
<b>20. Residential buildings</b>		4190
<b>21. Other buildings, job-site trailers and other structures</b>		4195
<b>22. Janitorial and cleaning services, including sweeping and snow removal services</b>		4200
<b>23. Motor vehicles</b>		4210
<b>24. Construction machinery and equipment</b>		4215
<b>25. Other</b>		4220

	\$ CDN
26. Legal, accounting and auditing fees	4230
27. Architectural, interior design, drafting, engineering, scientific and technical services <b>Include</b> land surveying.	4245
28. Advertising and sales promotion	4365
29. Marketing and market research	4367
30. Licenses and permits, <b>including</b> building permits, development charges and lot levies	4420
31. <b>Other</b> property and business taxes <b>Include:</b> Municipal taxes, Property transfer taxes, Provincial health and education payroll taxes (such as Ontario Employer Health Tax, Quebec Contribution des Employeurs au fonds des services de santé, Manitoba Levy for Health and Education, Newfoundland Payroll Tax)	4425
32. Real estate services (such as real estate commissions, property management fees, property appraisals, etc.)	4480
33. Financial service fees (e.g. bank charges, credit card commissions and charges, etc.) <b>Exclude</b> interest expenses. ( <b>report in section C, at question 43</b> ).	4325
34. Insurance premiums (liability, auto, building, equipment, etc.)	4350
<b>Depreciation and Amortization:</b> <b>Include</b> amortization/depreciation of capital lease obligations.	
35. Vehicles	4525
36. Buildings, job-site trailers and <b>other</b> structures	4540
37. Machinery and equipment	4545
38. <b>Other</b>	4550
39. Management fees paid to head office	4555
40. <b>Other major operating expenses</b> (e.g. consulting, telecommunications, warehousing, royalties and franchise fees, bad debts, write-offs and inventory adjustments, etc.) - Please <b>specify</b> : <b>Exclude</b> income tax.	4560
41. <b>Total operating expenses</b>	4599
42. Interest expenses on capital lease obligations	4610
43. <b>Other</b> interest expenses <b>Include</b> interest portion of mortgage payments.	4620
44. <b>Total Expenses</b>	4699

	\$ CDN
<p>45. Are you involved in <b>land development or general contracting</b>?</p> <p>4905 <input checked="" type="radio"/> <b>Yes</b>      <input type="radio"/> <b>No</b></p> <p>If <b>No</b>, go to <b>section D</b>.</p> <p>If <b>Yes</b>, what was the total amount spent during the reporting period on <b>infrastructure</b> (e.g. roads, sewers, water mains, grading of parkland, easements, etc.) for <b>tract development</b> (e.g. residential subdivisions or industrial parks) to be <b>transferred</b> to the municipality, county or other level of <b>government</b>?</p> <p><b>Include</b> planning costs, surveying, legal fees, construction activity, etc. <b>Exclude</b> the cost of the land.</p> <p>Please provide your <b>best estimate</b> if exact figures are not available.</p>	4901

D – Adjustments to your Income Statement							
<p>1. Do you have any "Adjustments to your Income Statement"?</p> <p>5099 <input type="radio"/> <b>Yes</b>      <input type="radio"/> <b>No</b></p> <p>If <b>No</b>, go to <b>section E</b>.</p>	\$ CDN						
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 50%;"></th> </tr> <tr> <th style="text-align: center;">Gains</th> <th style="text-align: center;">Losses</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">5100</td> <td style="text-align: center;">5110</td> </tr> </tbody> </table>			Gains	Losses	5100	5110
Gains	Losses						
5100	5110						
<p>2. Report write-offs, valuation adjustments, gains or losses on the sale of assets, extraordinary gains or losses (net of taxes), and bad debts.</p>							



## Definitions:

### Capital Expenditures:

The **gross expenditures** on fixed assets for use in the operations of your organization or for lease or rent to others.

#### Include:

- all capital costs (on a contracted basis and/or by your own employees)
- all pre-construction planning and design costs such as architectural, legal, and engineering fees
- any materials supplied to construction contractors for installation
- subsidies
- capitalized interest charges on loans with which capital projects are financed
- **Additions to work in progress** during the reporting period
- receipts from the sale of your own fixed assets or allowance for scrap or trade-in **should not be deducted** from your total capital expenditures

#### Leases:

Purchases of all fixed assets whether for own use or for lease to others; either as a capital lease or as an operating lease, **(should be reported in section G, in Columns 1 or 2).**

#### Work in Progress:

Work in progress represents accumulated or accrued costs on capital projects not completed and which are intended to be capitalized upon completion.

### Column headings:

**New assets, Renovation, Retrofit:** Capital expenditures on both existing assets being upgraded and additions of new assets. **Imports of used assets** are to be **included** here since they represent newly acquired assets for the Canadian economy.

**Purchase of Used Canadian (Fixed) Assets:** Used Canadian fixed assets may be defined as existing buildings, structures or machinery and equipment that you have acquired during the reporting period which have been previously used by another organization in Canada.

**Exclude:** imports of used assets **(report in section G, in Column 1)**, New assets.

#### Non-Capital Repair and Maintenance Expenditures:

Report the **gross non-capital repair and maintenance expenditures** on non-residential buildings, other structures and on machinery and equipment.

#### Include:

- the value of repair work done by your own employees **(report in section G, at questions 7 to 9)**
- payments to persons outside your employ **(see purchased maintenance and repair services, in section C)**

**Examples** of maintenance expenditures for routine care of assets:

- **non-residential buildings and other structures:**  
janitorial services, snow removal
- **machinery and equipment:**  
oil change and lubrication of vehicles and other machinery

#### Disposals / Sales / Write-downs of Fixed Assets:

**Total selling price:** The total value, or the sum of all disposal, sales or write-down transactions for those fixed assets which were disposed of, sold, retired, destroyed or otherwise discarded **(including write-downs)** even if traded in for credit in the acquisition or purchase of new fixed assets. When land and buildings are sold together, please report **(in section G, in appropriate Column)**, the selling price of the land separately, along with other land sales.

**Gross Book Value:** This value **should represent** total capital expenditures for an asset, at and since the time of original construction or purchase, **including** all subsequent capital expenditures for the purposes of modernization, expansion, etc.. Any subsidies received **should not be subtracted**.

### Row headings:

#### Land:

Capital expenditures for land should **include** all costs associated with the purchase of the land that are **not** amortized or depreciated.

#### Residential construction:

Capital expenditures incurred during the reporting period for residential structures (on a contracted basis and/or by your own employees), **including** the housing portion of multi-purpose projects and of townsites with the following exceptions.

#### Exclude:

- buildings that have accommodation units without self-contained or exclusive use of bathroom and kitchen facilities (e.g. some student and senior citizen residences)

## Definitions: (Concluded)

### Non-residential construction:

Capital expenditures incurred during the reporting period for non-residential building and engineering construction (on a contracted basis and/or by your own employees) whether for your own use or rent to others.

#### Include:

- the cost of demolition of buildings, land servicing and site preparation
- leasehold and land improvements
- townsite facilities, such as streets, sewers, stores, schools
- buildings that have accommodation units without self-contained or exclusive use of bathroom and kitchen facilities (e.g. some student and senior citizen residences)
- any balance owing or holdbacks **should be reported** in the year the cost is incurred

### Machinery and equipment:

Capital expenditures incurred during the reporting period for all new machinery and equipment, whether for your own use or for lease or rent to others.

#### Include:

- any capitalized tooling expenditures
- progress payments paid out before delivery in the year in which such payments are made
- any balance owing or holdbacks **should be reported** in the year the cost is incurred

### Own-account work:

Report the total of all expenditures for work on your company's assets by your own employees whether done on a capitalized basis for construction and machinery and equipment assets, or renovation and retrofit of buildings and machinery and equipment, or on a non-capitalized basis for repair and maintenance expenditures of those assets.

### Column headings:

#### Salaries and wages:

Report the total value of salaries and wages (gross earnings before deductions) paid to your employees while they were engaged in the own-account work reported. Salaries and wages are gross earnings before deductions such as income tax and **include** incentive bonuses and vacation pay but **exclude** fringe benefits.

#### Materials and supplies:

Report total cost of materials and supplies used by your own employees and those provided free to contractors relating to the expenditures reported for own-account work.

#### Other charges:

Examples of other charges are insurance, power, telephone and also architectural, legal and engineering and consultants fees.

## E – Inventory

**Include** inventory in transit in Canada or on consignment in Canada.  
**Exclude** inventory held abroad or held on consignment for others.  
 Inventories are to be reported at book values (the value maintained in the accounting records) and the valuation should **include** inventory at the plant and at any warehouse or selling outlet which is treated as part of this establishment.

	\$ CDN	
	Value of opening inventory	Value of closing inventory
1. Finished construction and installation (e.g. model homes or unpaid finished work)	5500	5505
2. Unbilled work in progress / backlog	5510	5515
3. Material, components and supplies	5520	5525

## F - Employment

Please report the average number of people employed during the reporting period.  
 The number reported should correspond to the salaries and wages (**reported in section C, at questions 3 and 4**).

**Include** full-time, part-time and temporary employees and employees absent with pay.  
**Do not include** contract workers who are not part of your payroll.

**Exclude** subcontracted personnel.

- Field workers
- Office and administrative staff
- Total employees**

Number
6047
6058
6000

## G - Capital and Repair Expenditures

- Did your firm make any expenditures to build or buy new or used **assets for use by your firm** (e.g. buildings such as offices or warehouses, or machinery and equipment such as cars, trucks or computers), or for the repair and maintenance of your assets (such as fixing a roof), or sell or otherwise dispose of any assets in the reporting period?

6999  Yes  No

If No, go to **section H**.

Include additions made this year to work in progress.  Refer to the <b>definitions on page 9 and 10</b> .	\$ CDN					
	New assets, renovation, retrofit (Column 1)	Purchase of used Canadian assets (Column 2)	Total capital expenditures (Columns 1 + 2)	Non-capital repair and maintenance expenditures *	Disposals / sales / write-downs of fixed assets	
					Total selling price	Gross book value
2. Capital expenditures on <b>Land</b> to be <b>included</b> in your firm's assets	7000				7002	7004
3. Capital expenditures on <b>residential construction</b> to be depreciated by your firm ( <b>Include</b> buildings for lease to others; <b>exclude</b> land)	7010	7012			7014	7016
4. Capital expenditures on <b>non-residential construction</b> to be depreciated by your firm ( <b>Include</b> buildings for lease to others; <b>exclude</b> land)	7020	7022	7024	7026	7028	7029
5. Capital expenditures on <b>machinery and equipment</b> to be depreciated by your firm ( <b>Include</b> machinery and equipment for lease to others)	7030	7032	7034	7036	7038	7039

\* **Non-capital repair and maintenance expenditures: Include the Total value of Purchased Maintenance and Repairs (Questions 20 to 25 from section C) and Own-Account Maintenance and Repairs (Questions 7 to 9 from section G)**

- What is the total value of work in progress (**reported in section G, in Columns 1 + 2**) for your own account made during the reporting period?  
**Exclude** amounts reported in **section E, at questions 1 to 3**.  
 If expenditure is zero, please check  the Zero box.

\$ CDN	
Non-residential construction	Machinery and equipment
7040	7041
<input type="radio"/> Zero	<input type="radio"/> Zero

Expenditures on own-account work (This section requests a breakdown of expenditures for work on your company's assets by your own employees).  Refer to the <b>definitions on page 9 and 10.</b>	\$ CDN			
	Total amount of own account work	Distribution of total amount		
		Salaries and Wages	Materials and supplies	Other charges
7. Capital expenditures on new construction assets, renovation, and retrofit performed by own employees	7050	7052	7054	7056
8. Capital expenditures on machinery and equipment performed by own employees	7060	7062	7064	7066
9. Non-capital repair and maintenance expenditures	7070	7072	7074	7076

H - Distribution of Revenue by Work Site Location		\$ CDN
1. Construction revenue received in the reporting period		8498
Please provide a percentage breakdown of "Construction revenue received in the reporting period", (reported in section H, at question 1), by location of the Work site:		
		%
2. Newfoundland		8500
3. Nova Scotia		8505
4. New Brunswick		8510
5. Prince Edward Island		8515
6. Quebec		8520
7. Ontario		8525
8. Manitoba		8530
9. Saskatchewan		8535
10. Alberta		8540
11. British Columbia		8545
12. Northwest Territories		8550
13. Yukon Territory		8555
<b>Work sites outside Canada:</b>		
14. United States		8565
15. Mexico		8570
16. Other countries		8575
<b>Total</b>		<b>100 %</b>

1. How long did you spend collecting the data and completing this form? \_\_\_\_\_ hours

**2. Comments?** 9920

We invite your help in improving our business survey program. Your comments on the following range of suggested topics along with your more general remarks would be greatly appreciated:

- questionnaire content
- new questions of interest to your industry
- questionnaire language
- use of business terminology
- comprehension of questions (through definitions, examples of inclusions and exclusions, code sheets, instruction sheets, reporting guides, etc.)
- order and flow of question
- 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
- general (non-proprietary) business software packages in use.

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For information only

**Lost the postpaid envelope?**

Please refer to the telephone number or the FAX number that appear on the label.

**Thank you for completing the questionnaire.**

For information only

## Type of Construction

This **code sheet** is to be used to help you determine your "Business Activity and Classification" (**questions 1 to 7**) and to assist you in coding your business activities (**in section B, questions 14 to 23**).

- If you are **PRIMARILY** engaged in "**General contracting or heavy engineering**" use only this code sheet.
- If your **MAIN** activity is a **Specialty trade** as a specialty trade contractor or trades work under contract to a general contractor or principal, (i.e. you are engaged in one aspect common to different structures, requiring specialized skills or equipment) please **disregard** this **code sheet** and use the **YELLOW code sheet titled "Types of Specialty Trades"**.

The following is an example of how to complete the table (**in section B, questions 14 to 23**).

Code # from the Type of construction or Type of trade <b>code sheet</b>	If you have selected a code that asks you to provide a description of you activity, please do so in the Column below.	%
2100  <b>1211</b>	2101	2102  <b>60</b>
2103  <b>1224</b>	2104  <b>barns</b>	2105  <b>20</b>
2106  <b>1999</b>	2107  <b>rough carpentry</b>	2108  <b>20</b>
<b>Total</b>		<b>100%</b>

## Type of Construction

Code  Copy your selected code(s) into the 1st Column of the table in <b>section B, questions 14 to 23</b>	Construction Description
1111 1112 1113  1115 1116 1117	<p><b>Land Subdivision &amp; Land Development:</b> The acquisition, assembly, subdivision into lots and servicing of raw land for subsequent sale to builders.</p> <p><b>Serviced Land:</b> Residential Non-residential</p> <p>Other: Please provide a description of your activity (in section B, questions 14 to 23).</p> <p><b>Unserviced Land:</b> Residential Non-residential</p> <p>Other: Please provide a description of your activity (in section B, questions 14 to 23).</p>
1211 1212 1213 1214  1221 1222 1223 1224	<p><b>Building Construction</b> Construction of residential and non-residential buildings. Also <b>includes</b> contractors engaged in work (more than one trade) on existing buildings doing repairs, renovations, additions, rehabilitation, retro-fitting and conversions.</p> <p><b>Residential Buildings:</b> Single detached Semi-detached homes Row houses Apartment and other</p> <p><b>Non-residential Buildings:</b> Industrial Commercial Institutional</p> <p>Other non-residential buildings: Please provide a description of your activity (in section B, questions 14 to 23).</p>

Type of Construction	
Code	Construction Description
	<p><b>Engineering Construction</b> Construction projects other than buildings. Also <b>includes</b> specialized services of a type related to Engineering construction and not normally performed on buildings or building-related projects.</p> <p><b>Transportation Engineering Construction:</b> 1310 Highway, street, bridge, public sidewalks and airport runways. 1388 Rail track and roadbeds; tunnels; etc.</p> <p><b>Waterworks Engineering Construction:</b> 1321 Trunk and distribution mains; hydrants 1322 Pumping stations, storage tanks &amp; towers, aqueducts, etc 1389 Other (such as reservoirs; dams (except hydroelectric); etc.). Please provide a description of your activity (in section B, questions 14 to 23).</p> <p><b>Sewage Engineering Construction:</b> 1323 Sanitary and storm sewers, trunk and collection lines. 1392 Other (such as sewage treatment and disposal plants; filtration plants; lagoons; etc.). Please provide a description of your activity (in section B, questions 14 to 23).</p> <p><b>Oil &amp; Gas Engineering Construction:</b> 1330 Oil and gas pipelines; compressor, metering and pumping stations; storage tanks; pipeline wrapping; natural gas cleaning; processing plants; and petroleum refineries and chemical complexes. 1324 Gas main construction.</p> <p><b>Marine engineering construction:</b> 1393 Such as, docks; wharves; breakwaters; locks; canals; dredging; etc.. Please provide a description of your activity (in section B, questions 14 to 23).</p> <p><b>Mining engineering construction:</b> 1394 Such as, head frames; ore bins; ventilation structures; loading &amp; discharge stations; etc.. Please provide a description of your activity (in section B, questions 14 to 23).</p> <p><b>Electric Power Engineering:</b> 1395 Power plant construction Transmission and Distribution Lines 1396 • Overhead cables and lines (<b>includes</b> poles &amp; towers, etc.) 1397 • Underground cables and lines (<b>includes</b> trenching &amp; tunnels, etc.) 1398 Other: Please provide a description of your activity (in section B, questions 14 to 23).</p> <p>1399 <b>Communication engineering construction:</b> Such as cable installation; communication towers; etc.. Please provide a description of your activity (in section B, questions 14 to 23).</p> <p>1391 <b>Other engineering construction not elsewhere specified:</b> Please provide a description of your activity (in section B, questions 14 to 23).</p>
1410	<p><b>Construction Management:</b> The management, day-to-day co-ordination and supervision of a construction project or site for a fee.</p>
9901	<p><b>Building Inspection</b></p>
1600	<p><b>Other type of construction, not elsewhere specified:</b> Please provide a description of your activity (in section B, questions 14 to 23).</p>
1999	<p><b>Specialty work done as a sub-contractor:</b> Please provide a description of your activity (in section B, questions 14 to 23).</p>



## Type of Specialty Trades

This **code sheet** is to be used to help you determine your "Business Activity and Classification" (**questions 1 to 7**) and to assist you in coding your business activities (**in section B, questions 14 to 23**).

- If your **MAIN** activity is a **Specialty trade** as a specialty trade contractor or trades work under contract to a general contractor or principal, (i.e. you are engaged in one aspect common to different structures, requiring specialized skills or equipment) use only this **code sheet**.
- If you are **PRIMARILY** engaged in "**General contracting or heavy engineering**" please disregard this **code sheet** and use the **PINK code sheet titled "Types of Construction"**.

The following is an example of how to complete the table (**in section B, at questions 14 to 23**).

Code # from the Type of Construction or Type of trade code sheet	If you have selected a code that asks you to provide a description of your activity, please do so in the column below.	%
2100  <b>2311</b>	2101	2102  <b>65</b>
2103  <b>2290</b>	2104  <b>concrete sealing</b>	2105  <b>20</b>
2106  <b>2999</b>	2107  <b>general contracting – single residential houses</b>	2108  <b>15</b>
<b>Total</b>		<b>100%</b>

## Type of Specialty Trades

Code Copy your selected code(s) into the 1st Column of the table in section B, questions 14 to 23	Trade Description
2111 2112 9902 2119	<b>Site Preparation Work:</b> Excavating & grading Equipment rental with operator (except crane rental – <b>include</b> with Building structure work: code 2240) Snow removal Other site preparation work such as piledriving; water well drilling; septic systems; house moving; etc.. Please provide a description of your activity (in section B, questions 14 to 23).
2210 2220 2230 2240 2250 2290	<b>Building Structure Work:</b> Concrete: formwork and falsework; Installation of insulated foundation systems. Concrete: cast-in-place; finishing. Structural steel erection; installation of pre-cast & manufactured concrete; placing & tying reinforcing steel Crane rental service (with operator) Framing and rough carpentry Other building structure work such as concrete sealing; waterproofing; spraying fireproof materials; etc.. Please provide a description of your activity (in section B, questions 14 to 23).
2311 2312 2313 2320  2331 2332 2333 2340 2390	<b>Building Exterior Finishing Work:</b> Masonry: • Bricklaying • Stone setting • Stucco work Glass and glazing (installing glass window units; glass cladding; mirrors & other glass products & glazing work; etc.) Roofing and related sheet metal work: ( <b>include</b> sheet metal duct work with code 2525) • Roof shingling ( <b>include</b> incidental sheet metal work) • Sheet metal and built up roofing ( <b>include</b> incidental sheet metal work) • Eavestrough and flashing Siding (all types) Other building exterior finishing work such as installing metal balconies & fire escapes; metal store fronts; revolving & overhead doors; awnings; canopies & shutters; etc.. Please provide a description of your activity (in section B, questions 14 to 23).

## Type of Specialty Trade

<b>Code</b> Copy your selected code(s) into the 1st Column of the table in <b>section B, questions 14 to 23</b>	<b>Trade Description</b>
2410 2420 2430 2440 2450 2461 2462 2490	<b>Building Interior Finishing Work:</b> Drywall, plaster and acoustical ( <b>include</b> related work such as taping, sanding, lath installation, etc.) Tile work and poured-in-place terrazo Carpet and resilient flooring Insulation (weather-proofing exterior wall cavities and roof attic spaces) Painting, paperhanging and decorating in buildings and painting heavy engineering structures Finish carpentry such as millwork installation; prefabricated sash and door installation; assembly and installation of stairs; wood floor installation <b>including</b> the related sanding; and other finishing. On-site cabinet work and installation of prefabricated cabinets Other building interior finishing work such as installing drapery hardware, window shades & blinds; bathtub refinishing; etc.. Please provide a description of your activity (in section B, questions 14 to 23).
2511 2512 2521 2522 2523 2524 2525 2530 2540 2550 2591 2592 2593 2595	<b>Building Equipment Installation Work:</b> Electrical work: Installing & repairing - electrical wiring, panel boxes, outlets, lights and appliances; communication wiring systems; security systems; fire detection devices; etc.. Environmental or automatic temperature controls Plumbing work: Installing or repairing primary water piping systems; plumbing fixtures; etc. Dry heating and natural gas piping ( <b>do not include</b> sheet metal work) Primary or central wet heating, cooling, air conditioning systems ( <b>do not include</b> sheet metal or other duct work & related air handling) Unitary heating & cooling systems ( <b>do not include</b> sheet metal or other duct work & related air handling) Sheet metal duct work for heating, cooling, ventilation and other air handling Automatic sprinkler systems Commercial, industrial & scientific refrigeration and cold storage or freezer systems Elevators, escalators, moving sidewalks and similar conveying equipment in buildings Process piping Millwrighting & rigging Thermal insulation for heating and cooling systems Other building equipment installation not elsewhere specified such as conveyor systems; service station equipment; television and radio station equipment; etc.. Please provide a description of your activities (in section B, questions 14 to 23).
2910 9903 2920 2990	<b>Other Specialty Trade Contracting Work:</b> Fencing (any material) and laying precast stones or bricks (patios, driveways, etc) Landscaping (laying sod, planting flowers, shrubs and trees) Asphalt or concrete paving of residential driveways, commercial parking lots and other private parking areas. All <b>other</b> specialty trade work not elsewhere specified such as steeplejack work; sign installation, maintenance & repair, except roadway; scaffold erecting & dismantling; antenna installation; etc.. Please provide a description of your activity (in section B, questions 14 to 23).
2999	<b>Work done as a general contractor:</b> Please provide a description of your activity (in section B, questions 14 to 23).