

Survey on Recruitment, Employment and Training Needs in Québec in 2021–2022

Participant Guide

Information for answering question 1

The industry sectors are based on the 2017 North American Industry Classification System (NAICS). If you want to correct the industry sector indicated on your questionnaire, or if no industry sector is indicated, please:

- Find the sector that corresponds (in whole or in part) to your location's main activity from the list of sectors in Appendix 1;
- Locate the alphanumeric code composed of a letter and two numbers associated with this sector (in the first column);
- Enter this alphanumeric code in the questionnaire at question 1.1.

Link to the NAICS 2017 page on Statistics Canada's website:

www23.statcan.gc.ca/imdb/p3VD_f.pl?Function=getVD&TVD=1181553

Note: The main industry sector is the one in which your location generates the most revenue.

Information for answering question 14

a. Hourly rate offered

Enter the single hourly rate, including non-performance bonuses (such as night or team leader bonuses). Do not add to this salary any additional compensation due to overtime, even if it is included in the regular work week.

If the position is paid according to a salary scale or variable rate, enter the salary that corresponds to the minimum number of years of experience required.

If the position is paid an annual salary, divide this salary by the number of hours in a regular work week, then by the number of weeks worked in the year (if the position is full-time year-round, this number is 52.18 weeks).

Please convert the salary to an hourly rate. If compensation is based on output (piecework, commission, mileage, etc.), provide the best possible estimate of the average hourly rate this represents.

b. Weekly hours of work

Indicate the usual number of hours of work per week, meaning the number of hours that correspond to a regular work week, not including overtime if it is not included in the regular work week.

If the number of hours varies (no regular work week), please provide your best estimate of the average work hours per week.

c. Employment status

Permanent

Temporary, except seasonal (contract, casual, supernumerary, etc.)

Seasonal

d. Type of schedule

If the position has more than one type of schedule, choose the one that best describes the position.

Day (non-staggered): A non-staggered or "normal" daytime schedule is a period of work that generally falls between 6 a.m. and 7 p.m. on weekdays.

Evening: An evening schedule means a period of work that generally falls between 8 p.m. and midnight.

Night: A nighttime schedule is a period of work that generally falls between midnight and 5 a.m.

Staggered: A staggered daytime schedule is different from a regular daytime schedule: employees start work earlier (reporting to work before 6 a.m.), finish later (after 7 p.m.) or work weekends.

Alternating shifts: This term includes a wide range of work schedules and means that shifts vary or alternate according to a set schedule.

On call: There is no set schedule; the employee works at the employer's request, as needed.

e. Diploma required

- None
- High school diploma (DES)
- Attestation of vocational studies (AEP)
- Diploma of vocational studies (DEP) or Attestation of vocational specialization (ASP)
- Attestation of college studies (AEC)
- Diploma of college studies (DEC)
- University certificate (below the bachelor level)
- University diploma (bachelor's degree or higher)

f. Qualifications required.

- Competency card or certificate (required by trade regulations)
- Membership in a professional association
- Training certificate to operate machinery or equipment
- Driver's licence
- Proficiency in English
- Proficiency in a language other than French or English
- Other specific skills or knowledge not acquired through initial training (e.g., first aid techniques, software proficiency, etc.)
- Other
- No qualifications required

h. List of reasons explaining why the position remained vacant for 90 days or more

Answer by selecting the letter(s) that best describe the situation.

If the position remained vacant for 90 days or more because "Applicants lacked certain abilities, personal skills or specific knowledge considered essential to the exercise of the occupation" (**choice L**), you must specify the ability/skill/knowledge that was lacking.

- First, enter the code (L.1. to L.17.) that best describes the nature of the skills that needed to be developed.
- When asked, clearly describe the skill, ability or knowledge in the space provided in the questionnaire: it can be a work technique (e.g., arc welding), software proficiency (e.g., advanced knowledge of MS Word, knowledge of SAS), knowledge of a specific field (e.g., transportation and logistics), etc.
- Do not mention the name of the organization or location in your written answers.

No applicants or applicants refused the position (answers are not mutually exclusive)

- A) Location is geographically remote
- B) Insufficient infrastructure in the area where the location is situated (inadequate public transit, insufficient housing, no cellphone coverage, few local services, etc.)
- C) Occupation and/or industry is little known or perceived negatively
- D) Position offered is not permanent (temporary but not seasonal)
- E) Position offered is not full-time (part-time – less than 30 hr/week)
- F) Work is seasonal
- G) Working conditions are not sufficient (wages, benefits, vacation, etc.)
- H) Position is unattractive due to certain characteristics (strenuous work, health or safety risks, atypical hours, etc.)

Applications do not match the required profile (answers are not mutually exclusive)

- I) Applicants did not have the required diploma (qualification)
- J) Applicants did not have the required professional certification or did not meet legal requirements (e.g., driver's licence)
- K) Applicants did not have the required experience
- L) Applicants lacked certain abilities, personal skills or specific knowledge considered essential to the exercise of the occupation

Essential skills (these nine essential skills are described at the end of this guide)

- L.1. Reading
- L.2. Writing
- L.3. Ability to use documents
- L.4. Numeracy

- L.5. Verbal communication
- L.6. Thinking skills
- L.7. Digital technology
- L.8. Teamwork
- L.9. Continuous learning

Other categories of skills, abilities or knowledge

- L.10. Personal skills and abilities (politeness, punctuality, etc.)
- L.11. Management, supervision, project management or quality management skills
- L.12. Work techniques, methods, processes;
please specify: _____
- L.13. Proficiency in software or software package use;
please specify: _____
- L.14. Use of machinery or equipment;
please specify: _____
- L.15. Special knowledge (in a specific field, area , etc.);
please specify: _____
- L.16. Specific skills (dexterity, endurance, etc.);
please specify: _____
- L.17. Other;
please specify: _____

Description of the nine essential skills (L.1. to L.9.)

L.1. Reading	Understanding and applying information from sentences and paragraphs.
L.2. Writing	Producing handwritten or typed texts to communicate information and ideas.
L.3. Ability to use documents	Finding, using, and entering letters, numbers, symbols and images in electronic or paper format.
L.4. Numeracy	Understanding and applying mathematical concepts and information.
L.5. Digital technology	Understanding and using digital systems, tools and applications, and processing digital information.
L.6. Thinking skills	Solving problems, making decisions, thinking critically, planning, remembering details, and searching for information.
L.7. Verbal communication	Exchanging thoughts and information with other people by speaking, listening and using non-verbal cues, such as body language.
L.8. Teamwork	Working in collaboration with others in teams of two or in small or large groups to coordinate tasks, share resources, plan, make decisions, negotiate, resolve conflicts, etc.
L.9. Continuous learning	Developing and improving one's skills and knowledge in order to remain effective in the workplace and adapt to changes.

Source: Employment and Social Development Canada.

Appendix 1 List of industries

Code to
Enter at
question 1.1

INDUSTRY SECTORS (CORRESPONDING NAICS CODES) AND DEFINITIONS

AGRICULTURE, FORESTRY, FISHING AND HUNTING (NAICS 11)		
A01	Crop production (NAICS 111)	Oilseed and grain farming; vegetable and melon farming; fruit and tree nut farming; greenhouse, nursery and floriculture production (growth cycle of less than ten years); other crop farming (tobacco, sugar cane, hay, and all other crop farming). Note: An establishment is classified within this subsector if 50% or more of its agricultural production consists of crops.
A02	Animal production and aquaculture (NAICS 112)	Cattle ranching and farming; hog and pig farming; poultry and egg production; sheep and goat farming; aquaculture; other animal production (apiculture, horse and other equine production, fur-bearing animal and rabbit production, and all other animal production). Note: An establishment is classified within this subsector if 50% of its agricultural production consists of animal production or aquaculture.
A03	Timber tract operations and Logging (NAICS 1131 and 1133)	Timber tract operations; logging. Note: Only includes establishments engaged in growing and harvesting timber on a long production cycle (of ten years or more).
A04	Forest nurseries and gathering of forest products (NAICS 1132)	Forest nurseries and gathering of forest products. Note: Only includes establishments engaged in growing and harvesting timber on a long production cycle (of ten years or more). Christmas tree production and other production involving production cycles of less than 10 years are classified within the Crop production subsector.
A05	Fishing (NAICS 1141)	Commercial catching or taking of finfish, shellfish, and other marine animals from their natural habitats.
A06	Hunting and trapping (NAICS 1142)	Commercial hunting and trapping; operating and managing commercial game preserves.
A07	Support activities for crop and animal production (NAICS 1151 and 1152)	Support activities for crop production (e.g., fertilizer application service, soil preparation services, hand fruit picking service) or for animal production, including companion animals (e.g., breeding services for livestock, milk testing, boarding horses (except racehorses)).
A08	Support activities for forestry (NAICS 1153)	Particular support activities related to harvesting timber (e.g., timber cruising and valuation, forestry pest control services, log hauling in the forest).
MINING, QUARRYING, AND OIL AND GAS EXTRACTION (NAICS 21)		
B01	Oil and gas extraction (NAICS 211)	Operating oil and gas field properties, including exploration for crude petroleum and natural gas; drilling, completing and equipping wells; operating separators, emulsion breakers, desilting equipment and field gathering lines for crude petroleum; and all other activities in the preparation of oil and gas up to the point of shipment from the producing property.
B02	Coal mining (NAICS 2121)	Mining bituminous and lignite coal by underground mining, and auger mining, strip mining, culm bank mining and other surface mining.
B03	Metal ore mining (NAICS 2122)	Mining metallic minerals (iron, gold and silver, copper, nickel, lead and zinc, and other metal ore mining), ore dressing and beneficiating operations.
B04	Non-metallic mineral mining and quarrying (NAICS 2123)	Mining or quarrying non-metallic minerals (stone, sand, gravel, clay, ceramic, refractory minerals, diamond, salt, asbestos, gypsum, potash, peat, and other non-metallic minerals), except coal; primary preparation plants (crushing, grinding and washing).
B05	Support activities for mining and oil and gas extraction (NAICS 213)	Contract drilling; services to oil and gas extraction (e.g., acidizing wells, cleaning out wells, well pumping on a contract basis); other support activities for mining (e.g., draining or pumping of mines on a contract basis, rock washing on a contract basis).

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question 1.1** **INDUSTRY SECTORS (CORRESPONDING NAICS CODES) AND DEFINITIONS**

UTILITIES (NAICS 22)		
C01	Electric power generation, transmission and distribution (NAICS 2211)	Generation of bulk electric power, transmission from generating facilities to distribution centres, and distribution to end users. Electric power brokers and agents that arrange the sale of electricity over power distribution systems operated by others are included.
C02	Natural gas distribution (NAICS 2212)	Distribution of natural or synthetic gas to the ultimate consumers through a system of mains. Gas marketers or brokers that arrange the sale of natural gas over distribution systems operated by others are included.
C03	Water, sewage and other systems (NAICS 2213)	Water supply and irrigation systems; sewage treatment facilities; steam and air-conditioning supply.
CONSTRUCTION (NAICS 23)		
D01	Construction (NAICS 23, except 2371)	
D02	Utility system construction (NAICS 2371)	
MANUFACTURING (NAICS 31–33)		
E01	Food manufacturing, except fish and seafood (NAICS 311, except 3117)	Animal food manufacturing; grain and oilseed milling; sugar and confectionery product manufacturing; fruit and vegetable preserving and specialty food manufacturing; dairy product manufacturing; meat product manufacturing; Bakeries and tortilla manufacturing; other food manufacturing (coffee, tea, syrup, dressings, etc.).
E02	Seafood product preparation and packaging (NAICS 3117)	Canning seafood, including soup; smoking, salting and drying seafood; preparing fresh fish, shucking and packing fresh shellfish; processing marine fats and oils; freezing fish and seafood.
E03	Beverage manufacturing (NAICS 3121)	Manufacturing of soft drinks, ice, bottled water, fruit drinks (except juice), and other drinks; breweries; wineries; distilleries.
E04	Tobacco and cannabis product manufacturing (NAICS 3122 and 3123)	Tobacco stemming and redrying; tobacco product manufacturing; cannabis product manufacturing.
E05	Textile and textile product mills (NAICS 313 and 314)	Fibre, yarn and thread mills; fabric mills; textile and fabric finishing and fabric coating; manufacturing textile products, except clothing (carpets, rugs, curtains, linen, textile bags, canvas, and other textile products).
E06	Clothing knitting mills (NAICS 3151)	Knitting clothing from yarn or manufacturing clothing from knit fabrics made in the same establishment; hosiery and sock mills; other clothing knitting mills.
E07	Cut and sew clothing manufacturing and Clothing accessories and other clothing manufacturing (NAICS 3152 and 3159)	Cut and sew clothing manufacturing (from fabric made in other establishments); manufacturing clothing or clothing accessories (e.g., caps, hats, belts, scarves, aprons).
E08	Leather and allied product manufacturing (NAICS 316)	Leather and hide tanning and finishing; footwear manufacturing (of any material.); other leather and allied product manufacturing (e.g., luggage, handbags, purses).
E09	Sawmills and wood preservation and Veneer, plywood and engineered wood product manufacturing (NAICS 3211 and 3212)	Manufacturing boards, dimension lumber, timber, poles and ties from logs and bolts; wood preservation; hardwood and softwood veneer and plywood; structural wood members (except lumber), and reconstituted wood panel products.
E10	Other wood product manufacturing (NAICS 3219)	Millwork; wood container and pallet manufacturing; all other wood product manufacturing (mobile homes, prefabricated wood building, and all other wood products such as clothespins, prefabricated fencing sections, kitchenware, etc.).

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E11	Pulp, paper and paperboard mills (NAICS 3221)	Manufacturing pulp, paper or paperboard, either alone or in combination with paper converting.
E12	Converted paper product manufacturing (NAICS 3222)	Manufacturing paper products from purchased paper and paperboard: paperboard containers, paper bags and coated and treated paper, stationery products, other converted paper products (sanitary paper products, confetti, cigarette paper, etc.).
E13	Printing and related support activities (NAICS 323)	Printing services: commercial screen printing, quick printing, digital printing, manifold business forms printing, other printing (advertising material, bank notes, cards, etc.); support activities for printing, such as pre-press and bindery work.
E14	Petroleum and coal product manufacturing (NAICS 324)	Transforming crude petroleum and coal into intermediate and end products, including through refining: petroleum refineries, asphalt paving, roofing and saturated materials manufacturing, and other petroleum and coal products (motor oil, coke ovens, fireplace logs, recycling (re-refining) used oils, etc.).
E15	Chemical manufacturing, except pharmaceuticals and medicines (NAICS 325, except 3254)	Manufacturing chemicals and chemical preparations from organic and inorganic raw materials: basic chemical manufacturing (petrochemicals such as butane or paraffin, industrial gases such as nitrogen or hydrogen, synthetic dyes and pigments and other basic organic and inorganic chemicals such as synthetic sweeteners, bio-oil or bio-diesel, fatty acids, etc.); manufacturing resin, synthetic rubber, and artificial and synthetic fibres and filaments; pesticides, fertilizers and other agricultural chemicals; paints, coatings and adhesives; soap, cleaning compounds and toilet preparations; and other chemical products (e.g., explosives, natural essential oils, solvents, and toners).
E16	Pharmaceutical and medicine manufacturing (NAICS 3254)	Manufacturing drugs, medicines and related products for human or animal use, using one or more processes.
E17	Plastic product manufacturing (NAICS 3261)	Plastic packaging materials and unlaminated film and sheets; plastic pipe, pipe fitting, and unlaminated profile shape manufacturing; laminated plastic plate, sheet, and shape manufacturing; polystyrene foam product manufacturing; urethane and other foam product manufacturing; plastic bottle manufacturing; and other plastic product manufacturing (e.g., plumbing fixtures, motor vehicle parts, windows and doors, etc.).
E18	Rubber product manufacturing (NAICS 3262)	Tire manufacturing; rubber and plastic hose and belting manufacturing; and other rubber product manufacturing (e.g., rubber bands, prophylactics, erasers, toy inflatable rubber swimming pool rafts, pipes).
E19	Non-metallic mineral product manufacturing, except glass and glass products (NAICS 327, except 3272)	Clay product and refractory manufacturing; glass and glass product manufacturing; cement and concrete product manufacturing; lime and gypsum product manufacturing; and other non-metallic mineral product manufacturing (e.g., abrasives, dimension stone for buildings, cut stone products).
E20	Glass and glass product manufacturing (NAICS 3272)	Glass manufacturing and Glass product manufacturing from purchased glass (e.g., glass blocks and bricks, containers for packaging, bottling and canning, safety glass, insulating glass, mirrors, ornaments).
E21	Primary metal manufacturing (NAICS 331)	Iron and steel mills and ferro-alloy manufacturing; steel product manufacturing from purchased steel; alumina and aluminum production and processing; non-ferrous metal (except aluminum) production and processing; foundries.
E22	Fabricated metal product manufacturing, except Architectural and structural metals manufacturing (NAICS 332, except 3323)	Forging and stamping; cutlery and hand tool manufacturing; boiler, tank and shipping container manufacturing; hardware manufacturing; spring and wire product manufacturing; machine shops, turned product, and screw, nut and bolt manufacturing; coating, engraving, cold and heat treating and allied activities; other fabricated metal product manufacturing (e.g., metal valves, steel wool, metal hose and tubing, metal sinks, metal shower rods).

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E23	Architectural and structural metals manufacturing (NAICS 3323)	Plate work and fabricated structural product manufacturing (e.g., prefabricated metal building and component manufacturing: concrete reinforcing bar manufacturing); ornamental and architectural metal product manufacturing (e.g., metal windows and doors, fire escapes, sheet metal eavestroughing and roofing, metal fences, ventilators, metal railings).
E24	Machinery manufacturing (NAICS 333)	Agricultural, construction and mining machinery manufacturing; industrial machinery manufacturing; commercial and service industry machinery manufacturing (e.g., carpet sweepers, cash registers, photocopiers); ventilation, heating, air-conditioning and commercial refrigeration equipment manufacturing; metalworking machinery manufacturing; engine, turbine and power transmission equipment manufacturing; other general-purpose machinery manufacturing (e.g., pumps and compressors, laboratory scales, hydraulic jacks, power-driven hand tools, sprinklers).
E25	Computer and peripheral equipment manufacturing, Communications equipment manufacturing, and Semiconductor and other electronic component manufacturing (NAICS 3341, 3342 and 3344)	Computer and peripheral equipment manufacturing; communications equipment manufacturing, i.e. telephone apparatus, radio and television broadcasting and wireless communications equipment, and other communications equipment manufacturing (e.g., alarm systems, remote control units).
E26	Audio and video equipment manufacturing (NAICS 3343)	Manufacturing electronic audio and video equipment (e.g., home theatre equipment, radio receiving sets, television (TV) sets, home stereo systems).
E27	Navigational, measuring, medical and control instruments manufacturing (NAICS 3345)	Navigational and guidance instruments manufacturing (e.g., gyroscopes, flight and navigation sensors, transmitters and displays, sonar systems and equipment); measuring, medical and controlling devices manufacturing (e.g., surveying and geophysical instruments, automatic environmental controls and regulators (heating, air-conditioning, etc.), drafting instruments such as squares, t-squares and compasses, electromedical diagnostic equipment).
E28	Manufacturing and reproducing magnetic and optical media (NAICS 3346)	Manufacturing magnetic and optical media and mass reproduction of recordings on such media. Includes audio and video tapes, diskettes, hard disk media and CD-ROMs. The products of the industry are blank media; and software (shrink-wrapped), audio, video, and multimedia products recorded on these media.
E29	Electrical equipment, appliance and component manufacturing (NAICS 335)	Manufacturing products that generate, distribute and use electrical power: electric lighting equipment manufacturing, household appliance manufacturing, electrical equipment manufacturing, and other electrical equipment and component manufacturing (e.g., batteries, wires and cables, battery chargers).
E30	Transportation equipment manufacturing, except Aerospace product and parts manufacturing (NAICS 336, except 3364)	Motor vehicle manufacturing; motor vehicle body and trailer manufacturing; motor vehicle parts manufacturing; railroad rolling stock manufacturing; ship and boat building; other transportation equipment manufacturing (e.g., bicycles and parts, military tanks, animal-drawn vehicles, all-terrain vehicles).
E31	Aerospace product and parts manufacturing (NAICS 3364)	Manufacturing aircraft, missiles, space vehicles and their engines, propulsion units, auxiliary equipment, and parts thereof. The development and production of prototypes is classified in this industry, as is the factory overhaul and conversion of aircraft and propulsion systems.
E32	Furniture and related product manufacturing (NAICS 337)	Household and institutional furniture and kitchen cabinet manufacturing; office furniture (including fixtures such as showcases) manufacturing; other furniture-related product manufacturing (e.g., mattresses, blinds, shades).
E33	Miscellaneous manufacturing (NAICS 339)	Manufacturing of products not classified to any other subsector: medical equipment and supplies such as catheters, hypodermic needles and syringes, contact lenses, eyeglass mountings, lenses and parts, wheel chairs, hospital furniture); other miscellaneous manufacturing such as jewellery and silverware, sporting and athletic goods, dolls, toys and games, office supplies, (except paper), signs, coffins, dust mops, artificial flowers, etc.

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WHOLESALE TRADE (NAICS 41)		
F01	Farm product merchant wholesalers (NAICS 411)	Wholesaling crude, unprocessed farm products: live animals, oilseeds and grains, nursery stock and plants, and other farm products (e.g., unprocessed feathers, animal hair, raw milk, unshelled nuts and seeds).
F02	Petroleum and petroleum products merchant wholesalers (NAICS 412)	Wholesaling crude oil, liquefied petroleum gases, heating oil and other refined petroleum products.
F03	Food merchant wholesalers (NAICS 4131)	Wholesaling processed milk and other dairy products, poultry and eggs, fish and seafood products, fresh fruit and vegetables, red meat and meat products, bread and other bakery products, processed rice, flour, flour mixes, prepared cereal foods and spices, and general-line food.
F04	Beverage merchant wholesalers (NAICS 4132)	Wholesaling alcoholic and non-alcoholic beverages (water, soft drinks, fruit drinks except fruit juices, etc.)
F05	Cigarette and tobacco product merchant wholesalers and Cannabis merchant wholesalers (NAICS 4133 and 4134)	Wholesaling cured tobacco and tobacco products (e.g., cigars, cigarettes and cut tobacco); wholesaling crude, unprocessed cannabis and cannabis products.
F06	Personal and household goods merchant wholesalers (NAICS 414)	Wholesaling textiles, clothing, footwear, home entertainment equipment, household appliances, home furnishings, personal articles, pharmaceuticals, toiletries, cosmetics and sundries.
F07	Motor vehicle and motor vehicle parts and accessories merchant wholesalers (NAICS 415)	Wholesaling motor vehicles, parts and accessories, including tires.
F08	Electrical, plumbing, heating and air-conditioning equipment and supplies merchant wholesalers (NAICS 4161)	Wholesaling electrical construction supplies, and plumbing, heating and air-conditioning equipment and supplies.
F09	Metal service centres and Lumber, millwork, hardware and other building supplies merchant wholesalers (NAICS 4162 and 4163)	Wholesaling metals and metal products (e.g., rails and accessories, metal sheets, iron and steel in primary forms and shapes); wholesaling lumber, millwork, hardware, and other building supplies such as paint, glass, wallpaper, eavestroughing, prefabricated structural assemblies, etc.
F10	Machinery, equipment and supplies merchant wholesalers (except computer and communications equipment and supplies) (NAICS 417, except 4173)	Wholesaling farm, lawn and garden machinery and equipment; construction, forestry, mining and industrial machinery, equipment and supplies; and other machinery, equipment and supplies (office and store machinery and equipment, service establishment machinery, equipment and supplies, professional machinery, equipment and supplies (except computer and communications equipment).
F11	Computer and communications equipment and supplies merchant wholesalers (NAICS 4173)	Wholesaling computer, computer peripheral and pre-packaged software (excludes designing, developing and publishing software); electronic components, navigational and communications equipment and supplies (e.g., telephones, intercoms, public address systems, radar or sonar equipment).

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F12	Miscellaneous merchant wholesalers, except recyclable materials (NAICS 418, except 4181)	Wholesaling merchandise not classified to any other subsector, except recyclable materials: paper, paper products and disposable plastic products (e.g., newsprint, office supplies); agricultural supplies (e.g., seeds, agricultural feeds); chemical (except agricultural) and allied products (e.g., cleaning compounds and preparations, plastics resins) and other miscellaneous products such as precious metals, ores, logs, and wood chips. Wholesaling a single line of products or a diversified line of merchandise, where no line is sufficiently important to constitute a primary activity, is classified to this industry.
F13	Recyclable material merchant wholesalers (NAICS 4181)	Wholesaling recyclable metals, paper and paperboard, and other recyclable materials (plastic, glass, textiles, liquids and sludges).
F14	Business-to-business electronic markets, and agents and brokers (NAICS 419)	Buying and/or selling products, owned by others, and generally receiving a fee or a commission for the service: electronic markets, commission merchants, import agents or brokers, export agents or brokers, manufacturers' agents, purchasing agents, or selling agents. Establishments in this industry bring together sellers and buyers or undertake commercial transactions on behalf of a principal, without taking title of the goods bought or sold.
RETAIL TRADE (NAICS 44–45)		
G01	Motor vehicle and parts dealers (NAICS 441)	Retailing motor vehicles and providing complementary services, and retailing motor vehicle parts and accessories.
G02	Furniture and home furnishings stores and Electronics and appliance stores (NAICS 442 and 443)	Retailing new furniture and home furnishings (e.g., new window treatments, kitchen and tableware, lamps and shades, picture frames), electronics (e.g., computers audio and video recordings, cameras) and appliances.
G03	Building material and supplies dealers (NAICS 4441)	Retailing building materials, hardware, paint, wallpaper and related supplies: home centres, paint and wallpaper stores, hardware and other building material dealers, such as electrical supplies dealers, brick and tile dealers, prefabricated house and building dealers, glass stores, etc.
G04	Lawn and garden equipment and supplies stores (NAICS 4442)	Outdoor power equipment stores (e.g., lawn mowers, snowblowers); nursery stores and garden centres.
G05	Grocery stores and Specialty food stores (NAICS 4451 and 4452)	Supermarkets and other grocery stores; convenience stores; meat markets; fish and seafood markets; fruit and vegetable markets; other specialty food stores such as baked goods stores, candy, nut and confectionery stores, and dairy product stores.
G06	Beer, wine and liquor stores (NAICS 4453)	Retailing packaged alcoholic beverages, such as beer, wine and liquor.
G07	Health and personal care stores, Gasoline stations, Clothing and clothing accessories stores, Sporting goods, hobby, book and music stores, General merchandise stores, and Miscellaneous store retailers (except florists) (NAICS 446, 447, 448, 451, 452 and 453 except 4531)	Health and personal care stores (e.g., pharmacies and drug stores, cosmetics stores, food (health) supplement stores, optical goods stores; clothing and clothing accessories stores; sporting goods, hobby, book and music stores; other general merchandise stores (warehouse clubs and other department stores; gasoline stations; other miscellaneous retail stores such as office supplies, stationery and gift stores, used merchandise stores, pet and pet supplies stores, art dealers, mobile home dealers, tobacco and cigarette stores, etc.
G08	Florists (NAICS 4531)	Retailing cut flowers, floral arrangements, and potted plants grown elsewhere.
G09	Non-store retailers (NAICS 454)	Electronic shopping and mail-order houses; vending machine operators; direct selling establishments (e.g., door-to-door retailing, temporary stands or stalls, home delivery).

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TRANSPORTATION AND WAREHOUSING (NAICS 48-49)		
H01	Air transportation and Support activities for air transportation (NAICS 481 and 4881)	Common-carrier transportation of people and/or goods using aircraft, such as airplanes and helicopters; support activities for air transportation such as airport operations as well as repairing, maintaining, inspecting and testing aircraft.
H02	Rail transportation and Support activities for rail transportation (NAICS 482 and 4882)	Operating railways; freight and passenger rail transportation services; support activities for rail transportation, such as the operation of railway terminals and stations, the maintenance of railway rights-of-way and structures, locomotive and railroad car repairs, etc.
H03	Water transportation, Scenic and sightseeing transportation, water and Support activities for water transportation (NAICS 483, 4872 and 4883)	Water transportation of passengers and goods, including ferries; scenic and sightseeing transportation on water (e.g., sightseeing cruises, air-boat rides); Support activities for water transportation, such as port and harbour operations, marine cargo handling, navigational services to shipping, ship repair and maintenance (except in shipyards), and other support activities.
H04	Truck transportation, Transit and ground passenger transportation, and Support activities for road transportation (NAICS 484, 485 and 4884)	Truck transportation of goods; urban transit systems; interurban and rural bus transportation; taxi and limousine service; school and employee bus transportation; charter bus industry; other transit and ground passenger transportation (e.g., shuttle services, special needs transportation services); motor vehicle towing; other support activities for road transportation (e.g., truck loading and unloading, operation of toll roads and bridges, weighing service connected to truck transportation).
H05	Pipeline transportation (NAICS 486)	Pipeline transportation of crude oil; pipeline transportation of natural gas; other pipeline transportation.
H06	Scenic and sightseeing transportation, land and Scenic and sightseeing transportation, other (NAICS 4871 and 4879)	Scenic and sightseeing transportation on land (e.g., steam train excursions, scenic and sightseeing bus transportation, horse-drawn sightseeing rides); other scenic and sightseeing transportation (e.g., scenic and sightseeing helicopter or hot air balloon rides).
H07	Freight transportation arrangement (NAICS 4885)	Intermediaries between shippers and carriers (one or more transportation modes), usually referred to as freight forwarders, marine shipping agents, or customs brokers.
H08	Other support activities for transportation (NAICS 4889)	Providing specialized services to transportation establishments, such as packing, crating goods for transportation, arrangement of carpools and vanpools, etc.
H09	Postal service (NAICS 491)	Operating the postal service, including post office operations, but not courier services.
H10	Couriers and messengers (NAICS 492)	Courier, messenger and delivery services of small parcels within a single urban area. Usually done on foot, by bicycle, by small truck or by van.
H11	Warehousing and storage (NAICS 493)	Operating general merchandise, refrigerated and other warehousing and storage facilities. This includes public and contract warehousing, bonded warehousing and storage services, and warehouses located in free trade zones.
INFORMATION AND CULTURAL INDUSTRIES (NAICS 51)		
I01	Newspaper, periodical, book and directory publishers (NAICS 5111)	Publishing (or publishing and printing) newspapers, periodicals, books, maps, directories, databases and other works, such as calendars, catalogues and greeting cards.
I02	Software publishers (NAICS 5112)	Publishing (or designing and publishing computer software or video games.
I03	Motion picture and sound recording industries (NAICS 512)	Motion picture and video industries: producing and distributing video and audio recordings or providing related services, such as post-production services, exhibition services, and motion picture processing and developing services; sound recording studios.

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I04	Radio and television broadcasting (except on the Internet) (NAICS 5151)	Operating broadcasting studios and facilities for the transmission of a variety of radio and television broadcasts, including entertainment, news, talk shows and other programs.
I05	Pay and specialty television (NAICS 5152)	Broadcasting television programs, in a defined and limited format, via operators of cable or satellite distribution systems.
I06	Telecommunications (NAICS 517)	Providing telecommunications and/or video entertainment services over their own networks, or over networks operated by others: wired and wireless telecommunications carriers, including satellite, and other telecommunications, such as telecommunication resellers (e.g., satellite tracking stations).
I07	Data processing, hosting, and related services (NAICS 518)	Providing the infrastructure for data processing, hosting, and related services (e.g., web hosting, optical scanning data services).
I08	Other information services (NAICS 519)	News syndicates; libraries and archives; Internet broadcasting, and web search portals; and all other information services (e.g., providing telephone-based information recordings or searching and retrieving information on a contract basis).
FINANCE AND INSURANCE (NAICS 52)		
J01	Finance (NAICS 521, 522, 523 and 526)	Monetary authorities – central bank; credit intermediation and related activities (e.g., banking, local credit unions, credit card issuing, sales financing, mortgage and non-mortgage loan brokers; securities, commodity contracts, and other financial investment and related activities; funds and other financial vehicles (e.g., pension funds and other funds and financial vehicles).
J02	Insurance carriers and related activities (NAICS 524)	Insurance carriers; agencies, brokerages and other insurance related activities (e.g., claims adjusters).
REAL ESTATE AND RENTAL AND LEASING (NAICS 53)		
K01	Real estate and rental and leasing, except Automotive equipment rental and leasing (NAICS 53, except 5321)	Real estate: lessors of real estate, offices of real estate agents and brokers, and other activities related to real estate (e.g., real estate property managers, real estate appraisers); rental and leasing services (except automotive equipment rental and leasing) (e.g., computer leasing, industrial machinery and equipment leasing); lessors of non-financial intangible assets (except copyrighted works) (e.g., patents, trademarks, brand names, and/or franchise agreements).
K02	Automotive equipment rental and leasing (NAICS 5321)	Renting or leasing vehicles (without drivers), such as passenger cars, passenger vans, trucks, recreational vehicles, etc.
PROFESSIONAL, SCIENTIFIC AND TECHNICAL SERVICES (NAICS 54)		
L01	Legal services and Accounting, tax preparation, bookkeeping and payroll services (NAICS 5411 and 5412)	Legal and paralegal services: offices of lawyers, offices of notaries and other legal services (e.g., immigration consultant, bailiff services); accounting, tax preparation, bookkeeping and payroll services: auditing accounting records; designing accounting systems; preparing financial statements; developing budgets; preparing tax returns; processing payrolls; bookkeeping; and billing.
L02	Architectural, engineering and related services (NAICS 5413)	Architectural services; landscape architectural services; engineering services; drafting services; building inspection services; geophysical surveying and mapping services; surveying and mapping (except geophysical) services; testing laboratories.
L03	Specialized design services (NAICS 5414)	Specialized design services, except architectural, engineering and computer systems design: interior design services; industrial design services; graphic design services; other specialized design services (e.g., fashion design, theatrical set design, shoe design services).

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L04	Computer systems design and related services (NAICS 5415)	Providing expertise in the field of information technologies: computer systems design and related services, including video game design and development.
L05	Management, scientific and technical consulting services and Scientific research and development services (NAICS 5416 and 5417)	Providing expert advice and assistance on management (e.g., reorganization consulting, strategic planning consulting, business start-up consulting, human resources consulting) and environmental, scientific and technical consulting (e.g., agronomy, safety, physics, energy, livestock breeding, occupational health and safety).
L06	Advertising, public relations, and related services and Other professional, scientific and technical services (NAICS 5418 and 5419)	Advertising agencies; public relations services; media buying agencies; media representatives; display advertising; direct mail advertising; advertising material distribution services; other services related to advertising (e.g., sign painting and lettering, window trimming services, writing of advertising copy); marketing research and public opinion polling; photographic services; translation and interpretation services; veterinary services, all other professional, scientific and technical service (e.g., bankruptcy trustees, weather forecasting services, handwriting expert).
MANAGEMENT OF COMPANIES AND ENTERPRISES AND ADMINISTRATIVE AND SUPPORT, WASTE MANAGEMENT AND REMEDIATION SERVICES (NAICS 55–56)		
M01	Management of companies and enterprises (NAICS 55)	Managing companies and enterprises and/or holding the securities or financial assets of companies and enterprises for the purpose of owning a controlling interest in them and/or influencing their management decisions: holding companies; head offices.
M02	Office administrative services, facilities support services, employment services, investigation and security services, and other support services (except business support services, travel arrangement and reservation services, and services to buildings and dwellings (NAICS 561, except 5614, 5615 and 5617)	Activities that support the day-to-day operations of other organizations: office administrative services (e.g., financing, billing, personnel); facilities support services (e.g., janitorial, security, mail routing); employment services (employment placement agencies and executive search services, temporary help services and professional employer organizations); investigation and security services (investigation, guard and armoured car services and security systems services); other support services (packaging and labelling services, convention and trade show organizers, and all other support services).
M03	Business support services (NAICS 5614)	Document preparation services (e.g., writing, editing or proofreading documents, word processing, transcription); telephone call centres; business service centres; collection agencies; credit bureaus; other business support services (e.g., fundraising services, stenography services, address bar coding services).
M04	Travel arrangement and reservation services (NAICS 5615)	Travel agencies; tour operators; other travel arrangement and reservation services (e.g., ticket offices, convention and visitors bureaus, ticket sales agencies, visitor information centres).
M05	Services to buildings and dwellings (NAICS 5617)	Exterminating and pest control services; janitorial services; landscaping services; carpet and upholstery cleaning services; duct and chimney cleaning services; other services to buildings and dwellings, such as lighting maintenance service, power washing building exteriors, swimming pool cleaning and maintenance, etc.
M06	Waste management and remediation services (NAICS 562)	Waste collection; treatment and disposal; remediation and other waste management services (e.g., material recovery facilities, septic tank cleaning and pumping services, beach maintenance and cleaning services).

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EDUCATIONAL SERVICES (NAICS 61)		
N01	Educational services (NAICS 61)	Elementary and secondary schools; community colleges and C.E.G.E.P.s; universities; business schools and computer and management training; technical and trade schools; other schools and instruction (e.g., fine arts schools, language schools, athletic instruction; automobile driving schools, academic tutoring services); educational support services (non-instructional services that support educational processes or systems, such as vocational counselling, student exchange programs, educational counselling).
HEALTH CARE AND SOCIAL ASSISTANCE (NAICS 62)		
P01	Health care (NAICS 621, 622 and 623)	Ambulatory health care services; hospitals; nursing and residential care facilities (nursing care facilities, residential developmental handicap facilities, residential mental health and substance abuse facilities, community care facilities for the elderly, and other residential care facilities such as transition homes, orphanages, halfway homes for delinquents and offenders, etc.).
P02	Social assistance (NAICS 624)	Assistance services directly to their clients: individual and family services (child and youth services, services for the elderly and persons with disabilities); community food and housing, and emergency and other relief services; vocational rehabilitation services, child day-care services.
ARTS, ENTERTAINMENT AND RECREATION (NAICS 71)		
Q01	Performing arts companies (NAICS 7111)	Producing live presentations that involve the performances of performing artists: theatre companies and dinner theatres; dance companies; musical groups and artists; other performing arts companies (e.g., circuses, magic shows).
Q02	Spectator sports (NAICS 7112)	Professional, semi-professional, or amateur sports clubs primarily engaged in presenting sporting events before an audience. Independent professional, semi-professional or amateur athletes (in their role as athletes), and operators of race tracks are also included.
Q03	Promoters (presenters) of performing arts, sports and similar events and Agents and managers for artists, athletes, entertainers and other public figures (NAICS 7113 and 7114)	Organizing and promoting performing arts productions, sports events and similar events, such as festivals (operating arenas, stadiums, theatres or other related facilities, or presenting these events in facilities operated by others); representing or managing creative and performing artists, sports figures, entertainers, and celebrities (representing their clients in contract negotiations, managing or organizing the client's financial affairs, and generally promoting the careers of their clients).
Q04	Independent artists, writers and performers (NAICS 7115)	Independent visual artists and artisans; independent actors, comedians and performers; independent writers and authors. Independent celebrities, such as athletes, engaging in endorsement, speaking and similar services, are included.
Q05	Heritage institutions (NAICS 712)	Museums; historic and heritage sites; zoos and botanical gardens; nature parks and other similar institutions (e.g., caverns, bird sanctuaries).
Q06	Amusement, gambling and recreation industries (NAICS 713)	Amusement parks and arcades; gambling industries; other amusement and recreation industries (golf courses, country clubs, skiing facilities, marinas, fitness and recreational sports centres, bowling centres, and all other amusement and recreations industries, such as outdoor adventure operations, day or summer camps, without overnight stay, amusement ride operators, etc.).

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ACCOMMODATION AND FOOD SERVICES (NAICS 72)		
R01	Accommodation and food services, except Special food services (NAICS 72, except 7223)	Short-term lodging and complementary services to travellers, vacationers and others, in facilities such as hotels, motor hotels, resorts, motels, casino hotels, bed and breakfast accommodations, housekeeping cottages and cabins, recreational vehicle parks and campgrounds, hunting and fishing camps, and various types of recreational and adventure camps. This sector also comprises restaurants (full-service restaurants, fast food restaurants, cafeterias, etc.) and drinking places (alcoholic beverages).
R02	Special food services (NAICS 7223)	Food service contractors (e.g., providing food services to airlines, railways and institutions, operating food concessions at sports facilities); caterers; mobile food services.
OTHER SERVICES (EXCEPT PUBLIC ADMINISTRATION) (NAICS 81)		
S01	Automotive repair and maintenance (NAICS 8111)	Automotive mechanical and electrical repair and maintenance; automotive body, paint, interior and glass repair; other automotive repair and maintenance (e.g., car washes).
S02	Electronic and precision equipment repair and maintenance (NAICS 8112)	Electronic and precision equipment repair and maintenance (e.g., repairing digital cameras, televisions or stereo equipment, repairing and calibrating electrical measuring instrument, repairing and maintaining computers).
S03	Commercial and industrial machinery and equipment (except automotive and electronic) repair and maintenance (NAICS 8113)	Commercial and industrial machinery and equipment (except automotive and electronic) repair and maintenance (e.g., repairing and maintaining fire extinguishers, industrial equipment and machinery, construction machinery and equipment).
S04	Personal and household goods repair and maintenance (NAICS 8114)	Home and garden equipment and appliance repair and maintenance; reupholstery and furniture repair; footwear and leather goods repair; other personal and household goods repair and maintenance (e.g., repairing, maintaining and cleaning jewelry, musical instruments, motorcycles, sports equipment, outboard motors, clothing).
S05	Funeral services, laundry services and other personal services (except personal care services (NAICS 812, except 8121)	Funeral homes; cemeteries and crematoria; dry cleaning and laundry services; linen and uniform supply; pet care (except veterinary) services; photo finishing services; parking lots and garages; and other personal services other than personal care (e.g., shoeshine service, party and wedding planning or consulting service, special occasion greeting service).
S06	Personal care services (NAICS 8121)	Hair care and esthetic services; other personal care services (e.g., massage parlours, ear piercing services, turkish baths, tattoo parlours).
S07	Religious, grant-making, civic, and professional and similar organizations and Private households (NAICS 813 and 814)	Religious organizations; grant-making and giving services; social advocacy organizations (e.g., antipoverty advocacy organizations, public interest groups); civic and social organizations (e.g., students' associations, girl guiding and scouting organizations, retirement associations, social clubs, book discussion clubs, ethnic associations); business, professional, labour and other membership organizations (e.g., condominium (condo) owners' associations, sport leagues).
PUBLIC ADMINISTRATION (NAICS 91)		
T01	Local, municipal and regional public administration (NAICS 913)	Municipal protective services; other local, municipal and regional public administration (executive and legislative activities; planning, fiscal and related policies and the administration of the public debt; assessing, levying and collecting taxes; conducting relations with other governments; and the administration of local, municipal, and regional government programs).
T02	Aboriginal public administration (NAICS 914)	Government services provided by aboriginal governments, that would otherwise be provided by federal, provincial or municipal levels of governments.
T03	International and other extra-territorial public administration (NAICS 919)	Foreign governments in Canada primarily engaged in governmental service activities, such as consular, diplomatic and legation activities (e.g., embassies, International Monetary Fund offices, consular services).