

# Survey on recruitment, employment and training needs in Québec in 2019

## Participant guide

### Information for question 1

Industry sectors are based on the North American Industry Classification System (NAICS) 2017. If you wish to correct the industry sector indicated in your questionnaire, or if no sector is indicated, please find the sector that corresponds (in whole or in part) to the main activity of your location in the list of sectors presented in Appendix 1. Find the associated one-letter, two-digit alphanumeric code (in the first column) and enter it in question 1.1 of the questionnaire.

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

[www23.statcan.gc.ca/imdb/p3VD.pl?Function=getVD&TVD=1181553](http://www23.statcan.gc.ca/imdb/p3VD.pl?Function=getVD&TVD=1181553)

Note: The main industry sector of a location is the one that generates the most sales revenue.

### Information for question 9

#### Hourly wage offered

Enter the hourly rate, including non-performance bonuses (e.g., night shift or team leader bonuses). Do not add additional compensation due to overtime, even if it's included in the standard work week.

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

In the case of an annual salary, divide it by the number of hours in a standard 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 the remuneration is performance-based (piecework, commission, mileage, etc.), estimate as accurately as possible the average hourly rate this may represent.

#### Number of regular hours per week

Indicate the usual number of hours worked per week, i.e., the number of hours that correspond to the regular workweek, excluding overtime if it is not included in the regular workweek.

If the number of hours is variable (if there is no standard work week), please provide an estimate of the average number of hours worked per week that is as accurate as possible.

#### Employment status

Permanent

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

Seasonal

#### Type of schedule

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

**Day (non staggered):** The non-staggered (or "normal") day schedule is a work period generally between 6 a.m. and 7 p.m. on weekdays.

**Evening:** An evening schedule is a work period that generally includes a period of time between 8 p.m. and midnight.

**Night:** A night schedule is a work period that generally includes a period of time between midnight and 5 a.m.

**Staggered:** A staggered schedule is different from a normal day schedule: employees start work earlier (before 6 a.m.), finish later (after 7 p.m.) or work weekends.

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

**On call:** There is no fixed schedule; the employee works at the request of the employer, as needed.

### **Required diploma**

- None
- High school diploma (DES)
- Attestation of vocational studies (AEP)
- Diploma of vocational studies (DEP or ASP)
- Attestation of college studies (AEC)
- Diploma of college studies (DEC)
- University certificate (less than a bachelors' degree)
- University diploma (bachelor's degree or more)

### **Required professional qualifications**

- Competency card or qualification certificate (required by trade regulations)
- Membership to a professional order
- Training certification to operate machines or devices
- Driving license
- Fluency in English
- Fluency in a language other than English or French
- Other special skills or knowledge that are not acquired through initial training (e.g., first aid techniques, mastering software, etc.)
- Others
- No professional qualification required

### **List of reasons explaining why the position remained vacant for 90 days or more**

Answer by selecting the letter that you think best describes the situation.

If the position remained vacant for 90 days or more, because "the candidates lacked abilities, personal skills or specific knowledge considered essential to the exercise of the occupation or trade" (**choice L**), you must specify your answer.

- First, enter the code (L1 to L17) that best describes the nature of the skills that needs to be developed.
- When required, clearly describe the skill, ability or knowledge in the space provided in the questionnaire: it may be a technique (such as arc welding), software (such as advanced knowledge of Word, knowledge of SAS), knowledge of a domain (such as transport and logistics), etc.
- Do not mention the name of the organization or location in your written answers.

### **Lack of candidates or refusal of the positions by candidates (the choices are not mutually exclusive)**

- A) Geographical remoteness of the location
- B) Insufficient infrastructure in the area where the location is situated (inadequate public transport, lack of housing, lack of cell networks, lack of local services, etc.)
- C) Position offered is non-permanent (but not seasonal) or not full-time
- D) Seasonal work
- E) Working conditions are not sufficient (wage, benefits, leave, etc.)
- F) Less desirable position because of certain characteristics (hard work, risk to health or safety, atypical hours, etc.)
- G) No or few candidates for positions offered due to insufficient labour supply (for reasons other than those mentioned above)

### **Candidates do not match the requirements (the choices are not mutually exclusive)**

- H) Applicants did not have the required diploma (qualification)
- I) Applicants did not have the required professional certification or did not meet a legal requirement (e.g., driver's license)
- J) The candidates did not have the required experience
- K) The candidates lacked motivation
- L) The candidates lacked abilities, personal skills or specific knowledge considered essential to the exercise of the occupation or trade.

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

- L.1. Reading
- L.2. Writing
- L.3. Document use
- L.4. Numeracy
- L.5. Oral communication
- L.6. Thinking skills
- L.7. Digital technology
- L.8. Working with others
- L.9. Continuous learning

Other categories of skills, abilities or knowledge

- L.10. Personal skills and aptitudes (politeness, punctuality, etc.)
- L.11. Skills in management, supervision, project management or quality management
- L.12. Work techniques, methods, processes;  
please specify: \_\_\_\_\_
- L.13. Mastery of a software or software package;  
please specify: \_\_\_\_\_
- L.14. Use of machinery or equipment;  
please specify: \_\_\_\_\_
- L.15. Special knowledge (of a domain, a sector, etc.);  
please specify: \_\_\_\_\_
- L.16. Particular skills (dexterity, endurance, etc.);  
please specify: \_\_\_\_\_
- L.17. Other;  
please specify: \_\_\_\_\_

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

Reading	Understand and apply information found in sentences and paragraphs.
Writing	Compose handwritten or typed text to communicate information and ideas.
Document use	Find, enter and use letters, numbers, symbols and images in electronic and paper formats.
Numeracy	Make sense of and apply mathematical concepts and information.
Digital technology	Understand and use digital systems, tools and applications, and process digital information.
Thinking skills	Solve problems, make decisions, think critically, plan, remember details, and find information.
Oral communication	Exchange thoughts and information with other people by speaking, listening and using non-verbal cues, such as body language.
Working with others	Work with others in pairs and in small and large groups to coordinate tasks, share resources, plan, make decisions, negotiate, solve conflicts, etc.
Continuous learning	Develop and improve one's skills and knowledge in order to work effectively and adapt to changes.

Source: Employment and Social Development Canada.

## Annex 1 List of activity sectors

Code	ACTIVITY SECTORS (NAICS'S CORRESPONDING CODES) AND DEFINITIONS	
<b>AGRICULTURE, FORESTRY, FISHING AND HUNTING (NAICS 11)</b>		
A01	Crop production (NAICS 111)	Oilseed and grain farming; vegetable and melon farming; fruit and tree nut farming; greenhouse, nursery and floriculture production; other crop farming (tobacco, cotton, sugar-cane, hay and other crop farming). Note: An establishment is classified within this subsector provided that 50% or more of its production is crop production.
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 rabbits production). Note: An establishment is classified within this subsector provided that 50% or more of its production consists of animal production or aquaculture.
A03	Timber tract operations and logging (NAICS 1131 and 1133)	Timber tract operations; logging. Note: Only the growing and harvesting of timber is characterized by 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 the growing and harvesting of timber is characterized by a long production cycle (of ten years or more). Christmas tree production and other production involving production cycles of less than ten years are classified in the Crop Production subsector.
A05	Fishing (NAICS 1141)	The 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)	Providing support activities for growing crops (services such as fertilizer application; soil preparation; fruit picking) or providing support activities related to raising livestock, including companion animals (e.g. breeding services for livestock, milk testing, boarding services for horses (except racehorses)).
A08	Support activities for forestry (NAICS 1153)	Particular support activities related to harvesting timber (e.g. timber cruising and valuation; forest pest control services; log hauling in the forest, without logging).
<b>MINING, QUARRYING, AND OIL AND GAS EXTRACTION (NAICS 21)</b>		
B01	Oil and gas extraction (NAICS 211)	Mining oil and gas fields, in particular, oil and gas exploration; 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 (mining of iron ore, gold, silver, copper, nickel, lead and zinc and other metal ore), 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, diamonds, salt, asbestos, gypsum, potash, peat and other), except for coal; primary preparation plants, such as those engaged in 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. well acidizing, cleaning, and pumping on a contract basis); other support activities for mining (e.g. mine draining or pumping on a contract basis; mineral exploration, rock washing on a contract basis).

## Code ACTIVITY SECTORS (NAICS'S CORRESPONDING CODES) AND DEFINITIONS

<b>UTILITIES (NAICS 22)</b>		
C01	Electric power generation, transmission and distribution (NAICS 2211)	Generation of bulk electric power, transmission from generating facilities to distribution centres, and/or distribution to end users. Included here are electric power brokers and agents that arrange the sale of electricity over power distribution systems operated by others.
C02	Natural gas distribution (NAICS 2212)	Distribution of natural or synthetic gas to the ultimate consumers through a system of mains. Included here are gas marketers or brokers that arrange the sale of natural gas over distribution systems operated by others.
C03	Water, sewage and other systems (NAICS 2213)	Water supply and irrigation systems; sewage treatment facilities; steam and air-conditioning supply.
<b>CONSTRUCTION (NAICS 23)</b>		
D01	Construction, except for utility system construction (NAICS 23, excluding 2371)	Construction, repair and renovation of buildings (residential or not); entire engineering projects (construction of roads, streets and bridges, subdividing land) except for the facilities required for utilities; specialty trade contractors (foundation, structure, buiding exterior, building equipment, building finishingand other).
D02	Utility system construction (NAICS 2371)	Water and sewer line and related structures construction; oil and gas pipeline and related structures construction; power and communication line and related structures construction.
<b>MANUFACTURING (NAICS 31-33)</b>		
E01	Food manufacturing, except for fish and seafood (311, excluding 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 (e.g. coffee, tea, syrup, dressing).
E02	Seafood product preparation and packaging (NAICS 3117)	Canning of seafood, including soup; smoking, salting and drying of seafood; preparation of fresh fish; shucking and packing of fresh shellfish; processing of marine fats and oils; freezing of seafood products.
E03	Beverage manufacturing (NAICS 3121)	Manufacturing of soft drinks, ice, bottled water, fruit drinks (except juice) and other; breweries; wineries; distilleries.
E04	Tobacco manufacturing and cannabis product manufacturing (NAICS 3122 and 3123)	Tobacco stemming and redrying; tobacco product manufacturing; cannabis product manufacturing.
E05	Textile mills 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, canvas and other textile bags).
E06	Clothing knitting mills (NAICS 3151)	Knitting and finishingof clothing from yarn; or manufacturing of clothing from knit fabrics made in the same establishment: hosiery and sock mills; other clothing knitting mills.
E07	Cut and sew clothing manufac-turing and clothing accessories and other clothing manufacturing (NAICS 3152 and 3153)	Manufacturing of clothing from fabric made in other establishments (made from purchased fabric in other establishments); manufacturing other clothing or clothing accessories (e.g. caps and 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).

Code	ACTIVITY SECTORS (NAICS'S CORRESPONDING CODES) AND DEFINITIONS	
E09	Sawmills and wood preservation and veneer, plywood and engineered wood product manufacturing (NAICS 3211 and 3212)	Manufacturing of boards, dimension lumber, timber, poles and ties from logs and bolts; wood preservation; manufacturing softwood and hardwood veneer and plywood; structural wood members (except lumber); and reconstituted wood panel products.
E10	Other wood product manufacturing (NAICS 3219)	Millwork manufacturing; wood container and pallet manufacturing; all other wood product manufacturing (mobile homes, prefabricated wood building, and all other miscellaneous wood product manufacturing such as clothespins, prefabricated sections of fencing, kitchenware).
E11	Pulp, paper and paperboard mills (NAICS 3221)	Manufacturing of pulp, paper or paperboard, either alone or in combination with paper converting.
E12	Converted paper product manufacturing (NAICS 3222)	Manufacturing of paper products from purchased paper and paperboard: paperboard containers, paper bags and coated and treated paper, stationery product, 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 activities (advertising material, bank notes, cards, etc.); related support activities such as pre-press and bindery work.
E14	Petroleum and coal product manufacturing (NAICS 324)	Transformation of crude petroleum and coal into intermediate and end products, in particular, through refineries: petroleum refineries, asphalt paving, roofing and saturated materials manufacturing and other motor oils, coke ovens, fireplace logs, recycling (re-refining) of waste oils, etc.
E15	Chemical manufacturing except pharmaceutical and medicine manufacturing (NAICS 325, excluding 3254)	Manufacturing of 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 or inorganic chemicals such as synthetic sweeteners, bio-oil or biodiesel, fatty acids, etc.); manufacturing of resin, synthetic rubber, and artificial and synthetic fibres and filaments; pesticide, fertilizer and other agricultural chemical manufacturing; paint, coating and adhesive manufacturing; soap, cleaning compound and toilet preparation manufacturing; other chemical product manufacturing (e.g. explosives, natural essential oils, solvents and toner cartridges).
E16	Pharmaceutical and medicine manufacturing (NAICS 3254)	Manufacturing of drugs, medicines and related products for human or animal use based on one or more of several processes.
E17	Plastic product manufacturing (NAICS 3261)	Plastic packaging materials and unlaminated film and sheet manufacturing; plastic pipe, pipe fitting, and unlaminated profile shape manufacturing; laminated plastic plate, sheet (except packaging), and shape manufacturing; polystyrene foam product manufacturing; urethane and other foam product (except polystyrene) manufacturing; plastic bottle manufacturing; other plastic product manufacturing (e.g. plumbing fixtures, motor vehicle parts).
E18	Rubber product manufacturing (NAICS 3262)	Tire manufacturing; rubber and plastic hose and belting manufacturing; other rubber product manufacturing (e.g. rubber bands, prophylactics, inflatable toys for swimming pools, pipes).
E19	Non-metallic mineral product manufacturing, except glass and glass product manufacturing (NAICS 327, excluding 3272)	Clay product and refractory manufacturing; cement and concrete product manufacturing; lime and gypsum product manufacturing; other non-metallic mineral product manufacturing (e.g. abrasive products, dimension stone for buildings, cut stone products).
E20	Glass and glass product manufacturing (NAICS 3272)	Glass manufacturing; glass product manufacturing from purchased glass (e.g. glass blocks, containers for packaging, bottling or 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.

Code	ACTIVITY SECTORS (NAICS'S CORRESPONDING CODES) AND DEFINITIONS	
E22	Fabricated metal product manufacturing, except architectural and structural metals manufacturing (NAICS 332, excluding 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 pipes and tubes, metal sinks; metal curtain rods).
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); ornamental and architectural metal product manufacturing (e.g. metal window and door manufacturing, fire escapes, eavestroughs, sheet metal roofs, metal fences, sheet metal fans, metal railings).
E24	Machinery manufacturing (NAICS 333)	Agricultural, construction and mining machinery manufacturing; industrial machinery manufacturing; commercial and service industry machinery manufacturing (e.g. mechanical carpet sweepers, cash registers, photocopier machines); 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. pump and compressor manufacturing, laboratory-type balances and scales, fluid power pumps, power-driven hand tools, fire-fighting 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 (telephone apparatus manufacturing; radio and television broadcasting and wireless communications equipment manufacturing; other communications equipment manufacturing (e.g. alarm systems, remote control units); semiconductor and other electronic component manufacturing..
E26	Audio and video equipment manufacturing (NAICS 3343)	Manufacturing of electronic audio and video equipment (e.g. home theatre equipment, radios, television sets, home stereo systems).
E27	Navigational, measuring, medical and control instruments manufacturing (NAICS 3345)	Manufacturing of navigational and guidance instruments (e.g. gyroscopes, flight and navigation sensors, transmitters and displays, sonar systems and equipment); measuring, medical and controlling devices (e.g. surveying and geophysical instruments; automatic environmental controls and regulators (e.g. heating, air-conditioning, refrigeration); drafting instruments such as squares, rulers and compasses, electromedical diagnostic equipment).
E28	Manufacturing and reproducing magnetic and optical media (NAICS 3346)	Manufacturing of magnetic and optical media, and the mass reproduction of recordings on such media. The media include 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 of products that generate, distribute and use electrical power: electric lighting equipment, household appliance manufacturing, electrical equipment and other electrical equipment and components (e.g. batteries, wires and cables, battery chargers).
E30	Transportation equipment manufacturing except aerospace product and parts manufacturing (NAICS 336, excluding 3364)	Manufacturing of motor vehicles; motor vehicle bodies and trailers; motor vehicle parts; railroad rolling stock, ship and boat building; other transportation equipment (e.g. bicycles and bike parts, military tanks, animal-drawn vehicles, all-terrain or off-terrain vehicles (ATVs)).
E31	Aerospace product and parts manufacturing (NAICS 3364)	Manufacturing of 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.

Code	ACTIVITY SECTORS (NAICS'S CORRESPONDING CODES) AND DEFINITIONS	
E32	Furniture and related product manufacturing (NAICS 337)	Manufacturing of household and institutional furniture and kitchen cabinet manufacturing; office furniture (including fixtures such as showcases); other furniture-related product manufacturing (e.g. mattresses, blinds and shades).
E33	Miscellaneous manufacturing (NAICS 339)	Manufacturing of other products not classified to any other subsector, i.e. medical equipment and supplies, epidermal needles and syringes, contact lenses, frames, lenses and eyeglass parts, wheelchairs, hospital furniture); other miscellaneous manufacturing such as jewellery and silverware, sporting and athletic goods, dolls, toys and games, office supplies (except paper), signs, coffins, feather dusters, artificial flowers.
<b>WHOLESALE TRADE (NAICS 41)</b>		
F01	Farm product merchant wholesalers (NAICS 411)	Wholesale of livestock, grain and other farm products (unprocessed): live animals, oilseed and grains, nursery stock and plants and other farm products (e.g. unprocessed feathers, animal hair and pelts, raw milk, unshelled nuts and seeds).
F02	Petroleum and petroleum products merchant wholesalers (NAICS 412)	Wholesale of crude oil, liquefied petroleum gases, heating oil and other refined petroleum products.
F03	Food merchant wholesalers (NAICS 4131)	Wholesale of 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 specialty-line food.
F04	Beverage merchant wholesalers (NAICS 4132)	Wholesale of alcoholic and non-alcoholic beverages (e.g. general and spring waters, soft drinks, fruit-flavoured beverages, except for fruit juice).
F05	Cigarette and tobacco product merchant wholesalers and cannabis merchant wholesalers (NAICS 4133 and 4134)	Wholesale of cured tobacco and tobacco products (e.g. c cigars, cigarettes and cut tobacco); Wholesale of crude, unprocessed cannabis and cannabis products.
F06	Personal and household goods merchant wholesalers (NAICS 414)	Wholesale of 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)	Wholesale of motor vehicles, parts and accessories, including tires.
F08	Electrical, plumbing, heating and air-conditioning equipment and supplies merchant wholesalers (NAICS 4161)	Wholesale of 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)	Wholesale of metals and metal products (e.g. metal rails and accessories, metal sheets, iron and steel in primary forms and shapes); lumber and millwork, paint, glass, wallpaper, hardware and other building supplies such as paint, glass, wallpaper, eavestroughing, prefabricated structural assemblies.
F10	Machinery, equipment and supplies merchant wholesalers (except computers and communication equipment) (NAICS 417, excluding 4173)	Wholesale of farm, lawn and garden machinery and equipment; construction, forestry, mining and industrial machinery, equipment and supplies; other machinery, equipment and supplies (for offices and stores, the service industry, for professional and other uses (except for computers and communication equipment and supplies)).

Code	ACTIVITY SECTORS (NAICS'S CORRESPONDING CODES) AND DEFINITIONS	
F11	Computer and communications equipment and supplies merchant wholesalers (NAICS 4173)	Wholesale of computer, computer peripheral and pre-packaged software (does not include the design, development or publishing of computer software products); electronic components, navigational and communications equipment and supplies (e.g. telephones, intercoms, public address systems, radar and sonar equipment).
F12	Miscellaneous merchant wholesalers, except for recyclable material (NAICS 418, excluding 4181)	Wholesale of miscellaneous merchandise not classified to any other subsector, except for recyclable material: paper, paper products and disposable plastic products (e.g. newsprint, stationery and office supplies); agricultural supplies (e.g. seeds, animal feed); chemical (except agricultural) and allied products (e.g. cleaning compounds and preparations, plastics resins) and various other merchandise, such as ores and precious metals, minerals, 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 of the establishment is included in this category.
F13	Recyclable material merchant wholesalers (NAICS 4181)	Wholesaling of 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: business-to-business electronic markets, commission merchants, import agents or brokers, export agents or brokers, manufacturers' agents, purchasing agents, selling agents. These establishments bring together sellers and buyers or undertake commercial transactions on behalf of a principal, without taking title of the goods bought or sold.
<b>RETAIL TRADE (NAICS 44-45)</b>		
G01	Motor vehicle and parts dealers (NAICS 441)	Retailing of motor vehicles and providing complementary services, and retailing of motor vehicle parts and accessories.
G02	Furniture and home furnishings stores and electronics and appliance stores (NAICS 442 and 443)	Retailing of new furniture and home furnishings (e.g. window treatments, kitchen and tableware, lamps and shades, print and picture frames); electronic and household appliances (e.g. computers, home audio and video equipment, cameras).
G03	Building material and supplies dealers (NAICS 4441)	Retailing of building materials, hardware, paint, wallpaper and related supplies: home centres, paint and wallpaper stores, hardware stores, other building material dealers, such as electrical supply, brick and tile, prefabricated housing, glass.
G04	Lawn and garden equipment and supplies stores (NAICS 4442)	Outdoor power equipment stores (e.g. snowblowers, lawn mowers); 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, confectionery and nut stores, cheese shops and all other specialty food stores.
G06	Beer, wine and liquor stores (NAICS 4453)	Retailing of packaged alcoholic beverages, such as beer, wine and liquor.
G07	Health and personal care stores, clothing and clothing accessories stores, sporting goods, hobby, book and music stores, general merchandise stores, gasoline stations and miscellaneous stores retailers (except florists) (NAICS 446, 447, 448, 451, 452 and 453, excluding 4351)	Health and personal care stores (e.g. drug stores and pharmacies, cosmetics, food (health) supplement stores, optical goods stores); clothing and clothing accessories stores; sporting goods, hobby, book and music stores; general merchandise stores (warehouse clubs and department stores); gasoline stations; miscellaneous store retailers such as those selling office supplies, stationery and gift stores, other used merchandise store retailers, pet and pet supplies stores, art dealers, mobile home dealers, tobacco and tobacco products retail stores, etc.
G08	Florists (NAICS 4531)	Retailing of cut flowers, floral arrangements, and potted plants grown elsewhere.

Code	ACTIVITY SECTORS (NAICS'S CORRESPONDING CODES) AND DEFINITIONS	
G09	Non-store retailers (NAICS 454)	Electronic shopping and mail-order houses; vending machine operators; direct selling establishments (e.g. door-to-door solicitation, temporary stalls or kiosks in exhibitions, home delivery).
<b>TRANSPORTATION AND WAREHOUSING (NAICS 48-49)</b>		
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 and repairing and maintaining aircraft, and inspecting and testing aircraft.
H02	Rail transportation and support activities for rail transportation (NAICS 482 and 4882)	Operation of railways; freight rail transportation and passenger rail transportation; support activities for rail transportation, such as the operation of railway terminals and stations, and the maintenance of railway rights-of-way and structures, locomotives and railroad cars repair.
H03	Water transportation, scenic and sightseeing water transportation and support activities for water transportation (NAICS 483, 4872 and 4883)	Water transportation of passengers and goods, including ferries; scenic and sightseeing water transportation (e.g. such as boat cruises or 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 (not done in a shipyard) and others.
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 services; other transit and ground passenger transportation (e.g. shuttle services, special needs passenger transportation services); motor vehicle towing; other support activities for road transportation (e.g. truck loading and unloading service; bridge operation, operation of toll roads, 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 land transportation and other types of scenic and sightseeing transportation (NAICS 4871 and 4879)	Scenic and sightseeing transportation on land (steam train excursions, scenic and sightseeing bus transportation, horse-drawn sightseeing rides). Other scenic and sightseeing transportation (scenic helicopter rides and 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)	Specialized services to transportation establishments, such as packing and crating of transportable goods, arrangement of carpools and vanpools, etc.
H09	Postal service (NAICS 491)	Operation of postal services including post office operations but not private delivery.
H10	Couriers and messengers (NAICS 492)	Courier delivery services, or messenger and delivery services of small parcels within a single urban area, often by bicycle or on foot or by small truck or van.
H11	Warehousing and storage (NAICS 493)	Operation of general merchandise, refrigerated and other warehousing and storage facilities. Public and contract warehousing, bonded warehousing and storage services, and warehouses located in free trade zones are included.
<b>INFORMATION AND CULTURAL INDUSTRIES (NAICS 51)</b>		
I01	Newspaper, periodical, book and directory publishers (NAICS 5111)	Publication (or publication and printing) newspapers, periodicals, books, maps, directories, databases and other works, such as calendars, catalogues and greeting cards.
I02	Software publishers (NAICS 5112)	Publication (or design and publication) of software or video games.

Code	ACTIVITY SECTORS (NAICS'S CORRESPONDING CODES) AND DEFINITIONS	
I03	Motion picture and sound recording industries (NAICS 512)	Motion picture and video industries: production and distribution of video and audio recordings or the provision of related services, such as post-production services, exhibition services, and motion picture processing and developing services; sound recording studios.
I04	Radio and television broadcasting (except the Internet) (NAICS 5151)	Operation of 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 of television programs, in a defined and limited format, which are delivered by operators of cable or satellite distribution systems.
I06	Telecommunications (NAICS 517)	The provision of telecommunications and/or video entertainment services over their own networks, or over networks operated by others: wired and wireless telecommunications, including satellite telecommunication, and other telecommunications such as telecommunications resellers (e.g. satellite tracking stations).
I07	Data processing, hosting, and related services (NAICS 518)	Data processing and hosting services and related services providing the necessary infrastructure (e.g. web hosting, optical scanning data services).
I08	Other information services (NAICS 519)	News syndicates; libraries and archives; Internet publishing and broadcasting, web search portals; other information services (e.g. telephone-based information recordings or searching and retrieving information on a contract basis).
<b>FINANCE AND INSURANCE (NAICS 52)</b>		
J01	Finance (NAICS 521, 522, 523 and 526)	Monetary authorities - central bank; credit intermediation and related activities (e.g. banking, local credit unions and caisses populaires, credit card issuing, sales financing, mortgage and non-mortgage loan brokers); securities, commodity contracts and other financial investment activities and related activities (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).
<b>REAL ESTATE AND RENTAL AND LEASING (NAICS 53)</b>		
K01	Real estate and rental and leasing services, except automotive equipment rental and leasing (NAICS 53, excluding 5321)	Real estate: lessors of real estate, offices of real estate agents and brokers and activities related to real estate (e.g. real estate property managers, offices of real estate appraisers); rental and leasing services (except automotive equipment) (e.g. computer hardware or industrial equipment rental or 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)	Rental or leasing of vehicles (without drivers), such as passenger cars, passenger vans, truck tractors, buses, recreational vehicles (RVs).
<b>PROFESSIONAL, SCIENTIFIC AND TECHNICAL SERVICES (NAICS 54)</b>		
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; surveying and mapping 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 services, theatrical set design, shoe design services).
L04	Computer systems design and related services (NAICS 5415)	Provision of expertise in the field of information technologies: computer systems design and related services, including video game design and development services.

Code	ACTIVITY SECTORS (NAICS'S CORRESPONDING CODES) AND DEFINITIONS	
L05	Management, scientific and technical consulting services, and scientific research and development services (NAICS 5416 and 5417)	Expert advice and assistance on management issues (e.g. reorganization, strategic planning, business start-up and human resources consulting services) and on environmental, scientific and technical issues (e.g. consulting services in these fields: agronomy, sanitation, physics, energy, livestock breeding, and 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 lettering, window trimming, writing of advertising copy); marketing research and public opinion polling; photographic services; translation and interpretation services; veterinary services; all other professional, scientific and technical services (e.g. bankruptcy trustees, weather forecasting services, and handwriting expert and analysis services).
<b>MANAGEMENT OF COMPANIES AND ENTERPRISES, ADMINISTRATIVE AND SUPPORT, WASTE MANAGEMENT AND REMEDIATION SERVICES (NAICS 55-56)</b>		
M01	Management of companies and enterprises (NAICS 55)	Management of companies and enterprises and/or holding of their securities or financial assets 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, employment, investigation and security and other support services (except business support, travel arrangement and services to buildings and dwellings) (NAICS 561, excluding 5614, 5615 and 5617)	Provision of support to daily operations of other organizations: office administrative services (e.g. day-to-day business operations, such as financing, billing, personnel); facilities support services (e.g. janitorial, guard and security, mail routing); employment services (employment placement agencies and executive search services, temporary help services, professional employer organizations); investigation and security services (investigation, guard and armoured car services); 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, proofreading documents, word processing, transcription); telephone call centres; business service centres; collection agencies; credit bureaus; other business support services (e.g. fundraising services, court reporting 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 agency, visitor information centres).
M05	Services to buildings and dwellings (NAICS 5617)	Extermination 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, power washing building exteriors, swimming pool cleaning and maintenance ..
M06	Waste management and remediation services (NAICS 562)	Waste collection; waste treatment and disposal; remediation and other waste management services (e.g. material recovery facilities, septic tank pumping services, beach maintenance and cleaning services).
<b>EDUCATIONAL SERVICES (NAICS 61)</b>		
N01	Educational services (NAICS 61)	Elementary and secondary schools; community colleges and Cegeps; universities; business schools and computer and management training; technical and trade schools; other educational institutions and forms of instruction (e.g. fine arts schools, language schools, athletic training, driving schools, tutoring and preparation for exam services); educational support services (non-instructional services that support educational processes or systems, such as vocational counselling, student exchange programs, educational counselling).
<b>HEALTH CARE AND SOCIAL ASSISTANCE (NAICS 62)</b>		

Code	ACTIVITY SECTORS (NAICS'S CORRESPONDING CODES) AND DEFINITIONS	
P01	Health care (NAICS 621, 622 and 623)	Ambulatory health care services; hospitals; nursing and residential care facilities (nursing care facilities, residential developmental handicap, mental health and substance abuse facilities, community care facilities for the elderly, other residential care facilities such as transition homes, orphanages, halfway homes for delinquents, etc.).
P02	Social assistance (NAICS 624)	Assistance services provided directly to the clients: individual and family services (child and youth services, services for the elderly and persons with disabilities, other services); community food and housing and emergency and other relief services; vocational rehabilitation services; child day-care services.
<b>ARTS, ENTERTAINMENT AND RECREATION (NAICS 71)</b>		
Q01	Performing arts companies (NAICS 7111)	The production of live presentations that involve 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)	Organization and promotion of performing arts productions, sports events and similar events, such as festivals (operation of arenas, stadiums, theatres or other related facilities, or events presented in facilities operated by others); representing or managing creative and performing artists, sports figures, and celebrities, or managing their financial affairs (such as representing clients when negotiating contracts, organizing clients' finances and promoting their careers).
Q04	Independent artists, writers and performers (NAICS 7115)	Independent visual artists and artisans; independent actors, comedians and performers; independent writers and authors. 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 and country clubs, skiing facilities, marinas, fitness and recreational sports centres, bowling centres and others such as operation of outdoor adventure facilities, day or summer camps without overnight stay, amusement rides, etc.).
<b>ACCOMMODATION AND FOOD SERVICES (NAICS 72)</b>		
R01	Accommodation and food services except special food services (NAICS 72, excluding 7223)	Provision of 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, limited-service eating places, cafeterias, etc.).
R02	Special food services (NAICS 7223)	Food service contractors (e.g. food services to airlines, railways, operation of food concessions at sports facilities); caterers; mobile canteens.
<b>OTHER SERVICES (EXCEPT PUBLIC ADMINISTRATION) (NAICS 81)</b>		
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)	The repair and maintenance of electronic and precision equipment (repair of digital cameras, televisions and stereo equipment, electrical measuring instrument repair and calibration, repair and maintenance of computers).

Code	ACTIVITY SECTORS (NAICS'S CORRESPONDING CODES) AND DEFINITIONS	
S03	Commercial and industrial machinery and equipment (except automotive and electronic) repair and maintenance (NAICS 8113)	The repair and maintenance of commercial and industrial machinery and equipment, (except for automotive and electronic) (e.g. servicing and repair of fire extinguishers, industrial machinery, construction equipment).
S04	Personal and household goods repair and maintenance (NAICS 8114)	The repair and maintenance of home and garden equipment and appliances; reupholstery and furniture repair; footwear and leather goods repair; other personal and household goods repair and maintenance (e.g. the repair and maintenance of: jewellery, musical instruments, motorcycles, sports equipment, motors for boats, and clothing).
S05	Funeral services, dry cleaning and laundry services and other personal services (besides personal care services) (NAICS 812, excluding 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; all other personal services except personal care services (e.g. shoeshining, party and wedding planning, and special occasion greeting services).
S06	Personal care services (NAICS 8121)	Hair care and esthetic services; other personal care services (e.g. massage parlours, ear piercing, 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. student associations, scouting organizations, alumni clubs, social clubs, book discussion clubs, ethnic associations); business associations, professional organizations, labour organizations, political organizations and other membership organizations (condominium owner associations, sport leagues).
<b>PUBLIC ADMINISTRATION (NAICS 91)</b>		
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 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)	Establishments of foreign governments in Canada primarily engaged in governmental service activities, such as consular, diplomatic and legation activities (embassies, International Monetary Fund offices in Canada, consulates).