



Survey of Heritage Institutions, 2002

(Including museums, art galleries, archives, historic sites, nature parks, aquariums, zoos, planetariums and other related institutions)

Confidential when completed.

Collected under the authority of the *Statistics Act*, Revised Statutes of Canada, 1985, Chapter S19.

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

Please make one copy for your records.

Français au verso.



Correct mailing address label if necessary. (PLEASE PRINT)	
M001	Official name of institution
M002	Popular name of institution
M005	Street
M006	City
M007	Province
M008	Postal Code

INFORMATION FOR RESPONDENTS – Please read carefully

Survey Objective - The objective of this survey is to collect information on publicly and privately owned institutions and parks. The purpose of these institutions and parks is to acquire, preserve, study, interpret, and make accessible to the public, for its instruction and enjoyment, objects, specimens, documents, buildings, and land areas of educational and cultural value, including artistic, scientific, historical, natural and technological material. This survey will cover all institutions and parks which meet the requirements set forth above, **excluding those which operate primarily for the sale of objects exhibited or as profit-making endeavours.**

The list of institutions being surveyed and the information being requested has been determined in cooperation with the Department of Canadian Heritage, The Canada Council for the Arts, National Archives of Canada, Tourism Canada, the provincial/territorial departments/agencies responsible for culture and heritage activities, the Canadian Museums Association, the provincial/territorial museums associations and the Canadian Council of Archives.

Confidentiality - Statistics Canada is prohibited by law from publishing any statistics which would divulge information obtained from this survey that relates to any identifiable business without the previous written consent of that business. **The data reported on this questionnaire will be treated in strict confidence, used for statistical purposes and published in aggregate form only.** The confidentiality provisions of the *Statistics Act* are not affected by either the *Access to Information Act* or by any other legislation.

Federal-Provincial Agreements - In order to reduce response burden and ensure uniform statistics, Statistics Canada has entered into an agreement under Section 11 of the *Statistics Act* with the Institut de la statistique du Québec, for the sharing of information on establishments/businesses operating in Québec. The Act respecting the Institut de la statistique du Québec includes the same provisions for confidentiality and penalties for disclosure of information as the federal *Statistics Act*.

PLEASE READ BEFORE COMPLETING THE QUESTIONNAIRE

Return Procedure - Please return the questionnaire within 21 days of receipt using the postage paid envelope, and make a copy for your own records. If you receive more than one questionnaire for the same establishment, complete one and return it along with the duplicate(s), writing "DUPLICATE" on the relevant form(s). If you have any questions or require assistance in the completion of this questionnaire, please contact us by phone, toll free, at 1-877-540-3973 or by mail at Statistics Canada, Operations and Integration Division, JT2-C9, 120 Parkdale Avenue, Ottawa, Ontario, K1A 0T6.

GENERAL

Archives - Archival institutions which, in addition to being repositories of archival documents, operate a records management program, should include the data concerning records management activities in all questions.

Nature parks and conservation areas

- a) For the purpose of this survey, nature parks and conservation areas are included under the title "Heritage Institutions".
- b) Nature parks and conservation areas with interpretation programs should respond to all questions for the nature parks or conservation areas as a whole, that is, include any data for the interpretation program(s) in your figures.

PLEASE COMPLETE – AUTHORIZATION TO RELEASE DATA

I hereby consent to the disclosure by Statistics Canada of individual data from this survey to the Department of Canadian Heritage. The Canada Council for the Arts, National Archives of Canada, Tourism Canada, the provincial/territorial departments/agencies responsible for culture and heritage activities, the Canadian Museums Association, the provincial/territorial museums associations and the Canadian Council of Archives.

 Signature 035 _____
 Date

D. UTILIZED AREA

6. What is the total interior and exterior area of the institution/park; including areas used for **heritage and related administrative and support functions** during the reporting period?

Interior (square metres)	
100	

Exterior (hectares)	
102	

E. OPENING HOURS AND ATTENDANCE

7. a) How many **weeks** was the institution/park accessible to the public during the reporting period? If you report for more than one function or site location, and the access dates are different for each, then report the maximum number of weeks. (i.e., site #1 - open from **June 1** to August 31; site #2 - open from July 1 to **September 15**; then report the period from June 1 to September 15, which is **15 weeks**.)

111 1 accessible by appointment only ➤ **Go to question 8**

Number of weeks **110** ➤ **Go to question 7b)**

b) What was the maximum number of hours that the institution/park was open to the public during the week? If you report for more than one function or site location, and the hours are different for each, then report the maximum number of hours for the site open the most hours during the week.

Maximum number of hours per week during May to September 2002 inclusive **120**

Maximum number of hours per week during the remaining 7 months of reporting period **121**

8. a) Enter the number of **visits** to your institution/park during the months given below. If not known, please give your best estimate. (Please exclude visits made by researchers and include them in question 8c.)

i) total number of visits during the months of May to September 2002 inclusive **130**

ii) total number of visits during the remaining 7 months of reporting period **131**

TOTAL VISITS **135**

b) Are these total visit figures based on:

136 1 actual counts; or
3 estimates

c) Enter the number of **visits by researchers** during the reporting period. (More than one visit by the same researcher on the same day should be counted as only one visit.)

Number of visits by researchers **137**

138 1 counts are not kept; or
3 not applicable

d) For **ARCHIVES ONLY**, enter the total number of **research requests**, either written, by telephone or via the Internet.

Number of research requests **139**

132 1 counts are not kept; or
3 not applicable

9. Enter the number of **groups** that visited the institution/park during the reporting period.

school groups **140**

non-school groups **141**

145 1 counts are not kept

10. Did the institution have a **membership program** or a cooperating association program during the reporting period?

150 1 Yes ➤ indicate the number of members **155**

3 No

F. REVENUES

11. Please enter the **operating and capital revenues** (or budget), excluding all taxes, from the various sources indicated below for the reporting period indicated in question 1.

EXCLUDE ALL TAXES

a) Federal government sources:

- i) Federal department budget
(please specify department(s))
301
- ii) The Canada Council for the Arts grants
- iii) Department of Canadian Heritage grants
- iv) Social Sciences and Humanities Research Council
of Canada grants
- v) Human Resources Development Canada grants
- vi) Other federal government grants
(please specify sources)
307

Operating dollars (omit cents)		Capital dollars (omit cents)	
300	<input type="text"/>	310	<input type="text"/>
302	<input type="text"/>	312	<input type="text"/>
303	<input type="text"/>	313	<input type="text"/>
304	<input type="text"/>	314	<input type="text"/>
305	<input type="text"/>	315	<input type="text"/>
308	<input type="text"/>	318	<input type="text"/>
309	<input type="text"/>	319	<input type="text"/>

TOTAL OF FEDERAL GOVERNMENT SOURCES

b) Provincial government sources: (please specify)

338

339	<input type="text"/>	349	<input type="text"/>
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c) Municipal or regional sources: (please specify)

358

359	<input type="text"/>	369	<input type="text"/>
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d) Other government sources: (please specify)

368

370	<input type="text"/>	371	<input type="text"/>
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e) Institutional/Corporate sources and donations:

- i) university budget
- ii) religious institution budget
- iii) corporate budget
- iv) corporate grants and donations
- v) corporate sponsorships
- vi) foundation grants
- vii) contributions from "Friends of"
- viii) individual donations (including bequests)

380	<input type="text"/>	390	<input type="text"/>
381	<input type="text"/>	391	<input type="text"/>
382	<input type="text"/>	392	<input type="text"/>
383	<input type="text"/>	393	<input type="text"/>
385	<input type="text"/>	395	<input type="text"/>
384	<input type="text"/>	394	<input type="text"/>
386	<input type="text"/>	396	<input type="text"/>
410	<input type="text"/>	430	<input type="text"/>

TOTAL OF INSTITUTIONAL/CORPORATE SOURCES

388	<input type="text"/>	398	<input type="text"/>
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f) Earned revenues:

- i) membership fees
- ii) admission fees
- iii) gross revenue from book store, gift shop,
sales counter, cafeterias, camping fees
and recreational activities
- iv) all other revenue (including interest/income
from endowment funds)

411	<input type="text"/>	431	<input type="text"/>
412	<input type="text"/>	432	<input type="text"/>
413	<input type="text"/>	433	<input type="text"/>
418	<input type="text"/>	438	<input type="text"/>

TOTAL OF EARNED REVENUES

420	<input type="text"/>	440	<input type="text"/>
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TOTAL REVENUE
(Sum of boxes 309+339+359+370+388+420 and
319+349+369+371+398+440)

448	<input type="text"/>	449	<input type="text"/>
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12. a) Were **all or part** of the earned revenues reported in question 11f) turned over to a government consolidated revenue fund or to your governing authority (e.g. university)?

- 600 1 No, none ➤ **Go to question 12c**
- 2 Yes, part ➤ indicate the transfer amount
- 3 Yes, all ➤ indicate the transfer amount

b) If you answered yes to question 12a), is this transfer amount included under earned revenues in question 11f)?

- 602 1 Yes
- 3 No

c) Of the earned revenue reported in question 11f), box 418 (all other revenue), please estimate the percentage received directly from outside Canada.

603

G. EXPENSES

13. Please enter the **operating expenses**, for the reporting period indicated in question 1. **INCLUDE THE NON-REFUNDABLE GST** in each expense category.

- a) Total wages and salaries, including benefits and employer's contributions, if available, and contract fees paid to individuals
 - b) Acquisitions of artifacts, specimens and other heritage resources. (Include only those acquisitions which were acquired with your operating budget)
 - c) All other operating expenses (including cost of goods sold if applicable)
- TOTAL OF OPERATING EXPENSES**

Dollars (omit cents)	
460	
461	
468	
469	

14. Of the total operating expenses reported in box 469, please estimate the percentage paid directly to businesses or individuals outside Canada.

471	
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15. Please enter the **capital expenses**, for the reporting period indicated in question 1. **INCLUDE THE NON-REFUNDABLE GST** in each expense category.

- a) Purchase of lands, buildings, structures
 - b) Replacement of existing buildings or structures
 - c) Construction of new buildings or structures (or additions to existing structures)
 - d) Improvements, alterations, renovations to existing buildings or structures (but not resulting in a change in scale or capacity)
 - e) All other capital expenses (*please specify*)
- TOTAL OF CAPITAL EXPENSES**

Dollars (omit cents)	
483	
484	
485	
486	
487	
489	

H. PERSONNEL

16. Please indicate the **number of staff** and the **total hours worked during a typical week** during the reporting period.

- a) **Full-time:** paid employees who worked at least 30 hours per week all year
- b) **Seasonal full-time:** paid employees who worked at least 30 hours per week during your peak season, but for less than 6 consecutive months
- c) Outside professionals, contractors and freelancers
- d) All other paid employees
- e) Unpaid/volunteer staff

	Number of staff		Total hours per week by number of staff
	200		
a)	210		220
b)	216		226
c)	211		221
d)	212		225
e)	215		

TOTAL NUMBER OF STAFF

I. ADMISSION

17. a) Did your institution/park **charge for admission or entry** during the reporting period? (Note that this question does not refer to such charges as camping fees or special exhibits.)

- 160 Yes
 3 No ➤ **Go to question 18**

- b) Enter the **individual amount** charged, where applicable, for the following:
- i) Adult
 - ii) Child
 - iii) Student
 - iv) Senior
 - v) Other (*please specify*)

Admission or entry fee (Dollars and cents)	
161	
162	
163	
164	
168	

