



## 2007 Survey of Service Industries: Architecture

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# Reporting Guide

This guide is designed to assist you as you complete the 2007 Survey of Service Industries. If you need more information, please call the Statistics Canada Help Line at the number below.

**Help Line: 1-888-881-3666**

### Your answers are confidential.

The *Statistics Act* protects the confidentiality of information collected by Statistics Canada. All Statistics Canada employees take an oath of secrecy and face severe penalties for any breach of confidentiality. The collected information cannot be disclosed under the *Access to Information Act* or any other Act. **The Canada Revenue Agency cannot access any individual survey records from Statistics Canada.**

All survey results are carefully screened before publication to ensure they cannot be used to derive information about a particular business.

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## B - Main business activity

### 1. Please describe the nature of your business.

To ensure that you have received the appropriate questionnaire, you are asked to describe the nature of your business. The description should briefly state the main activities of your business unit.

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

Below is a description of each main activity.

#### Architectural services

Architectural services are concerned with the design of buildings, except the engineering design. The services included in this group are the provision of design and construction documents; plans, studies and other advisory services related to the design of buildings; and construction contract administration services.

##### Include:

- architects (except landscape), offices of;
- architectural design services (except landscape);
- buildings and structures, architectural design;
- architectural services for design-build projects provided on a subcontract basis.

##### Exclude:

- both the design and construction of buildings, highways or other structures;
- managing construction projects;
- planning and designing landscapes.

#### Landscape architectural services

Landscape architectural services are concerned with the design of built landscapes. Landscape architectural services include the provision of designs and construction documents; plans, studies and other advisory services related to specific projects; and construction contract administration services.

##### Include:

- offices of landscape architects;
- city planning services (except engineers);
- garden planning services;
- golf course design services;
- industrial development planning service (i.e., urban planning);
- land use planning services;
- landscape architectural services;
- landscape planning services;
- ski area planning services;

- offices of town planners;
- urban planning services.

##### Exclude:

- operating retail nursery and garden centres that also provide landscape consulting and design services;
- designing, installing and maintaining the materials specified in the design as part of an integrated service.

If none of the above activities describes your main source of revenue, please call **1-888-881-3666** for further instructions

## C - Reporting period information

Please report information for your fiscal year (normal business year) **ending between** April 1, 2007 and March 31, 2008. Please indicate the reporting period covered by this questionnaire.

## F - Industry characteristics

### Sales by type of service

Please provide a breakdown of your sales. Please indicate if you are reporting in **either** Canadian dollars **or** percentage of total sales by ticking the appropriate box.

#### 1. Architectural services

##### a) Single-family residential projects

Architectural services provided for single-family residential building projects.

##### Include:

- the design of single-family homes in subdivision developments;
- townhouses with a floor-to-ceiling wall between each unit.

##### Exclude:

- historical restoration projects.

##### b) Multi-family residential projects

Architectural services provided for multi-family residential building projects.

##### Include:

- the design of apartment blocks.

##### Exclude:

- the design of nursing homes and similar residential health care building projects;
- the design of hotels, resorts and similar temporary overnight accommodation building projects;

- historical restoration projects.

**c) Office building projects**

Architectural services for all types of office buildings, including those for public and institutional clients.

**Include:**

- office parks.

**Exclude:**

- historical restoration projects.

**d) Retail and restaurant projects**

Architectural services for stores, restaurants and similar buildings.

**Include:**

- shopping centres;
- retail stores;
- restaurants;
- gas stations.

**Exclude:**

- historical restoration projects.

**e) Hotel and convention centre projects**

Architectural services for buildings providing temporary overnight accommodations.

**Include:**

- hotels;
- motels;
- resorts;
- convention centres.

**Exclude:**

- historical restoration projects.

**f) Health care projects (e.g., hospitals, nursing homes and similar projects)**

Architectural services for buildings used in providing health care.

**Include:**

- active care hospitals and clinics;
- nursing homes;
- respite care centres.

**Exclude:**

- historical restoration projects.

**g) Entertainment, recreational, and cultural building projects**

Architectural services for entertainment, recreational and cultural building projects.

**Include:**

- cinemas and theatres;
- museums;
- zoos;
- aquariums;
- health clubs;
- swimming pools;
- stadiums and arenas;
- community centres;
- monuments.

**Exclude:**

- historical restoration projects.

**h) Educational building projects (e.g., schools, colleges, universities)**

Architectural services for educational buildings.

**Include:**

- elementary, secondary and postsecondary projects;
- school and college instructional buildings;
- college dormitories and other buildings on college campuses;
- daycare centres.

**Exclude:**

- historical restoration projects.

**i) Industrial building projects**

Architectural services for industrial buildings.

**Include:**

- mine buildings;
- manufacturing plants and similar processing and assembly buildings.

**Exclude:**

- warehouses;
- historical restoration projects.

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**j) Transportation and distribution facility projects**

Architectural services for transportation and distribution facility projects. These buildings include those involved in the movement of goods and people and the storage of goods.

**Include:**

- bus stations;
- train stations;
- airport terminals;
- warehouses;
- distribution centres;
- truck terminals.

**Exclude:**

- historical restoration projects.

**k) Other non-residential building projects (e.g., churches, prisons)**

Other specialized non-residential public building projects.

**Include:**

- churches;
- prisons;
- religious building projects;
- military building projects.

**Exclude:**

- historical restoration projects.

**l) Historical restoration projects**

Architectural services that incorporate legal requirements to preserve or restore the historic character of a building.

**m) Architectural advisory services**

The provision of advice, studies and reports on architectural matters, except when the advice relates to a specific project. Advice, studies and reports provided in conjunction with a project are classified based on the project type.

**2. Landscape architectural services**

Landscape architectural services are concerned with the design of built landscape.

**Include:**

- landscape architectural services for a design-build project provided on a sub-contract basis;

- the provision of designs and construction documents;
- plans, studies and other advisory services related to specific projects;
- construction contract administration services.

**Exclude:**

- non-landscape architectural products related to building projects, provided on a stand-alone basis (e.g., construction management services, engineering design services, and drafting services);
- design-build contracts, in which you assume the construction risk as well as the design risk.

**3. Urban planning services**

Urban planning services develop plans for the use of land to achieve a community's objectives for a built and natural environment that is aesthetically pleasing, efficient and functional. Urban plans express public policies related to land use and development, as outlined by municipalities or other levels of governments. They provide a framework within which the plans for actual projects can be developed.

**Exclude:**

- the design of site master plans for actual construction projects.

**4. Project site master planning services**

Services that provide plans for a construction site with the proposed location of buildings, roads, parking lots and other features.

**Exclude:**

- urban planning services.

**5. Interior design services**

Business activities related to the planning, designing and administering of projects in interior spaces to meet the physical and aesthetic needs of people, taking into consideration building codes, health and safety regulations, traffic patterns and floor planning, mechanical and electrical needs, and interior fittings and furniture.

**Exclude:**

- retail or wholesale locations that also provide interior design or decorating as a service.

**6. Engineering services**

The application of physical laws and principles in the design, development, and utilization of machines, materials, instruments, structures, processes, and systems.

**Include:**

- the provision of designs, plans, and studies related to engineering projects;

- engineering design services for a design-build project that are provided on a subcontract basis.

## 7. Other

All other architectural and landscape architectural services not defined above.

## 8. Total sales

The sum of questions 1 to 7 above.

### Sales by type of revenue

Please indicate if you are reporting in **either** Canadian dollars **or** percentage of total sales by ticking the appropriate box.

#### 1. Fee income

Revenues collected by the company for professional service fees rendered.

##### Exclude:

- reimbursable expenses;
- sub-contract fees awarded to other companies.

#### 2. Sub-contracts

Please report value of the sub-contracts awarded by you to other firms/consultants.

#### 3. Reimbursables

##### Include:

- the cost of all contract-related materials used in a project that are billed to the client.

##### Exclude:

- sub-contract fees.

#### 5. Total sales

The sum of questions 1 to 4 above.

## G - Personnel

To fully measure the contribution of all human capital in this industry, we require information on the number of partners and proprietors as well as the number and classification of workers.

#### 1. Number of partners and proprietors, non-salaried (if salaried, report at question 2 below)

For unincorporated businesses, please report the number of partners and proprietors for whom earnings will be the net income of the partnership or proprietorship.

## 2. Paid employees

### a) Average number of paid employees during the reporting period

To calculate the average number employed, add the number of employees in the last pay period of each month of the reporting period and divide this sum by the number of months (usually 12).

##### Exclude:

- partners and proprietors, non-salaried reported at question 1 above.

### b) Percentage of paid employees (from question 2a) who worked full time

Full-time employment consists of persons who usually work 30 hours or more per week. Please specify the percentage of paid employees who have been working full time by rounding the percentage to the nearest whole number.

#### 3. Number of contract workers for whom you did not issue a T4, such as freelancers and casual workers (estimates are acceptable)

Contract workers are not employees, but workers contracted to perform a specific task or project in your organization for a specific duration, such as self-employed persons, freelancers and casual workers. These workers are not issued a T4 information slip. Please report the number of contract workers employed by your organization during the fiscal year.

#### 4. Number of volunteers during the reporting period (estimates are acceptable)

Please report the number of unpaid workers employed by your organization during the fiscal year.

#### 5. Number of hours worked by all volunteers during the reporting period (estimates are acceptable)

Please report the number of hours recorded by your organization for the work performed by volunteers during the fiscal year.

## H - Sales by type of client

This section is designed to measure which sector of the economy purchases your services.

Please provide a percentage breakdown of your sales by type of client.

Please ensure that the sum of percentages reported in this section equals 100%.

### 1. Clients in Canada

#### a) Businesses

Percentage of sales sold to the business sector should be reported here.

**Include:**

- sales to Crown corporations.

#### b) Individuals and households

Please report the percentage of sales to individuals and households who do not represent the business or government sector.

#### c) Governments, not-for-profit organizations and public institutions (e.g., hospitals, schools)

Percentage of sales to federal, provincial, territorial and municipal governments should be reported here.

**Include:**

- sales to hospitals, schools, universities and public utilities.

### 2. Clients outside Canada

Please report the share of total sales to customers or clients located outside Canada including foreign businesses, foreign individuals, foreign institutions and/or governments.

**Include:**

- sales to foreign subsidiaries and affiliates.

## I - Sales by client location

Please provide a percentage estimate of your total sales (first point of sale) by client location.

Please ensure that the sum of percentages reported in this section equals 100%.

The percentage in question 14 must equal question 2 in section H.

## J - International transactions

This section is intended to measure the value of international transactions on goods, services, and royalties and licences fees. It covers **imported services and goods** purchased outside Canada as well as the value of **exported services and goods** to clients/customers outside Canada. Please report also royalties, rights, licensing and franchise fees paid to and/or received from outside Canada. Services cover a variety of industrial, professional, trade and business services.

## General information

### Survey purpose

Statistics Canada conducts this survey to obtain detailed and accurate data on this industry, which is recognised as being an important contributor to the Canadian economy. Your responses are critically important to produce reliable statistics used by businesses, non-profit organizations and all levels of government to make informed decisions in many areas.

The information from this survey can be used by your business to benchmark your performance against an industry standard, to plan marketing strategies or to prepare business plans for investors. Governments use the data to develop national and regional economic policies and to develop programs to promote domestic and international competitiveness. The data are also used by trade associations, business analysts and investors to study the economic performance and characteristics of your industry.

### Data-sharing agreements

To avoid duplicating surveys and to ensure more uniform statistics, Statistics Canada has entered into data-sharing agreements with many provincial and territorial statistical agencies.

The objective of these data-sharing agreements is to share data from some surveys for those business establishments operating within their respective jurisdictions. **These agreements require that the shared data be used only for statistical purposes and be kept confidential.** Survey participants are always informed at the time of collection if a sharing agreement applies to a particular survey.

There are two types of data-sharing agreements that exist under the *Statistics Act*.

**Agreements under Section 11** of the *Statistics Act* allow the sharing of information from the Unified Enterprise Survey program with the statistical agencies of Newfoundland and Labrador, Nova Scotia, New Brunswick, Quebec, Ontario, Manitoba, Saskatchewan, Alberta, British Columbia and Yukon. These statistical agencies have been

established under provincial and territorial legislation authorizing them to collect this information on their own or jointly with Statistics Canada. Their legislation also provides the same confidentiality protection and outlines similar penalties for disclosure of confidential information as the federal *Statistics Act*.

**Agreements under Section 12** of the *Statistics Act* allow the sharing of information from the Unified Enterprise Survey program with the statistical agencies of Prince Edward Island, the Northwest Territories and Nunavut. All these Section 12 agreements require that the information be kept strictly confidential.

Under Section 12, you may refuse to share your information with any of these agencies by writing a letter of objection to the Chief Statistician of Canada and returning it with your completed questionnaire. Please specify those agencies from which data shall be withheld.

**Please note that Statistics Canada does not share any individual survey information with the Canada Revenue Agency.**

For more information about these data-sharing agreements, please contact Statistics Canada at **1-888-881-3666** or visit our website at **[www.statcan.ca](http://www.statcan.ca)**.

**Thank you!**

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