



Services Division

Annual Survey of Architectural Services, 1998

Confidential when completed

Français au verso

Authority

The survey is conducted under the authority of the Statistics Act, Revised Statutes of Canada, 1985, chapter S19.

In all correspondence concerning this questionnaire please quote this nine digit reference number.



Please revise name and/or address if required



Legal name (please print)

Operating (trading) name
(if different from address label or legal name)

Business address (if different from address label)

Please read carefully before completing the questionnaire

Coverage

This survey is being collected from businesses at the establishment level of organization. For this purpose, an "establishment" is defined as the lowest level of the firm for which separate records are kept for such details as revenue, expenses and employment.

"Single-establishment" firms should report data for all their activities on this report.

Other firms (generally those which are larger and more diverse) will have more complex organizational structures and record-keeping needs, and therefore may have more than one establishment. For this survey, such firms should report data for only their establishments whose principal business activity is in the architectural services industry (see Section 2). It may be that these establishments engage in sideline activities outside the architectural services industry; their data (e.g. revenue, expenses, employment, etc.) relating to those activities should also be reported on this form.

This report should **exclude** the revenue of your separately incorporated subsidiaries or foreign branches, but should **include** your portion of the revenue and expenses of unincorporated joint ventures in which you are involved. Please report all amounts in **Canadian dollars**.

Survey Objective

The survey objective is the collection and publication of data necessary for the statistical analysis of the architectural services industry. The information from the survey can be used by businesses and trade associations for market analysis and assessment of industry performance, operating characteristics and trends, by government to develop national and regional economic policies, by other users involved in research or policy making and by Statistics Canada for maintaining important data input to the preparation of the Canadian System of National Accounts. The results of this survey will be published in the Statistics Canada publication entitled "Architectural, Engineering and Scientific Services in Canada" (Cat. No. 63-234-XPB).

Confidentiality

Statistics Canada is prohibited by law from publishing any statistics which would divulge information relating 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.

Questions?

If you have any questions regarding this survey or require assistance in completing the questionnaire, please call us collect.

**Operations and Integration Division
Telephone (1-800-916-9316)
Fax (1-613-951-4566); Toll-free Fax (1-888-605-2493)**

Please quote the nine digit reference number appearing below the arrow on the address label.

Duplicate Questionnaires

If you receive more than one copy of this questionnaire for the same business, please complete the one that is correctly labelled and return it with the duplicate(s), writing "DUPLICATE" on the relevant form(s).

Return Procedure

Please return the completed questionnaire within 30 days of receipt using the enclosed postage-paid envelope to:

**Operations and Integration Division, Statistics Canada
2nd floor, Jean Talon Bldg.
Ottawa, Ontario, Canada K1A 0T6**

If you are unable to do so, please inform us of the expected completion date.

For Office Use Only

Status Code

Clerk

5-3300-17: 1998-12-16 STC/SER-425-60133



Statistics Canada
Statistique Canada

Canada

Please report for your 1998 fiscal year, as reported in section 4, on page 2.

5. Revenues

Please exclude GST and all other taxes collected for remittance to a government agency.

A. Total Revenue

	Dollars (omit cents)
a) Fee Income (total revenue generated on a fee basis for billable contracts; exclude reimbursable expenses and sub-consultant fees)	301
b) Reimbursable sub-consultant fees (exclude fees paid to architects hired on contract)	302
c) Other reimbursable expenses (all contract-related expenses recoverable from the client; exclude sub-consultant fees)	303
d) Other operating revenue (please specify)	304
e) Total operating revenue	305
f) Non-operating revenue	306
g) Total Revenue (sum of Boxes 305 and 306)	307

B. Revenue by type of service

Please provide careful estimates of the fee income (Box 301) generated by the following services:

	Dollars (omit cents)
a) Full service, e.g., design, construction drawings, site supervision	311
b) Programming	312
c) Interior design	313
d) Landscape architecture	314
e) Urban planning	315
f) Environmental studies	316
g) Other (please specify)	317
h) Total (should equal Box 301)	318

C. Revenue by type of project

Please estimate the percentage of full service income (Box 311) generated by the following types of project:

	Percentage of Box 311
Institutional	321
a) Health care	
b) Education	322
c) Penal	323
d) Other institutional (eg, municipal buildings)	324
Commercial	326
e) Hotels, restaurants, convention centres	
f) Office buildings	327
g) Retail	328
h) Mixed use	329
i) Other commercial	330
Leisure Facilities	331
j) Sports facilities	
k) Cultural facilities	332
l) Other leisure facilities	333
Residential	334
m) Single family dwellings	
n) Multi family dwellings	335
o) Other residential	336

Other

	Percentage of Box 311
p) Industrial	337
q) Other (please specify)	338
r) Total	100%

D. Foreign Market Revenue

	Dollars (omit cents)
a) Of the Fee income reported in Box 301 (Question 5A), how much was generated outside Canada? (The location of the recipient of the service should be used to designate foreign projects. Exclude revenues earned by your foreign subsidiaries)	500
b) What percentage of Foreign Revenues (Box 500) was performed for government?	501

E. Miscellaneous

	Dollars (omit cents)
a) Please report the total construction contract value for all projects included above	345
b) Estimate the percentage of full service income (Box 311) derived from renovation projects	346

6. Expenditures

- Please include GST except the portion which is refundable by government
- Do not include capital expenditures.

A. Project Related Expenses

	Dollars (omit cents)
a) Direct project-related salaries and wages paid to employees for whom you issued a T4 supplementary form; include vacation pay, bonuses and commissions	350
b) Telephone, telex, facsimile, photocopies, printing, travel, etc.	361
c) Sub-consultant fees paid to architects (exclude fees paid to architects on contract)	362
d) Other sub-consultant fees	363
e) Other reimbursables	364
f) Project related non-reimbursables	365
g) Total project related expenses (sum of items (a) to (f))	396

B. General and Administrative Expenses

h) General and administrative salaries and wages paid to employees for whom you issued a T4 supplementary form; include vacation pay, bonuses and commissions	380
i) Employee benefits paid for all employees for whom you issued a T4 supplementary form; include employer's contributions to pension, medical/life, employment insurance and workers' compensation plans	351
j) Occupancy costs (i.e. rent and/or lease payments for land and buildings; heat, power and water; business and property taxes; depreciation on buildings)	352
k) Purchased legal, accounting, auditing, management and other services	355
l) Professional liability insurance	356
m) All other general and administrative expenses	398
n) Total general and administrative expenses (sum of items (h) to (m))	397

C. Total Operating Expenses (sum of items (g) and (n))

	399
--	-----



7. Employment

A. For the following categories, please report the average number of persons employed during the reporting period:	Number
	150
a) Working proprietors and/or Partners of Unincorporated Businesses	151
b) Full-time Employees Regular employees who worked the standard work week as observed by the business	152
c) Part-time Employees Those who worked fewer than the standard work week hours observed by the business	153
d) Contract Workers Those who were engaged only for the duration of a specific project or term (exclude sub-consultants)	154
e) Total	

B. Please indicate how this total (Box 154) breaks down into the following categories:	Number
	155
a) <u>Architects – Registered</u>	156
b) <u>Architects – Other</u>	157
c) <u>Engineers</u>	158
d) <u>Landscape architects</u>	159
e) <u>Urban planners</u>	160
f) <u>Interior designers</u>	161
g) <u>Other professional and technical staff</u>	162
h) <u>Administrative, clerical and support staff</u>	163
i) <u>Other (please specify)</u>	

8. Provincial Distribution

a) Please report the number of permanent business locations operated in Canada during the reporting period. (Include warehouses, head offices, research facilities and trading locations.)	Number
	024
b) Do you have permanent business locations in more than one province ?	
<input checked="" type="checkbox"/> 300	1 <input type="radio"/> No – Please go to Section 9
	2 <input type="radio"/> Yes – Please complete 8 (c)
↓	

c) Please report the number of permanent business locations and total revenue, by province.

Province	Locations (Number)	Total Revenue \$ (omit cents)
Nfld.	601	614
P.E.I.	602	615
N.S.	603	616
N.B.	604	617
Que.	605	618
Ont.	606	619
Man.	607	620
Sask.	608	621
Alta.	609	622
B.C.	610	623
Nunavut	666	667
N.W.T. (without Nunavut)	611	624
Yukon Territory	612	625
Total	613	626

Should equal Item 8 (a)	Should equal Box 307 in Section 5A
----------------------------	---------------------------------------

9. Trade Patterns: Sales Within Province/Territory, Inter-provincial and International Exports

- (1) Businesses with locations in only one province or territory, please complete the vertical column in the table below that represents the province or territory of your business location(s); list the percentage of total revenue (as reported in **Section 5A, Box 307**), generated by clients from the applicable geographic regions listed in the horizontal table rows. Remember to include the share of revenue from sales to clients within the same province or territory as the business location and check that the vertical column percentages add to 100.
- (2) Businesses located in more than one province/territory, please complete **a separate vertical column for each province/territory for which you have reported revenue in Section 8**. Distribute the revenue earned by your locations in each province/territory according to the geographic residence of your locations' clients.

If you do not keep records of the information, your best estimate is acceptable.

Client Residence ▼	Your Business Location(s)													
	Nfld. %	P.E.I. %	N.S. %	N.B. %	Que. %	Ont. %	Man. %	Sask. %	Alta. %	B.C. %	Nvt %	N.W.T. (without Nvt) %	Yukon %	
Newfoundland														
Prince Edward Island														
Nova Scotia														
New Brunswick														
Quebec														
Ontario														
Manitoba														
Saskatchewan														
Alberta														
British Columbia														
Nunavut														
Northwest Territories (without Nunavut)														
Yukon Territory														
Foreign														
Total	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	

Each column completed must add up to 100 %.

10. Certification

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

Signature of authorized person

Title

Name of person to contact for further information (please print)

- Mr. Mrs.
 Miss Ms.

Title

Date	Day	Month	Year	Area code	Telephone number	Ext.	Fax

How long did you spend collecting the data and completing this form?

hours

