



Survey of Heritage Institutions, 1999-2000

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



Correct mailing address label if necessary. (PLEASE PRINT)		
810	Official name of institution	
811	Popular name of institution	
812	Street	
813	City	
814	Province	Postal Code
	816	

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 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, an agreement for the exchange of data has been made with the Institut de la statistique du Québec in accordance with Section 11 of the *Statistics Act*. For establishments and/or business locations operated in Québec the agreements authorize Statistics Canada to forward a record of the data collected in this survey to the Institut de la statistique du Québec. In Québec, the law regarding statistics includes the same provisions for confidentiality and penalties for disclosure of information as the federal *Statistics Act*.

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

PLEASE READ BEFORE COMPLETING THE QUESTIONNAIRE

Return Procedure - Please return the questionnaire within 30 days of receipt using the postage paid envelope, and retain 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 require assistance in the completion of this questionnaire or have any questions regarding the survey, please contact the Operations and Integration Division of Statistics Canada, toll free 1-877-540-3973. Please quote the name of the survey.

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

- For the purpose of this survey, nature parks and conservation areas are included under the title "Heritage Institutions".
- 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



A. REPORTING PERIOD

1. Please enter the date which marked the close of the last complete financial year ending any time between **April 1, 1999 and March 31, 2000 inclusive**. Your reporting period for all further questions should be 12 months ending with this date, if not, please indicate the number of months.

Day Month Year This report covers
 months

B. ELIGIBILITY TO REPORT

2. a) Did this institution operate **primarily for the purpose of making a profit?** (If heritage represents only one portion of the activities of the organization, then this question applies only to that portion.) For the purposes of this survey, Federal, provincial, municipal and other government heritage institutions which are required to stand on their own or meet certain revenue target or whose activities have been outsourced or contracted out to private companies are not considered as profit making institutions. They should respond "No" to this question.

- 020** 1 Yes ➤ **Do not proceed. Thank you for your cooperation. Please return this questionnaire.**
 3 No ➤ **Nature parks, go to question 2b). All others go to question 3.**

b) During the reporting period, did the **nature park operate for recreational purposes only**, that is, without interpretation or educational programs?

- 025** 1 Yes ➤ **Do not proceed. Thank you for your cooperation. Please return this questionnaire.**
 3 No ➤ **Go to question 3.**

C. BACKGROUND INFORMATION

3. a) Please indicate the institution's **primary heritage function**. (CHECK ONE ONLY)

- 040** 01 Museum (including art gallery) ➤ **Go to question 3b)**
 02 Nature park or conservation area ➤ **Go to question 3c)**
 03 Historic site, building, park, or community ➤ **Go to question 3b)**
 04 Archives
 05 Exhibition centre
 06 Planetarium
 07 Observatory
 08 Aquarium
 09 Zoo
 10 Botanical garden, arboretum, or Conservatory
 18 Other *(please specify)* _____ **042**

b) Please indicate the type of the museum, historic site, building, park or community. (CHECK ONE ONLY)

- 045** 21 Multidisciplinary
 22 Contemporary, fine or decorative arts
 23 Community (local interest)
 24 Fort or military
 25 Maritime or marine
 26 Human history, archaeology, anthropology, or ethnology
 27 Science and technology
 28 Natural history or natural science
 29 Sports or hall of fame
 30 Transportation
 38 Other *(please specify)* _____ **046**

c) Please indicate the type of the nature park or conservation area. (CHECK ONE ONLY)

- 047** 41 Wilderness area
 42 Natural environment or recreation area
 43 Specialized outdoor recreation area
 44 Parkway or highway area
 45 Other land bank, park, or recreation reserve
 46 Other unique natural area or monument
 48 Other *(please specify)* _____ **049**

4. Please indicate if this institution/park has **additional or secondary heritage functions**. If this institution/park has more than one heritage function or site location, include those functions in all further questions. (CHECK ALL THAT APPLY)

- 060** 1 Museum (excluding art gallery) **065** 1 Planetarium
 070 1 Art gallery (contemporary, fine or decorative arts) **066** 1 Observatory
 061 1 Nature park or conservation area **067** 1 Aquarium
 062 1 Historic site, building, park, or community **068** 1 Zoo
 063 1 Archives **069** 1 Botanical garden, arboretum or conservatory
 064 1 Exhibition centre **078** 1 Other *(please specify)* _____ **079**

5. Please indicate the governing authority of the institution/park. Check boxes 01, 02, or 06 only if the institution reports to a specific government department, is a government agency or is a crown corporation. This question is not asking who provides the major source of funding but rather to whom the institution reports. (CHECK ONE ONLY)

- 080** 01 Federal Government -- please specify (federal department/agency/crown corporation) _____
 02 Provincial Government -- please specify (provincial department/agency/crown corporation) _____
 06 Municipal Government (includes regional/county government)
 07 Educational Organization (includes all elementary, secondary and post-secondary level institutions)
 08 Religious Organization
 18 Other *(please specify)* _____ **088**

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 1999 inclusive **120**

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

If your financial year ends between **May 1 and September 30, 1999**, please estimate by following this example -- If your financial year ends on June 30, 1999

In question **8ai)** add the number of visitors from May 1 to June 30, 1999 to the number of visitors from July 1 to September 30, 1998.

In question **8aii)** enter the number of visitors from October 1, 1998 to April 30, 1999.

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 include visits made by researchers in question 8c.)

i) total number of visits during the months of May to September 1999 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/don't know

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/don't know

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** such as a "Friends of" association or a cooperating association program during the reporting period?

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

3 No

F. REVENUE

11. Please enter the **operating and capital revenue** (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			310		
302			312		
303			313		
304			314		
305			315		
308			318		
309			319		

TOTAL OF FEDERAL GOVERNMENT SOURCES

b) Provincial government sources: (please specify)

338

339			349		
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c) Municipal or regional sources: (please specify)

358

359			369		
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d) Other government sources: (please specify)

368

370			371		
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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			390		
381			391		
382			392		
383			393		
385			395		
384			394		
386			396		
410			430		
388			398		

TOTAL OF INSTITUTIONAL/CORPORATE SOURCES

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			431		
412			432		
413			433		
418			438		
420			440		

TOTAL OF EARNED REVENUES

TOTAL REVENUE
(Sum of boxes 309+339+359+370+388+420 and
319+349+369+371+398+440)

448			449		
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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
- 601

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. EXPENDITURES

13. Please enter the **operating expenditures**, for the reporting period indicated in question 1. **INCLUDE THE NON-REFUNDABLE GST** in each expenditure 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 expenditures (including cost of merchandise bought for resale, if applicable)
- TOTAL OF OPERATING EXPENDITURES**

Dollars (omit cents)	
460	
461	
468	
469	

14. Of the total operating expenditures 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 expenditures, for the reporting period indicated in question 1. **INCLUDE THE NON-REFUNDABLE GST** in each expenditure 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 expenditures (please specify)
- TOTAL OF CAPITAL EXPENDITURES**

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.)

- 1 Yes
 3 No ➔ **Go to question 18**

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

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

J. USE OF TECHNOLOGY AND MULTI-MEDIA

18. a) Does the institution use any of the following technology for **planning and/or management purposes:**
(CHECK ALL THAT APPLY)

- 500 1 computer assisted exhibition layout floor planning
- 501 1 computer assisted collections management
- 502 1 other (please specify) _____ 505

b) Does the institution use any of the following technology for **information and/or product dissemination to the public:**
(CHECK ALL THAT APPLY)

- 510 1 website or homepage on the Internet ➤ please provide the Internet address (URL) _____ 829
- 511 1 products on diskette or CD-ROM
- 512 1 interactive service/information computer terminal
- 513 1 other (please specify) _____ 515

19. Please report your nine digit GST registered account number (BN no.)

GST Number

520	R								
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K. CONTACT INFORMATION AND PHYSICAL ADDRESS OF THE INSTITUTION

Please give the name, phone number, FAX and e-mail address of the person to be contacted if further clarification is necessary. (PLEASE PRINT)		If different from the MAILING address on the mailing label, please give the address of the physical location of the institution. If this institution has more than one site, please give the MAIN physical location address. (PLEASE PRINT)	
824	Name	831	Street
825	Title	832	City
826	Phone number () -	833	Province
827	FAX number () -	834	Postal code
828	E-mail		

L. YOUR COMMENTS ARE APPRECIATED



THANK YOU FOR YOUR COOPERATION