

Services Division

Annual Survey of Architectural Services, 1998

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



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.

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)

Rease 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



1.	Ε	nterprise Details
	a)	Is the sole purpose of this firm to provide supporting services solely to an affiliated company or professional practice (for example, office administration, payroll services, etc.)? If YES, please name your
		affiliated corporation or name the professional practice 026
	b)	Please enter your nine-digit GST Registered Account Number. 031 R
2.	В	usiness Activity
1		Please describe the nature of your firm's business activity in 1998:
	b)	Is this a change from the previous year?
	c)	Please check (✓) below the one industry which most accurately describes If yes, please provide setails in the "Comments" section on page 6.
	·	your firm's principal source of operating revenue.
		541310 Architectural Services – establishment primarily engaged in planning, designing and administering the construction of residential, institutional, leisure, commercial and industrial buildings and other structures by applying
		knowledge of design, construction procedures,
		zoning regulations, building codes and building materials. (Excludes establishments that both
		design and construct buildings, highways or
		construction projects)
3.	F	Form of Organization
	a)	Please check (✓) below the legal status of this business.
		1 O Incorporated Unincorporated-limited partnership
		² O Unincorporated-individual proprietorship
		³ Unincorporated-partnership 5 Other (please specify)
	b)	If you are a partnership, please provide the name of the partners
		Or If this question is discarded to provide
		033 Or If this question is directed at a partner, please provide the name of the partnership
	c)	Is this business a joint venture?
		1 Yes (please provide names of partners / venturers)
		2 No
	d)	Is this business affiliated with a chain or a franchise group?
		030 1 Yes (please provide name)
		2 NA
Δ	P	Penorting Period
4.		ease report for the calendar year 1998 or for your most no. of months ending
	re	cent fiscal year ending no later than March 31, 1999. This report covers
	Pe	eriod of Operation If you did not operate this business for a full year, please check (✓) the reason below:
	2	1 Seasonal operation 5 Ceased operation (please specify)
		² New business in 1998
		³ Change of fiscal year end ⁶ Temporarily closed (<i>please specify</i>)
		4 Change of ownership (<i>please provide</i> name and address of the other owner)
		name and address of the other owner)
		Effective date of change

Pleas	se report for your 1998 fiscal year, as	reported in se	ectio	on	4, on page 2.	
	evenues	,				Percentage
	ase exclude GST and all other taxes collected for	remittance to	Ot	the	r	of Box 311
_	overnment agency. al Revenue	Dollars		p)	Industrial	
	Fee Income (total revenue generated on a fee	(omit cents)		q)	Other (please specify)	338
	basis for billable contracts; exclude reimbursable expenses and sub-consultant	301				
	fees)			r۱	Total	100%
	Reimbursable sub-consultant fees (exclude fees paid to architects hired on	302		r)	Total	
	contract)		D.	Fo	oreign Market Revenue	Dollars (omit cents)
ĺ	Other reimbursable expenses (all contract- related expenses recoverable from the client; exclude sub-consultant fees)	303		a)	Of the Fee income reported in Box 301 (Question 5A), how much was generated	500
	Other operating revenue	304			outside Canada? (The location of the recipient of the service should be used to designate	
	(please specify)				foreign projects. Exclude revenues earned by your foreign subsidiaries)	
-\	Total an austin management	305				Percentage
'	Total operating revenue	306		b)	What percentage of Foreign Revenues (Box 500) was performed for government?)	501
l ′.	Non-operating revenue Total Revenue	307				Dollars
g)	(sum of Boxes 305 and 306)		E.		iscellaneous	(omit cents)
	venue by type of service			a)	Please report the total construction contract value for all projects (noluded) above	345
inc	ase provide careful estimates of the fee ome (Box 301) generated by the following	Dollars (omit cents)				Percentage
ser a)	vices: Full service, e.g., design, construction drawings,	,		b)	Estimate the percentage of full service income	346
ĺ	site supervision			-,	(Box 311) derived from renovation projects	
b)	Programming	312	6.	E	xpenditures	
c)	Interior design	313			Please include GST except the portion which is regovernment.	efundable by
d)	Landscape architecture	314			Do not include capital expenditures.	
'	Urban planning	315		$\stackrel{\sim}{\sim}$	<u></u>	Dollars (omit cents)
	, ,	316			oject Related Expenses / Direct project-related salaries and wages paid	350
f)	Environmental studies	317		(a)	to employees for whom you issued a T4	
g)	Other <i>(please specify)</i>		\vee		supplementary form; include vacation pay, bonuses and commissions	
		318		b)	Telephone, telex, facsimile, photocopies,	361
h)	Total (should equal Box 301)	316			printing, travel, etc.	362
	venue by type of project	$\bigcirc)$		c)	Sub-consultant fees paid to architects	002
	ase estimate the percentage of full service one (Box 311) generated by the following types	Percentage of Box 311			(exclude fees paid to architects on contract)	363
	project:	321		d)	Other sub-consultant fees	
	Health care			e)	Other reimbursables	364
,	Education	322		f)	Project related non-reimbursables	365
,		323		g)		396
,	Penal	324			(sum of items (a) to (f))	
-	Other institutional (eg municipal buildings)	326	B.		eneral and Administrative Expenses General and administrative salaries and wages	380
Comm	/	520		11)	paid to employees for whom you issued a T4	
,	Hotels, restaurants, convention centres	327			supplementary form; include vacation pay, bonuses and commissions	
f)	Office buildings			i)	Employee benefits paid for all employees for	351
g)	Retail	328			whom you issued a T4 supplementary form; include employer's contributions to pension,	
h)	Mixed use	329			medical/life, employment insurance and workers' compensation plans	
i)	Other commercial	330		j)	Occupancy costs (i.e. rent and/or lease	352
Leisur	e Facilities	331			payments for land and buildings; heat, power and water; business and property taxes;	
j)	Sports facilities				depreciation on buildings)	
k)	Cultural facilities	332		k)	Purchased legal, accounting, auditing, management and other services	355
I)	Other leisure facilities	333		1)	Professional liability insurance	356
Reside	ential	334		,	•	398
_	Single family dwellings) All other general and administrative expenses Total general and administrative expenses	397
n)	Multi family dwellings	335		11)	(sum of items (h) to (m))	
,	, ,	336	C.		otal Operating Expenses	399
0)	Other residential			(S	um of items (g) and (n))	

7.	En	npl	oyment		8. Provincial Distribution								
		avei	the following categories, please report the rage number of persons employed during reporting period:	Number	a)	business lo	cations operate	per of permanent d in Canada during	Number 024				
		a) V	Norking proprietors and/or Partners of Unincorporated Businesses	150		head office locations.)	es, research fa	clude warehouses, cilities and trading					
		F	Full-time Employees Regular employees who worked the standard work week as observed by he business	151	b)	more than	one province?	siness locations in					
		T t	Part-time Employees Those who worked fewer than he standard work week hours observed by the business	152				ease go to Section 9 ease complete 8 <i>(c)</i>					
	,	ĺ T	Contract Workers Those who were engaged only for the duration of a specific project or term (exclude sub-consultants)	153	c)	Please repo	ort the number ovenue, by provin	of permanent businessince.					
	,	e) 1	Total	154		Province	(Number)	\$ (omit cents					
ı	В.	Plea dow	ase indicate how this total (Box 154) breaks in into the following categories:	Number		Nfld.	602	e15					
	i	a) <i>E</i>	Architects – Registered	156		P.E.I.	603	616					
		, -	Architects – Other	157		M.S.	604	617					
		· -	Engineers Landscape architects	158		N.B.	605	618					
	,	e) l	Jrban planners	159	\triangleright	Que.	606	619					
	1	f) <u>l</u> ı	nterior designers	160		Ont.	607	620					
	!	g) (Other professional and technical staff	162		Man.	608	621					
			Administrative, clerical and support staff Other (please specify)	163		Sask.	609	622					
						Alta.	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 equ Box 307 in Sect	ıal ion 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.

	Your Business Location(s)												
Client Residence ▼	Nfld. %	P.E.I.	N.S. %	N.B. %	Que.	Ont.	Man. %	Sask.	Alta.	B.C.	Nvt %	N.W.T. (without Nvt) %	Yukor %
Newfoundland												\	
Prince Edward Island													
Nova Scotia													
New Brunswick													
Quebec													
Ontario						├							
Manitoba						\(\frac{1}{\sigma}\)							
Saskatchewan						(0)	<i>></i>						
Alberta					1	>							
British Columbia					\rightarrow								
Nunavut Northwest Territories			(5)										
(without Nunavut)													
Yukon Territory													
Foreign /	(,(
Total	100%	100%	100%	1	100%	l	l	L		L	100%	100%	100%
					column								
Certification		that the ir	nformation	n contain	ed herein	is compl	ete and c	1	the best o	of my kno	wledge.		
ture of authorized perso	on							Title					
e of person to contact for.	r further	information	on <i>(pleas</i>	e print)				Title					
iss Ms.													
Day Month Year Area code				ode	Tele	Ext.			Fax				
						1				1		1	

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Comments	If more space is required please enclose a separate sheet.
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Federal-Provincial Agreement

In order to reduce response burden and to provide consistent statistics, agreements have been made with:

The Quebec Bureau of Statistics, the Manitoba Bureau of Statistics and BC STATS in accordance with Section 11 of the Statistics Act, Revised Statutes of Canada, 1985, Chapter S19. For establishments and/or business locations operated in Quebec, Manitoba and British Columbia, the agreements authorize Statistics Canada to forward a record of the data collected in this survey to the Quebec Bureau of Statistics, the Manitoba Bureau of Statistics and BC STATS, respectively. The Statistics Acts of these provinces includes the same provisions for confidentiality and penalties for disclosure of information as the federal Statistics Act.

The Alberta Bureau of Statistics, under Section 12 of the Statistics Act, for the exchange of information collected in this survey for establishments and/or business locations operated in Alberta. The Section 12 agreement to share information relating to the establishments and/or business locations shall not apply if you object in writing and mail your letter, together with the completed questionnaire, to Statistics Canada.

Note of Appreciation

Canada owes the success of its statistical system to a long-standing co-operation involving Statistics Canada, the citizens of Canada, its businesses, governments and other institutions. Accurate and timely statistical information could not be produced without their continued co-operation and goodwill.

Please make a copy of this completed questionnaire for your records.