

Canadian Patrimoine Heritage canadien





Government of Canada Survey of Heritage Institutions: 2011





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Introduction

The Department of Canadian Heritage is pleased to announce that it has conducted its first survey of heritage institutions. This survey builds on one conducted by Statistics Canada up until 2010.

This survey is conducted to provide aggregate data to governments and cultural associations in order to gain a better understanding of not-for-profit heritage institutions in Canada and to aid in the development of policies, and the conduct of programs.

More than 1260 institutions or 51% of the entire heritage sector responded to the survey (including 78% of the largest institutions with operating budgets of \$1 million or more), which collected data for the 2011 fiscal year. It is the largest sample to be measured in over 12 years.

The *Government of Canada Survey of Heritage Institutions* has captured more comprehensive data than ever. This includes data on a range of characteristics, including volunteer hours, number of artefacts, exhibitions, online visits, and research requests handled.

Note: Despite its high representativeness, data for 2011 should not be compared with previously published data for Heritage Institutions since significant changes were made to the survey methodology. Details about the surveys methodology can be found in the section entitled Data Sources, Methods and Definitions.

Highlights

Revenue and Expenditures

Revenues for all heritage institutions in Canada exceeded \$1.73 billion in 2011.

The three provinces that accounted for most of the industry's revenues were Ontario (43.9%), Quebec (25.2%) and Alberta (9.1%).

Unearned revenue accounted for 64.7% of revenue for all heritage institutions. In total, all three levels of government contributed over \$876 million, accounting for approximately 78% of all unearned revenue; philanthropy and donations made up 20%.

Heritage institutions reported earned revenues of more than \$612.8 million in 2011. Sales in goods and services, which include over-the-counter sales in gift shops, cafeterias, and other outlets, accounted for 37% of earned revenue, followed by admission at 20%.

Approximately 48% of heritage institutions charged admission fees in 2011. The average admission for an adult at those institutions was approximately \$7.00.

Expenditures for all heritage institutions totaled more than \$1.64 billion. Wages and compensation for paid staff made up almost half (42.8%) of all expenditures.

Heritage institutions posted a profit margin of 5.5% in 2011.

Employment

In 2011 volunteers at heritage institutions outnumbered paid staff by approximately three to one. Of the 128,000 workers in heritage institutions, approximately 96,000 were volunteers. The amount of time they donated this year (over 6,000,000 hours) contributed to huge savings for institutions. Museums had the most volunteers (49,046 volunteers), followed by historic sites (15,873 volunteers).

The remainder of the workforce boasts a paid staff of over 11,500 full time workers, more than 16,700 part time workers, and approximately 4,000 contract workers.

Attendance and Members

Visits to heritage institutions remain among favourite pastimes in Canada. Overall attendance to heritage institutions totalled almost 45 million visits in 2011, with museums (21.5 million visits) being the most popular of all heritage institution types surveyed.

There were over 137 million online visits to all heritage institutions (captured for the first time in the history of the survey). Archives received the most online traffic totaling over 50 million online visits, followed by museums with 44 million.

There were over 1.8 million heritage institution members throughout Canada who benefited from membership subscriptions.

Over 110,000 school groups attended heritage institutions all over the country, taking advantage of the various programs provided to them.

Artefacts, Exhibitions and Research Requests

The total number of artefacts, archival documents, works of art and specimens in Canada's heritage institutions for 2011 is estimated at approximately 294 million. Canadian archives played the biggest role in fostering the preservation of Canada's cultural heritage, housing the bulk of artifacts at 59%, followed by museums at 35% and historic sites at 3%.

Heritage institutions across Canada provided access to the numerous artefacts that they collect and preserve. They display these items of cultural, artistic, and scientific significance for the education of the public through the hosting of exhibitions. In 2011, heritage institutions offered over 17,000 permanent exhibitions. In addition, more than 7,000 exhibitions were newly created and over 2,000 travelling exhibitions were circulated.

Heritage institutions also hosted nearly 3,000 exhibitions online, making it easier than ever to discover Canada's history through virtual exhibits.

2011 saw heritage institutions receive over 572,000 research requests, with archives receiving the bulk of them, over 65%, followed by museums with 25% and historic sites with 6%.

National revenue and expenditure summary of heritage institutions, not-for-profit establishments, by institution type, Canada, 2011

Note: All figures are in thousands of dollars

	Art Galleries	Museums	Historic Sites	Archives	Zoos and Botanical Gardens	Total (Canada)
Unearned Revenues	\$274,126	\$447,565	\$61,234	\$193,914	\$149,848	\$1,126,686
Earned Revenues	\$87,195	\$251,565	\$41,653	\$11,083	\$221,304	\$612,800
Total Revenues	\$361,320	\$699,129	\$102,887	\$204,997	\$371,152	\$1,739,486
All Compensation Wages and Admin	\$127,543	\$267,885	\$43,914	\$124,556	\$139,551	\$703,448
Total Expenditures	\$365,302	\$659,813	\$100,243	\$202,157	\$315,465	\$1,642,979
Profit Margin (percent)	-1.10%	5.62%	2.57%	1.39%	15.00%	5.55%



National revenue and expenditure profile of heritage institutions, not-for-profit establishments, by institution type, Canada, 2011

Note: All figures are in thousands of dollars

	Art Galleries	Museums	Historic Sites	Archives	Zoos and Botanical Gardens	Total (Canada)
Unearned Revenues						
Federal Government	\$68,009	\$175,693	\$10,274	\$117,591	\$11,716	\$383,282
Provincial Government	\$86,984	\$135,570	\$16,897	\$24,166	\$45,994	\$309,610
Local Government	\$24,095	\$51,946	\$9,473	\$39,176	\$59,141	\$183,831
Donations Tax Receipted	\$64,870	\$39,088	\$13,214	\$6,718	\$21,027	\$144,916
Donations non Tax Receipted	\$6,207	\$28,644	\$7,880	\$4,083	\$4,760	\$51,573
Gifts from Other Charities	\$20,053	\$3,393	\$2,507	\$1,595	\$6,055	\$33,603
Interest Investment	\$3,907	\$13,231	\$991	\$586	\$1,156	\$19,871
Total Unearned Revenues	\$274,126	\$447,565	\$61,234	\$193,914	\$149,848	\$1,126,686
Earned Revenues						
Gross Income from Rental of Land/Facilities	\$3,534	\$10,980	\$6,147	\$1,064	\$7,517	\$29,242
Membership Fees	\$8,048	\$18,362	\$724	\$346	\$14,553	\$42,033
Admission Fees	\$5,361	\$67,903	\$2,280	\$243	\$47,694	\$123,481
Public Program Fees	\$3,161	\$6,272	\$370	\$36	\$2,259	\$12,098
Fundraising	\$7,971	\$20,272	\$2,642	\$985	\$40,305	\$72,175
Sales of Goods and Services / Merchandise	\$42,036	\$77,675	\$21,881	\$2,310	\$81,217	\$225,119
Other Earned Revenue	\$17,083	\$50,102	\$7,609	\$6,099	\$27,758	\$108,652
Total Earned Revenues	\$87,195	\$251,565	\$41,653	\$11,083	\$221,304	\$612,800
Total Revenues	\$361,320	\$699,129	\$102,887	\$204,997	\$371,152	\$1,739,486
Expenditures						
Advertising & Promotion	\$14,177	\$21,245	\$2,259	\$936	\$12,980	\$51,598
Travel & Vehicle	\$2,969	\$8,504	\$899	\$2,608	\$2,358	\$17,339
Interest Bank Charges	\$3,440	\$7,237	\$4,437	\$569	\$3,573	\$19,256
Office Supplies and Expenses	\$5,294	\$19,044	\$2,327	\$6,198	\$8,422	\$41,286
Occupancy Costs	\$32,465	\$66,051	\$7,742	\$10,093	\$17,551	\$133,903
Professional Consulting Fees	\$12,647	\$42,685	\$3,674	\$14,469	\$8,325	\$81,800
Training for Staff and Volunteers	\$764	\$2,244	\$96	\$231	\$621	\$3,956
All Compensation Wages and Admin	\$127,543	\$267,885	\$43,914	\$124,556	\$139,551	\$703,448
FMV of Donated Goods Used in Charitable Programs ¹	\$47,016	\$10,651	\$1,195	\$1,295	\$156	\$60,313
Total Cost of all Purchased Supplies	\$23,096	\$34,011	\$8,892	\$4,118	\$43,925	\$114,042
Amortization of Capital Assets	\$29,007	\$74,094	\$4,772	\$3,179	\$28,593	\$139,644
Expense for Research Grants Scholarships	\$1,360	\$7,114	\$77	\$87	\$514	\$9,152
Other Operating Expenses	\$65,523	\$99,046	\$19,960	\$33,819	\$48,895	\$267,243
Total Expenditures	\$365,302	\$659,813	\$100,243	\$202,157	\$315,465	\$1,642,979
Profit Margin (percent)	-1.10%	5.62%	2.57%	1.39%	15.00%	5.55%

1. FMV is an acronym for fair market value

<u>Table 3</u>

National industry characteristics profile of heritage institutions, not-for-profit establishments, by institution type, Canada, 2011

	Art Galleries	Museums	Historic Sites	Archives	Zoos and Botanical Gardens	Total (Canada)
Employment						
Full Time Employees	2,621	3,729	1,172	2,063	1,964	11,548
Part Time Employees	1,651	6,317	4,618	885	3,260	16,731
Contract Workers	1,186	1,759	783	131	146	4,005
Number Of Volunteers	13,382	49,046	15,873	3,666	13,951	95,918
Hours Worked by all Volunteers	410,809	3,463,090	674,066	289,941	1,248,647	6,084,075
Attendance/ Members						
# of Visits	6,835,047	21,493,709	5,892,652	681,585	9,937,915	44,840,907
# of Online Visits	13,111,973	44,024,934	7,235,396	53,215,886	22,148,877	139,737,066
# of School Groups	16,080	58,016	16,627	2,889	17,015	110,626
# of Members	179,963	1,175,988	46,386	36,445	349,169	1,787,951
# of Memberships	125,162	358,649	33,491	34,453	214,882	766,638
Artefacts/ Exhibitions						
# of Artefacts	603,049	102,713,971	10,211,651	173,037,301	7,555,343	294,121,315
# of Collections	21,103	43,827,292	50,117	136,947	2,034,905	46,070,365
# of Permanent Exhibitions	278	11,531	4,923	465	197	17,393
# of Exhibitions Created	1,985	3,502	913	1,092	76	7,569
t of Exhibitions Circulated	403	1,215	158	399	0	2,175
t of Online Exhibitions Hosted	71	876	106	1,725	64	2,842
Research						
# of Research Requests	11,164	142,182	36,354	380,184	2,340	572,223



Provincial and territorial revenue and expenditure summary of heritage institutions, not-for-profit establishments, all institution types, Canada, 2011

Note: All figures are in thousands of dollars

	Newfoundland and Labrador	Prince Edward Island	Nova Scotia	New Brunswick	Quebec	Ontario	Manitoba	Saskat- chewan	Alberta	British Columbia	Territories 1	Total (Canada)
Unearned Revenues	\$13,382	\$2,330	\$29,661	\$15,731	\$290,210	\$531,605	\$62,338	\$23,585	\$76,483	\$75,085	\$6,275	\$1,126,686
Earned Revenues	\$6,593	\$609	\$8,436	\$13,943	\$148,489	\$232,083	\$22,437	\$13,656	\$82,653	\$80,667	\$1,676	\$612,800
Total Revenues	\$19,975	\$2,939	\$38,097	\$29,674	\$438,699	\$763,688	\$84,775	\$37,241	\$159,135	\$155,752	\$7,951	\$1,739,486
All Compensation Wages and Admin Total Expenditures	\$8,419 \$19,066	\$1,708 \$3,259	\$13,646 \$30,401	\$13,057 \$27,179	\$151,904 \$399,958	\$341,099 \$758,090	\$27,854 \$85,893	\$21,986 \$39,758	\$54,732 \$125,541	\$65,044 \$146,281	\$3,998 \$7,552	\$703,448 \$1,642,979
Profit Margin (percent)	4.55%	-10.88%	20.20%	8.41%	8.83%	0.73%	-1.32%	-6.76%	21.11%	6.08%	5.02%	5.55%

1. Territories include: Yukon, Northwest Territories and Nunavut

Notes: Institutions surveyed consists of all establishments classified as heritage institutions and includes archives, art galleries, historic sites, museums, exhibition centres, observatories, planetariums, aquariums, zoos and botanical gardens. Due to rounding, some components may not add to total. The data provided in this report are considered preliminary and could be subject to slight revision. Due to rounding, some components may not add to total.



<u>Table 5</u> Provincial and territorial revenue and expenditure profile of heritage institutions, not-for-profit establishments, all institution types, Canada, 2011

Note: All figures are in thousands of dollars

N	Newfoundland and Labrador	Prince Edward Island	Nova Scotia	New Brunswick	Quebec	Ontario	Manitoba	Saskat- chewan	Alberta	British Columbia	Territories	Total (Canada)
Unearned Revenues												
Federal Government	\$1,758	\$371	\$16,215	\$2,867	\$87,017	\$263,076	\$1,421	\$1,069	\$2,830	\$5,893	\$765	\$383,282
Provincial Government	\$9,549	\$1,592	\$9,312	\$6,109	\$109,311	\$105,392	\$17,375	\$16,603	\$9,599	\$19,502	\$5,266	\$309,610
Local Government	\$366	\$95	\$1,036	\$1,255	\$30,276	\$67,716	\$22,996	\$2,209	\$32,655	\$25,146	\$80	\$183,831
Donations Tax Receipted	\$1,232	\$157	\$1,149	\$3,537	\$40,134	\$58,733	\$13,572	\$2,242	\$11,258	\$12,842	\$60	\$144,916
Donations non Tax Receipted	\$392	\$45	\$1,435	\$1,277	\$6,113	\$14,385	\$2,503	\$1,136	\$16,099	\$8,086	\$103	\$51,573
Gifts from Other Charities	\$31	х	\$170	\$307	\$8,054	\$18,245	\$4,132	\$62	\$859	\$1,743	х	\$33,603
Interest Investment	\$54	\$70	\$344	\$379	\$9,306	\$4,059	\$338	\$264	\$3,183	\$1,872	х	\$19,871
Total Unearned Revenues	\$13,382	\$2,330	\$29,661	\$15,731	\$290,210	\$531,605	\$62,338	\$23,585	\$76,483	\$75,085	\$6,275	\$1,126,686
Earned Revenues												
Gross Income from Rental of Land/Facilities	\$325	\$27	\$670	\$426	\$9,448	\$11,319	\$813	\$246	\$2,308	\$3,274	\$385	\$29,242
Membership Fees	\$449	х	\$132	\$216	\$4,826	\$25,360	\$442	\$438	\$4,282	\$5,858	\$28	\$42,033
Admission Fees	\$464	х	\$1,196	\$2,231	\$23,830	\$36,885	\$5,714	\$1,145	\$25,456	\$26,584	\$170	\$123,481
Public Program Fees	\$65	х	\$207	х	\$1,961	\$2,928	\$82	\$260	\$1,367	\$3,475	х	\$12,098
Fundraising	\$163	\$30	\$777	\$544	\$42,251	\$14,800	\$1,734	\$1,188	\$5,665	\$4,884	\$138	\$72,175
Sales of Goods and Services / Merchandise	\$3,388	\$297	\$2,203	\$9,174	\$36,440	\$91,153	\$9,973	\$9,005	\$37,055	\$25,702	\$730	\$225,119
Other Earned Revenue	\$1,738	\$256	\$3,250	\$1,352	\$29,733	\$49,638	\$3,679	\$1,373	\$6,519	\$10,890	\$225	\$108,652
Total Earned Revenues	\$6,593	\$609	\$8,436	\$13,943	\$148,489	\$232,083	\$22,437	\$13,656	\$82,653	\$80,667	\$1,676	\$612,800
Total Revenues	\$19,975	\$2,939	\$38,097	\$29,674	\$438,699	\$763,688	\$84,775	\$37,241	\$159,135	\$155,752	\$7,951	\$1,739,486
Expenditures												
Advertising & Promotion	\$417	\$91	\$680	\$427	\$13,569	\$22,953	\$1,595	\$921	\$5,549	\$5,215	\$181	\$51,598
Travel & Vehicle	\$254	\$21	\$337	\$350	\$3,284	\$10,217	\$634	\$299	\$858	\$1,037	\$49	\$17,339
Interest Bank Charges	\$95	\$23	\$163	\$138	\$9,953	\$5,511	\$397	\$240	\$1,420	\$1,288	\$29	\$19,256
Office Supplies and Expenses	\$206	\$71	\$1,938	\$551	\$7,366	\$22,930	\$1,356	\$665	\$2,525	\$3,576	\$102	\$41,286
Occupancy Costs	\$2,789	\$18	\$3,580	\$2,176	\$35,873	\$59,709	\$3,861	\$3,292	\$9,028	\$12,683	\$896	\$133,903
Professional Consulting Fees	\$648	\$25	\$1,641	\$1,514	\$31,849	\$32,844	\$3,234	\$446	\$4,721	\$4,617	\$262	\$81,800
Training for Staff and Volunteers	\$57	х	\$182	\$208	\$952	\$1,762	\$125	\$110	\$252	\$300	х	\$3,956
All Compensation Wages and Admin	\$8,419	\$1,708	\$13,646	\$13,057	\$151,904	\$341,099	\$27,854	\$21,986	\$54,732	\$65,044	\$3,998	\$703,448
FMV of Donated Goods Used in Charitable Programs ²	\$37	х	\$91	\$1,476	\$21,185	\$33,449	\$665	\$331	\$1,245	\$1,800	\$34	\$60,313
Total Cost of all Purchased Supplies	\$2,179	\$125	\$2,413	\$919	\$9,419	\$47,092	\$29,185	\$2,208	\$6,462	\$13,582	\$457	\$114,042
Amortization of Capital Assets	\$492	х	\$976	\$1,210	\$40,892	\$65,318	\$4,027	\$2,287	\$17,585	\$6,564	\$284	\$139,644
Expense for Research Grants Scholarships	х	х	х	\$47	\$617	\$7,580	\$103	х	\$117	\$678	х	\$9,152
Other Operating Expenses	\$3,472	\$1,168	\$4,753	\$5,107	\$73,095	\$107,627	\$12,859	\$6,965	\$21,047	\$29,897	\$1,253	\$267,243
Total Expenditures	\$19,066	\$3,259	\$30,401	\$27,179	\$399,958	\$758,090	\$85,893	\$39,758	\$125,541	\$146,281	\$7,552	\$1,642,979

1. Territories include: Yukon, Northwest Territories and Nunavut

2. FMV is an acronym for fair market value

X. Too unreliable to be published

Notes: Institutions surveyed consists of all establishments classified as heritage institutions and includes archives, art galleries, historic sites, museums, exhibition centres, observatories, planetariums, aquariums, zoos and botanical gardens. Due to rounding, some components may not add to total. The data provided in this report are considered preliminary and could be subject to slight revision. Due to rounding, some components may not add to total.

Provincial and territorial Industry characteristics profile of heritage institutions, not-for-profit establishments, all institutions types, Canada, 2011

	Newfoundland and Labrador	Prince Edward Island	Nova Scotia	New Brunswick	Quebec	Ontario	Manitoba	Saskat- chewan	Alberta	British Columbia	Territories ¹	Total (Canada)
Full-Time Employees	150	18	471	357	1,966	5,700	392	272	885	1,165	107	11,548
Part-Time Employees	524	10	733	1,913	3,764	4,171	619	665	1,498	2,017	163	16,731
Contract Workers	285	x	733	255	886	659	274	70	90	543	57	4,005
# Of Volunteers	2,073	153	3,971	4,812	7,043	35,232	4,576	8,665	6,116	17,414	567	95,918
Hours Worked by all Volunteers	176,974	7,800	281,319	192,730	343,265	2,471,993	248,942	316,582	736,326	1,055,949	8,015	6,084,075
# of Visits	381,200	77,513	1,247,778	1,283,542	10,579,554	12,305,832	977,336	1,153,862	3,788,377	8,384,463	172,495	44,840,907

1. Territories include: Yukon, Northwest Territories and Nunavut

X. Too unreliable to be published



Data Sources, Methods and Definitions

Government of Canada Survey of Heritage Institutions: 2011

Detailed Information for 2011

Reference Year

The data collected for the *Government of Canada Survey of Heritage Institutions* pertains to the 2011 calendar year or in some cases the corresponding fiscal year, depending on the method of operation by the institution surveyed.

Data collection for this reference period was 2013-08-12 to 2013-10-01

Description

This survey collects financial and operating data required to gain a better understanding of not-for-profit heritage institutions in Canada and to help develop national and regional policies and programs.

This data is aggregated to produce official estimates of the national and provincial economic production along with the cultural and civic role of all heritage institutions in Canada. Data from the *Government of Canada Survey of Heritage Institutions*, together with revenue and expenditure data from the Canada Revenue Agency, contributes to the accurate measurement of national and provincial economic and social activities.

Target Population

The target population consists of not-for-profit establishments classified as heritage institutions in accordance to the definition of North American Industry Classification System (NIACS). Institutions surveyed include archives (519122), art museums and galleries, non-commercial (712111), history and science museums (712115), museums excluding art museums and galleries (712119), historic and heritage sites (712120), as well as zoos and botanical gardens (712130).

The survey captures publically and privately owned heritage institutions whose purpose is to preserve, interpret and provide public access to its artefacts, documents, specimens, buildings and sites of cultural and educational value. These can include historical, artistic, scientific, technological, as well as objects of natural history.

Sampling

This is a sample survey with a cross sectional design. A cross sectional design is aimed at determining certain attributes at a particular point in time; in this case it is for heritage institutions in 2011.

The sampling frame consists of a list of not-for-profit institutions eligible for surveying. All institutions from the sampling frame are confirmed to be eligible for surveying. The frame offers information about each institution including: address, industry classification and information from administrative data sources.

The surveys main objective is to produce estimates for the entire sector, which includes incorporated and unincorporated institutions. These include revenue and expenditure estimates as well as industry characteristic estimates, in order to gain a better understanding of the not-for-profit heritage institutions in Canada.

The sample size for all institutions for reference year 2011 was 2234 institutions.

The overall response rate for all institution was 56.8% (1269 institutions).

Sampling Changes from Previous Years

Formerly when the survey was conducted by Statistics Canada, the sample frame did not comprise of certain types of heritage institutions. These include smaller institutions with revenues below fifty thousand dollars (approximately 50% of the sector), institutions with a secondary function related to the heritage sector (i.e. university art gallery), and all archives.

The *Government of Canada Survey of Heritage Institutions: 2011* now captures all types of heritage institutions in its sample frame, including smaller institutions with revenues below fifty thousand dollars, institutions with a secondary function related to the heritage sector, and all archives.

Data Sources

The Government of Canada Survey of Heritage Institutions data comes primarily from two sources.

- 1. Revenues, expenditures and heritage sector characteristics data (i.e. visits, employment numbers, research requests, etc.) from surveyed institutions;
- 2. Revenues and expenditures data from the Canada Revenue Agency's Registered Charity Information Return (T3010 information return).

Error Detection

Non sample errors such as duplication, response inaccuracy caused by human error, reporting or coding of data to which a specific statistical analysis is exposed, is verified several times to ensure that systematic and random non sample errors are minimized. Data is checked and analysed for errors and irregularity. These checks look for reporting consistency such as section totals being equal to the components, identification of excessive or incorrect values, etc.

Quality Evaluation

Prior to dissemination, combined survey results are analyzed for comparability. In general, this includes a detailed analysis of individual responses for each institution, historic trends and comparison with other data sources.

Estimation & Weighting

The survey data is weighted by institution type, geographical location and revenue bracket, and is combined with administrative data to produce final sector estimates.

Data Accuracy

Despite the fact that all efforts are made to ensure that all stages of collection and dissemination are done accurately, the final estimates are unavoidably subject to a certain degree of error. Data can be affected by two types of error: sampling error and non-sampling error.

Non sampling error includes coverage errors, such as when an institution in the sample is incorrectly excluded or included, or is duplicated in the sample. It also includes non-response error, such as the failure to obtain a response from some institutions because of absence, refusal, or some other reason; Response error, such as error caused by respondents intentionally or accidentally providing inaccurate responses; and processing error, such as errors that occur in the process of data collection, data entry, coding, editing and output.

Sampling error arises as a result of taking a sample from a population rather than using the whole population. It refers to the difference between the estimate derived from a sample survey and the 'true' value that would result if a census of the whole population were taken under the same conditions. As a general rule, the more people being surveyed (sample size), the smaller the sampling error will be.

Privacy

Canadian Heritage is prohibited by law from releasing any information it collects which could identify any person, business, or organization, unless consent has been given by the respondent. Information from this survey will be used for statistical purposes only and will be published in aggregate form only.

Definitions

Full time employees: includes paid employees who worked at least 30 hours per week all year.

Part time employees: refers to paid employees who do not meet the full-time definition.

Contract workers: Is not an employee of the institution but is hired for a specific task or project.

Research request: refers to a request which requires data extraction from a database, record keeping system, catalogues, etc., for information.

Artefacts: includes objects, documents, specimens, buildings and sites of cultural and educational value.

School groups: Includes organized trips by educational establishments.

Contact Information

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