

Survey of Non-Profit Organizations, Cooperatives, and Mutual Companies Second Edition

About the survey

The *Survey of Non-Profit Organizations, Cooperatives, and Mutual Companies* is conducted at the request of the Ministère de l'Économie, de l'Innovation et de l'Énergie (MEIE). It is aimed at all businesses (cooperatives, mutual companies, and non-profit organizations) that produce or sell goods or services while fulfilling social needs, whether those of their members, of a specific clientele, or of the community at large. The objective of the survey is to obtain a statistical portrait of the social economy in Québec. The survey results will enable us to measure the size of this sector and its economic contribution, and to describe its evolution since 2016.

Confidentiality

Your business has been selected for this survey. Participation is mandatory in accordance with the *Act respecting the Institut de la statistique du Québec*.

The information requested in this questionnaire must be sent to the Institut de la statistique du Québec (Statistique Québec). Statistique Québec guarantees that the data provided by your business as part of this survey will be kept confidential.

For quality and training purposes, telephone conversations with Statistique Québec agents are recorded. Any person who does not want their conversation to be recorded can notify the agent at the beginning of the call.

Assistance

If you require assistance, please contact the Direction de la gestion de la collecte by telephone at 1-800-561-0213 or by e-mail at conomie@stat.gouv.qc.ca.

Instructions

Please give the questionnaire to the person in your organization who will be best able to provide the requested information. The cooperation of more than one person may be required, as a single person may not be able to answer all of the questions.

► **Business closed**

If your business has ceased its operations permanently, please contact Statistique Québec at 1-800-561-0213.

► **Targeted business**

This questionnaire is addressed to the business whose name is listed in the e-mail or letter that Statistique Québec sent you. You must indicate if the Québec enterprise number (NEQ) is correct in question 2.1.

Subsidiaries: If your business has subsidiaries in which it is a majority shareholder (see the definition of “majority-owned subsidiary”), the numbers or amounts for those subsidiaries, whether they are based in Québec or elsewhere, must be included in your responses to questions 3.2 to 3.6, 4.2 to 4.4, and 6.1.

► **Fiscal year surveyed**

The questionnaire covers your business’s 2022-2023 fiscal year, as specified in question 1.1. When answering the questions, please keep in mind your business’s situation during that fiscal year.

► **Do not return the completed questionnaire by mail or by fax.** To participate in the survey, you must complete the online questionnaire by following the instructions in the letter or e-mail you received. We suggest that you fill out the paper version before completing the online questionnaire, since some of the questions may require more research. If you do not have access to the Internet, an agent from Statistique Québec will call you so that you can answer the questionnaire by telephone.

Definitions

These definitions refer to the terms marked with an asterisk (*) in the questionnaire.

Dues

Dues are a pre-determined amount, generally a lump sum, most often paid annually to an association or organization to benefit from its services or become a member.

Employee

The term “employee” includes full-time and part-time employees, whether they are regular, casual or temporary employees. The concept of employee excludes self-employed workers, freelancers, and other workers for whom the organization is not required to fill out a Revenu Québec RL-1 slip.

Employee benefits

Amounts paid in addition to the base salary by an employer for a pension plan, group insurance plan, Registered Retirement Savings Plan (RRSP), leave, etc.

Freelancers

Individuals who are not employees of the organization and for whom the organization does not produce a Revenu Québec RL-1 slip. They are self-employed individuals who are not on the payroll and are paid on a piece basis, generally for occasional or ad hoc work.

Full-time employee

Employee who normally works 30 or more hours per week for an employer.

Gender

Gender refers to current gender, which may differ from sex assigned at birth or from what is indicated on legal documents. Gender therefore refers to the gender that a person internally feels and/or publicly expresses in their daily life, for example at work, in their housing environment, or while shopping or using services.

Flexible work arrangements, reduced or compressed work week

Reduced workweek (e.g., an employee who works 28 hours over 4 days), accumulating compensatory time off (e.g., an employee who is paid 32 hours but work 35 hours a week), or compressed workweek over 4 days without loss of pay.

Flexible work schedule

Being able to adjust your work schedule, for example by choosing at what time you start and leave work.

Indigenous persons

The term “Indigenous” refers to individuals who identify as First Nations or Inuit.

Industry sector

For the purposes of this questionnaire, a business’s main industry sector is the commercial activity (sale of goods or services) that generates the most revenue.

In-kind contributions

Services from a third party received by the business for which it does not have to pay. The value of these services is measured in dollars. For example, the business may have benefited from:

- An exemption from rent, heating, or electricity costs
- An exemption from housekeeping, snow removal or childcare costs
- Secretarial, telephone, photocopying or insurance services offered free of charge
- Services related to the preparation of financial statements or the management of grants offered free of charge

Majority-owned subsidiary

Legal person whose voting shares that carry voting rights in all circumstances are more than 50% owned directly by the parent organization (cooperative, mutual company or non-profit organization) to which it is attached.

Member

A member is a natural or legal person who, in accordance with the business’s statutes and by-laws, has met the requirements for membership.

Members of visible minorities

Visible minorities are persons, other than Indigenous peoples, who are non-Caucasian in race or non-white in colour.

For example, the following are considered to be visible minorities: Blacks (Africans, Haitians, Jamaicans, etc.), South Asians (Bengalis, Tamils, Indians, etc.), Chinese (including Hong Kongers), Koreans, Japanese, Southeast Asians (Vietnamese, Cambodians, Thais, Laotians, Filipinos, etc.), Pacific Islanders, West Asians (Armenians, Iranians, Turks, etc.), Arabs (Lebanese, Moroccans, Egyptians, etc.) and Latin Americans (Brazilians, Colombians, Cubans, Peruvians, Guatemalans, etc.).

Operating or mission support grants

Grants that the government or other representative bodies of the government give **without consideration** to the business to support its mission and current activities. These grants are often recurring and are added to the operating budget.

Part-time employee

Employee who normally works fewer than 30 hours per week for an employer.

Person with disabilities

Individual with an impairment that results in significant and persistent disability and who is prone to encounter barriers in the performance of everyday activities.

Professional or high-level sports team

A sports team that **regularly** participates in international competitions (where teams from various countries compete).

Project grants

Grants awarded for specific, one-time, non-recurring projects.

Remaining assets or balance of assets

The remaining assets or balance of assets is the amount remaining after the business has paid its debts following dissolution.

Service contracts with governments

Contracts as defined by the *Act respecting contracting by public bodies*, entered into with the government or another public body (municipality, school service centre, English-language school board, etc.) providing for the delivery of goods or services to the population (or to the community). A service contract necessarily implies that the organization provides a product or service **as consideration for** a payment received from the government. This product or service is usually **taxable**.

For example: waste management service contract, building maintenance contract, printing services contract, service contract under which a residence provides accommodation to a vulnerable clientele on a given territory.

Social purpose

A business’s social purpose is the ultimate goal it wants to attain through its activities. This purpose can be defined by the needs that the business seeks to meet, or the social, economic, cultural, community, health, or environmental conditions that the business seeks to improve for its members, the community, or a specific clientele.

Temporary resident

A temporary resident is a foreign national who is authorized to be on Canadian territory for a limited time. For example, this could be a temporary worker or an international student.

Total assets

The value of all goods and rights that make up the asset base of an organization or business. Total assets include capital assets such as land, buildings, machinery and equipment, as well as current assets, inventory, and accounts receivable.

Total liabilities

Total debts of a business, an association, or a company which are owed to third parties.

Section 1 Reporting period

Note: The fiscal year that ended between April 1, 2022 and March 31, 2023 may not be your business's most recent full fiscal year. However, for this survey, it is the fiscal year that Statistique Québec is interested in. Therefore, please answer the survey based on that fiscal year.

1.1a Did your business complete a fiscal year between April 1, 2022 and March 31, 2023?

- Yes
- No → Go to section 7 – End of questionnaire

1.1b What was the end date of that fiscal year?

year				month				day			

1.2a Was the duration of that fiscal year 12 months?

- Yes → Go to question 2.1
- No

1.2b What was the duration of that fiscal year?

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 months

Section 2 Business profile

Québec enterprise number (NEQ)

The NEQ is a 10-digit identifying number assigned to any business that registers with the Registraire des entreprises du Québec.

In the e-mail or letter sent by Statistique Québec, you will find your business's NEQ.

↳ If there is no NEQ in the e-mail or letter (NEQ not available), go to question 2.1b.

2.1a Is the NEQ indicated in the e-mail or letter you received correct? Is it the NEQ of the business targeted by the survey?

- ¹ Yes, it's the NEQ of the business in question → Go to question 2.2
- ² No, it's not the right NEQ

2.1b What is the NEQ of the business whose name appears in the e-mail or letter that Statistique Québec sent you?

NEQ:

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- ▶ Throughout the survey, your answers must refer to the business associated with this NEQ.
- ▶ If this NEQ is assigned to more than one establishment, you must provide answers that refer to all of your business's establishments **that share this same NEQ.**

Year established

2.2 In what year was your business established?

Status

2.3a Is your business a cooperative?

Yes → Go to question 2.7

No

Select only one option.

2.3b What is the legal status of your business?

¹ Corporation or company

² Sole proprietorship

³ Non-profit corporation or non-profit organization (NPO)

⁴ Mutual insurance company or mutual benefit society

⁵ Other; please specify:

2.4 Does your business belong to one of the following two categories?

	Yes	No
a) Foundation	<input type="checkbox"/>	<input type="checkbox"/>
b) Trust	<input type="checkbox"/>	<input type="checkbox"/>

2.5 Does your business belong to one of the following categories?

	Yes	No
a) Professional association, professional corporation, or employers' association	<input type="checkbox"/>	<input type="checkbox"/>
b) Workers' union or other type of labour organization	<input type="checkbox"/>	<input type="checkbox"/>
c) Political organization	<input type="checkbox"/>	<input type="checkbox"/>
d) Religious organization	<input type="checkbox"/>	<input type="checkbox"/>
e) Professional or high-level sports team*	<input type="checkbox"/>	<input type="checkbox"/>

► If you checked "Yes" at least once, go to section 7 – End of questionnaire.

Sale of goods or services

The expression “on a regular basis” means that the activity that consists in providing users with goods or services is not exceptional, occasional or secondary in nature for the business.

2.6a Does your business provide any goods or services in exchange for payment on a regular basis?

- Yes → Go to question 2.7
 No

2.6b Does your business have any users or clients who pay membership dues*?

- Yes → Go to question 2.7
 No

2.6c Does your business have service contracts with governments*?

- Yes
 No → Go to section 7 – End of questionnaire

Subsidiaries

2.7 Does your business have one or more subsidiaries, based in Québec or elsewhere, that meet the definition of “majority-owned subsidiary”*?

- Yes
 No

Industry sector

The letter in the code indicates the industry sector in which your business is **mainly** active. To find out the meaning of the code you have been assigned, please consult the list of industry sectors appended to the questionnaire (at the end of the questionnaire).

If your business is active in more than one industry sector, the main industry sector is the one that generates the most revenue.

In the e-mail or letter sent by Statistique Québec, you will find a code that begins with “NAICS” followed by a letter.

↳ If there is no NAICS code in the e-mail or letter (NAICS code not available), go to question 2.8b.

2.8a Does the NAICS code indicated in the e-mail or letter you received match your business’s main industry sector*?

- ¹ Yes, this code matches my business’s main industry sector → Go to question 2.9
² No, this code does not match my business’s main industry sector

2.8b Please choose, among the industry sectors listed in the Appendix (at the end of the questionnaire), your business’s main industry sector* and enter the letter that corresponds to that sector.

2.8c Describe your business's industry sector* in a few words.

For example:

My business offers housekeeping and domestic help services for people who are dependent or who are losing their autonomy.

My business is a cooperative that manages a natural area for outdoor sports such as snowshoeing, cross-country skiing, mountain biking, and hiking. The members of the cooperative are its users.

Social purpose

A business's social purpose is the ultimate goal it wants to attain through its activities. It can also be called a "mission".

2.9 Is your business centered on a social purpose*?

- Yes
- No → Go to question 3.1

Select only one option. If you are hesitating between several options, choose the one that best reflects your business's purpose, its central or ultimate goal.

Please read all options before marking your answer.

2.10 Which of the following best describes your business's social purpose*?

	Social purpose	Examples of activities (non-exhaustive list)
1	<input type="checkbox"/> Providing housing or rental space	Providing services or goods related to housing, such as social and community housing, rental space, etc.
2	<input type="checkbox"/> Promoting the health of the population	Providing physical or mental health services to the general population or specific clientele; promoting access to health services; working on prevention; providing health care, products, equipment, or resources such as: care delivered by health care professionals, palliative care facilities, ambulance services, etc.
3	<input type="checkbox"/> Improving the living conditions of individuals or households	Providing services or resources to individuals or households, such as domestic help, babysitting, funeral services, intermediate resources, services for vulnerable persons, violence shelters, transition homes, drug rehabilitation centres, respite services, etc.
4	<input type="checkbox"/> Providing guidance, a help line, or non-financial support	Providing guidance services to specific clientele, such as seniors or parents of sick children; operating a telephone help line for youth or persons who are depressed; etc.
5	<input type="checkbox"/> Working towards food security	Providing food-related services or goods, such as meals on wheels, grocery stores, public markets, restaurants, collective kitchens, and food banks; producing food; etc.
6	<input type="checkbox"/> Providing educational or training services	Providing services aimed at transmitting knowledge and skills to the general population or to specific clientele; ad hoc training or continuing education, literacy, computer literacy, family budget management, basic digital or online courses, etc.; providing specialized education services, such as special education, homework assistance, etc.
7	<input type="checkbox"/> Promoting job integration, employability or social reintegration	Providing job search, readiness or integration services, etc.
8	<input type="checkbox"/> Providing work or employment to members	Operating a business as a work cooperative, worker shareholder cooperative, or solidarity cooperative.

Social purpose	Examples of activities (non-exhaustive list)
9 <input type="checkbox"/> Ensuring access to local services	Operating a general store, convenience store, gas station, bookstore, etc. for the benefit of a community.
10 <input type="checkbox"/> Pooling together services or goods for members, businesses or a community	Operating an equipment or machinery loan or rental service; offering labour lending services; providing networking services, business services, access to a production workshop; maintaining private land or a private road on behalf of a group of users; etc.
11 <input type="checkbox"/> Supporting business activities by providing collective services	Providing collective marketing services to businesses; facilitating businesses' production activities through collective means; etc.
12 <input type="checkbox"/> Providing funding, financial assistance or financial services	Operating a credit union, an insurance mutual, etc.
13 <input type="checkbox"/> Promoting the exchange of goods or services without monetary compensation	Operating an accorderie (network for exchanging services); operating a website that connects people or businesses that want to offer or obtain goods or services for free.
14 <input type="checkbox"/> Promoting access to telecommunication networks	Providing Internet access, cable, or telephone services to an underserved community; providing telecommunications equipment (such as decoders).
15 <input type="checkbox"/> Working towards the economic development of a geographic area or a group of organizations	Managing an association of businesses located in a commercial district; working on the development of a potential tourist area; supporting the development of collective businesses in a given industry or region; etc.
16 <input type="checkbox"/> Promoting the integration of immigrants and cultural communities	Providing goods or services aimed mainly at immigrants or cultural communities; promoting their interests; etc.
17 <input type="checkbox"/> Informing the population through media	Producing a newspaper or magazine; operating a TV station, community radio, or online medium.
18 <input type="checkbox"/> Promoting recreation and tourism	Providing recreation- or tourism-related goods or services, for instance: managing recreational facilities; organizing amateur sports or cultural activities; offering classes or workshops in various recreational fields; operating an inn, an outdoor recreational area, a summer camp, a marina; etc.
19 <input type="checkbox"/> Providing artistic or cultural content	Providing access to art or culture by writing or publishing books, making or presenting films, organizing or presenting exhibitions or festivals, etc.; providing other goods or services of an artistic or cultural nature.
20 <input type="checkbox"/> Preserving a cultural heritage	Operating a historical society or site; raising awareness about a heritage property, traditional practice or living heritage; etc.
21 <input type="checkbox"/> Protecting the environment or promoting sustainable development	Preserving, developing, maintaining, or providing access to a natural environment; operating recovery, recycling or waste management services; promoting sustainable development; promoting the adoption of eco-friendly practices by individuals or organizations, for instance with regard to the use of land or aquatic environments.

Social purpose	Examples of activities (non-exhaustive list)
22 <input type="checkbox"/> Working towards international solidarity and cooperation	Providing goods or services that respect fair trade principles; carrying out projects aimed at improving the conditions of populations or territories in developing countries; etc.
23 <input type="checkbox"/> Other type of social purpose; please explain in a few words	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Please answer the question based on the geographic area in which your business has a social impact. This may differ from the area covered by your economic activities.

Select only one option.

2.11 What geographic scale does your business's social purpose* target?

Scale	Definition
1 <input type="checkbox"/> Sub-municipal	One or more neighbourhoods or boroughs in a municipality
2 <input type="checkbox"/> Municipal	Most neighbourhoods or boroughs in a municipality, an entire municipality, a few municipalities, or a regional county municipality (RCM)
3 <input type="checkbox"/> Regional	Most municipalities in a Québec administrative region, several RCMs in a Québec administrative region, or one or two entire Québec administrative regions
4 <input type="checkbox"/> Provincial	Three or more Québec administrative regions, or the province of Québec as a whole
5 <input type="checkbox"/> National	Several Canadian provinces or Canada as a whole
6 <input type="checkbox"/> International	Several countries

Section 3 Financial situation

Accounting records

Select only one option.

3.1a What type of accounting record did your business produce for the fiscal year specified at the beginning of the questionnaire?

- ¹ A compilation engagement (or notice to reader), a review engagement, or an accounting audit (or audited financial statements) → Go to question 3.2
- ² A statement of revenue and expenses or “homemade” financial statements → Go to question 3.2
- ³ The business produced another type of accounting record
- ⁴ The business did not produce any accounting record

Select only one option.

3.1b What type of accounting record did your business produce for the fiscal year preceding the one specified at the beginning of the questionnaire?

- ¹ A compilation engagement (or notice to reader), a review engagement, or an accounting audit (or audited financial statements)
- ² A statement of revenue and expenses or “homemade” financial statements
- ³ The business produced another type of accounting record
- ⁴ The business did not produce any accounting record
- ⁷ Not applicable; there was no fiscal year before the one specified at the beginning of the questionnaire

Consider only the portion of your business located in Québec.

Instructions for businesses with subsidiaries:

If you checked “Yes” at question 2.7 (about majority-owned subsidiaries), the amounts reported must include the amounts associated with subsidiaries owned directly by your business. You must exclude amounts associated with subsidiaries of these subsidiaries.

The value of properties is the value shown on the property assessment roll of the municipalities where these properties are located.

Total assets and total liabilities

3.2 What is the value of the total assets* and total liabilities* according to the balance sheet for the fiscal year specified at the beginning of the questionnaire?

- a) Total assets \$ _____
- b) Total liabilities \$ _____

3.3a Does your business own any buildings or land in Québec?

- Yes
- No → Go to question 3.4

3.3b What is the current value of the properties, including both buildings and land, owned by your business in Québec?

\$ _____

Consider only the portion of your business located in Québec.

Please **exclude** federal and provincial sales taxes, as well as excise duties and taxes.

If your business has acted as an intermediary and received amounts to be redistributed to members, such as copyright royalties, please **include** these amounts.

If you are unable to provide exact figures, enter the most accurate estimates possible.

Instructions for businesses with subsidiaries:

If you checked “Yes” at question 2.7 (about majority-owned subsidiaries), the amounts reported must include the revenue associated with subsidiaries owned directly by your business. You must exclude the revenue of subsidiaries of these subsidiaries.

Revenue

3.4 What was your business’s revenue for the fiscal year specified at the beginning of the questionnaire?

Sales revenue

- a) Revenue from the sale or leasing of the products or services provided by your business, except revenue from service contracts with governments* \$
- b) Revenue from service contracts with governments* \$

Other revenue

- c) Revenue from membership dues* \$
- d) Operating or mission support grants* \$
- e) Project grants*, i.e., funding obtained through a standardized program \$
- f) Donations, sponsorships, revenue from fundraising campaigns, funds received from foundations or private organizations, etc. \$
- g) Revenue from other sources, such as interest and dividend revenue \$



TOTAL GROSS REVENUE BEFORE TAXES \$

► If you entered “0” at lines d and e, go to question 3.6.

3.5 What is the total value of grants your business received from municipalities?

\$

Operating expenses

Instructions for businesses with subsidiaries:

If you checked “Yes” at question 2.7 (about majority-owned subsidiaries), the amounts reported must include expenses associated with subsidiaries owned directly by your business. You must exclude the expenses of subsidiaries of these subsidiaries.

3.6 How much did your business spend on compensation and fees for work carried out in the province of Québec during the fiscal year specified at the beginning of the questionnaire?

- a) Employee salaries and wages, including employee benefits* \$
- b) Fees paid as part of your business’s day-to-day operations, for example to freelancers*, consultants, accountants, or public relations officers \$



TOTAL EXPENSES ASSOCIATED WITH COMPENSATION AND FEES \$

In-kind contributions

Please **exclude** any volunteer work.

Only select “Yes” if in-kind contributions represent sums that are significant for your business’s activities.

3.7 During the fiscal year specified at the beginning of the questionnaire, did your business receive any in-kind contributions*?

Yes

No

Section 4 Human resources

Employees

4.1 During the fiscal year specified at the beginning of the questionnaire, did your business have any employees* working in Québec?

Yes

No → Go to question 4.6

Only include employees who were working **in the province of Québec**, meaning paid employees for whom the employer had to produce Revenu Québec RL-1 slips. Self-employed workers or freelancers* must **not** be included in the number of employees in your business.

4.2 How many full-time and part-time employees* of each gender* did your business have when there were the most employees on its payroll during the fiscal year specified at the beginning of the questionnaire?

	Male	Female	Other gender
a) Full-time employees*	<input type="text"/>	<input type="text"/>	<input type="text"/>
b) Part-time employees*	<input type="text"/>	<input type="text"/>	<input type="text"/>

Instructions for businesses with subsidiaries:

If you checked “Yes” at question 2.7 (about majority-owned subsidiaries), the number of employees reported must include employees of subsidiaries owned directly by your business **who were working in the province of Québec**. You must exclude employees of subsidiaries of these subsidiaries.

4.3 Of the total number of employees* that you reported, how many are seasonal employees, meaning employees that worked fewer than eight months during the year?

employees

4.4 Of the total number of employees* that you reported, how many are in each of the following categories?

If you are unable to provide exact figures, enter the most accurate estimates possible.

a) Persons aged 35 and under

b) Persons aged 55 and over

c) Persons with disabilities*

d) Indigenous persons*

e) Members of visible minorities*

f) Immigrants and temporary residents*

Why is Other gender among the response options?

Some people’s gender is not exclusively female or exclusively male; this is referred to as non-binary gender. For example, a person may be agender, bigender, two-spirit, or gender-fluid. This response option is used to collect information in an inclusive manner and ensures that everyone can be counted according to their reality.

Select all that apply.

4.5 What measures other than those included in the *Act respecting labour standards* are offered to all or part of your business’s employees?

- 1 Pension plan or Registered Retirement Savings Plan (RRSP)
- 2 Group insurance plan
- 3 Additional vacation days or leave
- 4 Flexible work schedule*
- 5 Flexible work arrangements, reduced or compressed work week*
- 6 Time bank that enables employees to accumulate work hours that can be used as time off
- 7 Telework
- 8 Other measure(s); please specify:
- 9 No other measure is offered

Please **exclude** individuals who were on your business’s board of directors.

Volunteer work

4.6 During the fiscal year specified at the beginning of the questionnaire, did any unpaid workers or volunteers contribute to your business’s activities in the province of Québec?

- Yes
- No → Go to question 5.1

Please indicate the approximate number of hours worked by all volunteers in each category for the **full** fiscal year.

4.7 During the fiscal year specified at the beginning of the questionnaire, how many unpaid workers or volunteers in each of the following categories worked in your business in the province of Québec, and approximately how many hours did they work in total?

	Number of volunteers	Approximate number of hours of volunteering
a) Unpaid students and interns	<input style="width: 100px; height: 15px;" type="text"/>	<input style="width: 100px; height: 15px;" type="text"/>
b) Retirees	<input style="width: 100px; height: 15px;" type="text"/>	<input style="width: 100px; height: 15px;" type="text"/>
c) All other volunteers	<input style="width: 100px; height: 15px;" type="text"/>	<input style="width: 100px; height: 15px;" type="text"/>
	▼	▼
TOTAL	<input style="width: 100px; height: 15px;" type="text"/>	<input style="width: 100px; height: 15px;" type="text"/>

Why is Other gender among the response options?

Some people’s gender is not exclusively female or exclusively male; this is referred to as non-binary gender. For example, a person may be agender, bigender, two-spirit, or gender-fluid. This response option is used to collect information in an inclusive manner and ensures that everyone can be counted according to their reality.

4.8 Please break down the unpaid workers or volunteers who worked in your business in the province of Québec by gender*.

- a) Male
- b) Female
- c) Other gender

Section 5 Democratic governance

Members

5.1 Under its statutes and by-laws, can your business have any members* other than those on the board of directors?

- Yes
 No

Please **include** individuals who were on your business's board of directors.

If you are unable to provide exact figures, enter the most accurate estimates possible.

5.2 How many members* of each type did your business have in Québec on March 31, 2023?

Natural persons

a) Individuals

Organizations

b) Non-profit organizations (NPOs), cooperatives, or mutual companies

c) Public or municipal organizations, institutions, or governments

d) Other organizations, such as sole proprietorships, business corporations, foundations, limited partnerships, general partnerships, or unions



TOTAL NUMBER OF MEMBERS

► If you entered "0" at all lines, go to question 5.5.

Provide this breakdown based only on the **main** relationship between each member and your business. In other words, each member must be counted only once.

If you are unable to provide exact figures, enter the most accurate estimates possible.

5.3 Please break down the members* your business had in Québec on March 31, 2023 according to their relationship to the business.

a) They were employees working for pay for your business.

b) They sold or purchased goods or services to/from your business for the needs of their own business or organization.

c) They purchased or used your business's goods or services for their personal or family needs.

d) They supported your business, embraced its mission or shared its vision, and do not fit into any of the previous three categories.

If you are unable to provide the exact figure, enter the most accurate estimate possible.

5.4 Among the members* your business had in Québec on March 31, 2023, how many had the right to vote at the general assembly?

members

Board of directors

5.5 Is the method of appointing your business's directors formally provided for, for example, in your business's by-laws, statutes, or act of incorporation?

- Yes
- No → Go to question 5.7

5.6 According to your business's statutes and by-laws, how many board seats must be appointed through the following methods?

- a) Elected by members* in a general assembly
- b) Elected by the participants (members* or non-members) in a general assembly
- c) Elected by a minority of members*
- d) Appointed by a parent organization, an external organization, or another third party
- e) Seats are reserved ex officio
- f) Other appointment method, e.g., through an administration agreement by the members*. Please specify:
-

5.7 What was the composition of your business's board of directors on March 31, 2023? Please break down the number of directors based on their membership status.

- a) Directors who are members* of your business
- b) Directors who are not members of your business
- ▼
- TOTAL NUMBER OF DIRECTORS**

5.8 Of the total number of directors you reported, how many represent a ministry, a government agency, a local or municipal government, or any other public or parapublic organization?

directors

Why is Other gender among the response options?

Some people's gender is not exclusively female or exclusively male; this is referred to as non-binary gender. For example, a person may be agender, bigender, two-spirit, or gender-fluid. This response option is used to collect information in an inclusive manner and ensures that everyone can be counted according to their reality.

5.9 Please break down the number of individuals on your business's board of directors on March 31, 2023 by gender*.

- a) Male
- b) Female
- c) Other gender

5.10 How many of your business's directors were 35 years of age or younger on March 31, 2023?

directors

Select all that apply.

5.11 Are directors compensated for being on your business's board of directors?

¹ Yes, they are paid

² Yes, they get directors' fees

³ Yes, they are compensated for the costs of participation

⁴ Yes, they are paid or compensated in some other way. Please specify:

⁵ No, they are not paid or compensated

Annual activity report

5.12 Unless there are exceptional circumstances, does your business submit an annual activity report to its members each year?

Yes

No

Dissolution

Select only one option.

5.13 If your business were to be dissolved or liquidated, to whom would the remaining assets or balance of assets* be distributed? You can refer to your business's letters patent, by-laws, or act of incorporation to answer the question.

¹ To a cooperative, mutual company, federation or confederation of cooperatives, or to the Conseil québécois de la coopération et de la mutualité

² To another non-profit legal person that has a similar purpose to that of your business

³ To an organization, institution, or public or municipal government

⁴ Other; please specify:

⁵ There is no obligation regarding the distribution of the balance of assets, or it is not specified

Section 6 Business model

Your business's sales include its revenues from the sale or leasing of the products or services it provides as well as its revenues from service contracts with governments.

Instructions for businesses with subsidiaries:

If you checked "Yes" at question 2.7 (about majority-owned subsidiaries), the amounts on which you base your calculations must include the amounts associated with subsidiaries owned directly by your business. You must exclude amounts associated with subsidiaries of these subsidiaries.

Markets in which the business is present

- ▶ If your business had no sales revenue for the fiscal year specified at the beginning of the questionnaire (you wrote "0" at lines a and b of question 3.4), go to question 6.2.

6.1 For the fiscal year specified at the beginning of the questionnaire, what percentage of your business's sales were in each of the following markets?

- | | | | |
|----|---|----------------------|---|
| a) | The administrative region where the business is located | <input type="text"/> | % |
| b) | The province of Québec, excluding the administrative region where the business is located | <input type="text"/> | % |
| c) | One or more Canadian provinces other than Québec | <input type="text"/> | % |
| d) | Outside Canada | <input type="text"/> | % |

Overpayments and surpluses

Select all that apply.

6.2 How must your business use its overpayments or surpluses, if there are any? You can refer to your business's letters patent, by-laws, or act of incorporation to answer the question.

- Contributes to reserve or invests in activities
- Distributes them to members in proportion to the transactions made by each member with the business
- Distributes them to all members equally
- Distributes them to investors
- Pays bonuses to employees
- Donates them to a third party for the purpose of fulfilling its mission
- Makes payments to a related organization
- There is no obligation regarding how to use overpayment or surplus amounts, or it is not specified

Development objectives

Select up to three options.

6.3 Over the next three years, what will be your business's main objectives in terms of development?

- 1 Strengthening its mission and meeting the needs of its members
- 2 Improving the quality of the products and services it provides
- 3 Obtaining funding for a development project
- 4 Promoting its products and services
- 5 Increasing its autonomous revenue, i.e., from sales and contracts
- 6 Increasing its impact on the community
- 7 Improving its internal production or administrative management processes
- 8 Meeting its labour needs
- 9 Designing new products and services
- 10 Implementing new digital technologies
- 11 Conquering new markets or reaching new types of customers
- 12 Moving into premises adapted to its activities
- 13 Pooling together goods, services, or resources with other organizations
- 14 Reorganizing its business practices and business model
- 15 Other objective(s); please specify:

Planning tools

Select all that apply.

6.4 Over the past five years, has your business developed any of the following planning tools?

- 1 Business plan
- 2 Strategic plan
- 3 Development plan
- 4 Market study
- 5 Marketing plan
- 6 Communications plan
- 7 Plan of the work to be done
- 8 None of these tools have been developed

Select all that apply.

6.5 Over the past three years, has your business carried out any of the following development activities?

- 1 Trained labour or volunteers
- 2 Reassessed working conditions and compensation policy
- 3 Invested in fixed assets and equipment
- 4 Invested in the business's digitization
- 5 Acquired another organization
- 6 Pooled together goods, services, or resources with another organization
- 7 Used external consultation services to carry out projects
- 8 Revised governance and internal processes
- 9 Adopted innovative practices and revised its business model
- 10 Adopted eco-friendly practices
- 11 None of these activities were carried out

Section 7 End of questionnaire

Name and title of the person who completed the questionnaire

First name

Last name

Title

If necessary, please correct your business's contact information listed on page 1.

Enter only the information to be corrected.

Name of business

Address

Municipality

Province

Postal code

If you have any questions or comments about the survey, please call us toll-free at 1-800-561-0213.

If you have any comments, please enter them in the space below.

Statistique Québec thanks you for taking part in this survey.

Appendix List of industry sectors

(question 2.8)

Letter	Industry sector	NAICS code	Examples (non-exhaustive list) <i>These examples come from the North American Industry Classification System (NAICS)</i>
A	Agriculture, forestry, fishing and hunting	111	Crop production
		112	Animal production and aquaculture
		113	Forestry and logging
		114	Fishing, hunting and trapping
		115	Support activities for agriculture and forestry
B	Mining and oil and gas extraction	211	Oil and gas extraction
		212	Mining and quarrying (except oil and gas extraction)
		213	Support activities for mining and oil and gas extraction
C	Utilities	221	Electric power generation, transmission and distribution, natural gas distribution, water, sewage and other systems
D	Construction	236	Construction of buildings
		237	Heavy and civil engineering construction
		238	Speciality trade contractors
E	Food, beverage and tobacco product manufacturing	311	Manufacturing of animal food, sugar, confectionery, dairy products, meat products, baking products, etc.; grain and oilseed milling; fruit and vegetable preserving; seafood product preparation and packaging
		312	Beverage and tobacco product manufacturing

Letter	Industry sector	NAICS code	Examples (non-exhaustive list) <i>These examples come from the North American Industry Classification System (NAICS)</i>
F	Manufacturing of goods other than food, beverages and tobacco products	313	Textile mills
		314	Textile product mills
		315	Clothing manufacturing
		316	Leather and allied product manufacturing
		321	Wood product manufacturing
		322	Paper manufacturing
		323	Printing and related support activities
		324	Petroleum and coal product manufacturing
		325	Chemical manufacturing
		326	Plastic and rubber products manufacturing
		327	Non-metallic mineral product manufacturing
		331	Primary metal manufacturing
		332	Fabricated metal product manufacturing
		333	Machinery manufacturing
		334	Computer and electronic product manufacturing
		335	Electrical equipment, appliance and component manufacturing
		336	Transportation equipment manufacturing
337	Furniture and related product manufacturing		
339	Miscellaneous manufacturing		
G	Wholesale trade	411	Farm product merchant wholesalers
		412	Petroleum and petroleum products merchant wholesalers
		413	Merchant wholesalers of food (e.g., dairy and milk products, poultry, eggs, fish, seafood, fresh fruits and vegetables, red meat, meat products), beverages, cigarettes, and tobacco and cannabis products
		414	Personal and household goods merchant wholesalers
		415	Motor vehicle and motor vehicle parts and accessories merchant wholesalers
		416	Building material and supplies merchant wholesalers
		417	Machinery, equipment and supplies merchant wholesalers
		418	Miscellaneous merchant wholesalers
		419	Business-to-business electronic markets, and agents and brokers

Letter	Industry sector	NAICS code	Examples (non-exhaustive list) <i>These examples come from the North American Industry Classification System (NAICS)</i>
H	Retail trade	441	Motor vehicle and parts dealers
		442	Furniture or home furnishings stores
		443	Electronics and appliance stores
		444	Building material and garden equipment and supplies dealers
		445	Food stores (e.g., grocery stores, convenience stores, meat markets, fish and seafood markets, fruit and vegetable markets, baked goods stores, confectionery stores, beer, wine and liquor stores)
		446	Health and personal care stores
		447	Gasoline stations
		448	Clothing and clothing accessories stores
		451	Sporting goods, hobby, book and music stores
		452	General merchandise stores
		453	Miscellaneous store retailers
		454	Non-store retailers
		I	Transportation of passengers and goods, warehousing, and couriers
482	Rail transportation		
483	Water transportation		
484	Truck transportation		
485	Public transit and ground passenger transportation		
486	Pipeline transportation		
487	Scenic and sightseeing transportation		
488	Support activities for transportation		
491	Postal service		
492	Couriers and messengers		
J	Information and cultural industries, except telecommunications and data	511	Publishing
		512	Motion picture and sound recording industries
		515	Broadcasting (except Internet)
		519	News syndicates, libraries, archives, Internet broadcasting, web search portals, etc.
K	Telecommunications and data management	517	Wired and wireless telecommunications carriers, including satellite (e.g., Internet, telephone and cable service providers), etc.
		518	Data processing, hosting and related services

Letter	Industry sector	NAICS code	Examples (non-exhaustive list) <i>These examples come from the North American Industry Classification System (NAICS)</i>
L	Finance and insurance	521	Monetary authorities – central bank
		522	Credit intermediation and related activities
		523	Securities, commodity contracts and other financial investment and related activities
		524	Insurance carriers and related activities
		526	Funds and other financial vehicles
M	Real estate and rental	531	Real estate
		532	Rental and leasing services
		533	Lessors of non-financial intangible assets (except copyrighted works)
N	Professional, scientific and technical services, administrative and support services, management of companies and enterprises	541	Legal services; accounting, tax preparation, bookkeeping and payroll services; design services; management consulting services; scientific and technical consulting services; scientific research and development services; architectural services; engineering services; computer systems design services; advertising and public relations services; etc.
		551	Management of companies and enterprises (holding companies and head offices)
		561	Office administrative services; facilities support services; employment services; business support services (e.g., document preparation services, telephone call centres, collection agencies, credit bureaus); travel arrangement and reservation services; investigation and security services; services to buildings and dwellings (e.g., extermination and janitorial services, window and carpet cleaning, landscaping); etc.
O	Waste management and remediation services	562	Waste collection, treatment and disposal; remediation services; material recovery facilities; etc.
P	Educational services, social assistance and daycares	611	Elementary and secondary schools, community colleges, C.E.G.E.P.s, universities, business schools and computer and management training, technical schools, trade schools, athletic instruction, fine arts schools, language schools, educational support services, etc.
		624	Child and youth services; services for the elderly and persons with disabilities; community food and housing; emergency and other relief services; vocational rehabilitation services; child day-care services; etc.

Letter	Industry sector	NAICS code	Examples (non-exhaustive list) <i>These examples come from the North American Industry Classification System (NAICS)</i>
Q	Health care	621	Offices of health practitioners; family planning centres; out-patient mental health and substance abuse centres; medical and diagnostic laboratories; home health care and ambulance services; etc.
		622	Hospitals
		623	Nursing care facilities; residential developmental handicap, mental health and substance abuse facilities; community care facilities for the elderly; transition homes for women; homes for emotionally disturbed children; homes for the physically handicapped or disabled; etc.
R	Arts and entertainment	711	Performing arts companies, spectator sports, sports teams and clubs, promoters and presenters of performing arts and sports events, festivals, agents and managers for artists and athletes, independent artists, writers and performers, etc.
		712	Museums; historic and heritage sites; zoos and botanical gardens; nature parks; etc.
S	Amusement, gambling and recreation and accommodation services	713	Amusement parks; arcades; casinos (except casino hotels); lotteries; golf courses; skiing facilities; marinas; recreational sports centres (e.g., physical fitness facilities, recreational sports clubs, gymnasiums, swimming pools); etc.
		721	Traveller accommodation; recreational vehicle (RV) parks; campgrounds; recreation and vacation camps (including hunting and fishing camps); rooming and boarding houses
T	Food services and drinking places	722	Restaurants, caterers, cafeterias, mobile food services, bars, etc.
U	Repair and maintenance services and personal services	811	Automotive repair and maintenance (including car washes); electronic and precision equipment repair and maintenance; commercial and industrial machinery and equipment repair and maintenance; personal and household goods repair and maintenance
		812	Personal care services (e.g., hair care and esthetic services); funeral services; dry cleaning and laundry services; linen and uniform supply; pet care (except veterinary) services; photo finishing services; parking lots and garages; etc.
V	Religious, grant-making, civic, and professional organizations	813	Religious organizations; grant-making and giving services; civic and social organizations; business organizations; professional and labour organizations; etc.
W	Public administration	911	Federal government public administration
		912	Provincial and territorial public administration
		913	Local, municipal and regional public administration
		914	Aboriginal public administration
		919	International and other extra-territorial public administration