

Québec Survey of Community Organizations

About the survey

The *Québec Survey of Community Organizations* is conducted at the request of the Ministère de l'Emploi et de la Solidarité sociale (MESS). This survey will allow us to produce an overall statistical portrait of community organizations in Québec and to measure how much they contribute to Québec's social and economic development.

The questionnaire was designed in collaboration with representatives from the community sector.

Confidentiality

Your organization 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 (ISQ). The ISQ guarantees that the data provided by your organization as part of this survey will be kept confidential.

For quality and training purposes, telephone conversations with ISQ 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 action@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.
- ▶ 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 the ISQ will call you so that you can answer the questionnaire by telephone.
- ▶ Do not return the completed questionnaire by mail or by fax; you can keep it for your files or destroy it.
- ▶ **Targeted organization**
This questionnaire is addressed to the organization whose name is listed in the e-mail or letter that the ISQ sent you. You must indicate if the Québec enterprise number (NEQ)* is correct in question 2.1.
- ▶ **Fiscal year surveyed**
The questionnaire covers your organization's fiscal year that ended between April 1, 2023 and March 31, 2024, as specified in question 1.1. When answering the questions, please keep in mind your organization's situation during that fiscal year.
- ▶ **Documents to have on hand**
To complete the questionnaire, we recommend that you have the following documents on hand if possible:
 - Your organization's letters patent.
 - Its articles or by-laws.
 - Its financial report or any other accounting record for the fiscal year in question.
 - Its activity report for the fiscal year in question.
- ▶ **Organization closed**
If your organization has ceased its operations permanently, please contact the ISQ at 1-800-561-0213.

Definitions

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

ACEF (association coopérative d'économie familiale [home economics cooperative association])

ACEFs are community organizations that specialize in personal finance and consumer rights protection, rooted in the distinct realities of each region in Québec.

Assistance from the Québec government

Assistance from the Québec government includes assistance from integrated health and social services centres (CISSS) and integrated university health and social services centres (CIUSSS), as well as from school service centres and school boards.

Association

An association is a group of persons constituted for the purpose of pursuing a common goal other than making profits to be shared between its members. It can make profits, provided these are not shared among its members. The activities of an association aim to promote the study, protection and development of the economic, social, or moral interests of its members or the community.

Basic organization

A basic organization is an organization where the majority of voting members are individuals. It works directly with the population.

Board of directors

A board of directors is a group of people who act on behalf of the organization. Board members are called directors.

Casual employee

An employee hired to meet specific needs for special projects, to fill in for a fixed period, or to take on a temporary work surplus.

Cooperative

A cooperative is a legal person that brings together people with common economic, social or cultural needs who unite to operate a business according to the rules of cooperative action in order to meet those needs.

Disabled person

Any person with an impairment that results in significant and persistent disability and who is likely to encounter barriers in the performance of everyday activities. This disability can be a motor, intellectual, visual, auditory, speech, or language disability, or can be linked to an autism spectrum disorder.

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. This excludes persons for whom the organization is not required to produce a Revenu Québec RL-1 slip, such as self-employed workers and freelancers.

Freelancer

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

Full-time employee

Full-time employees usually work 30 hours or more 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.

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, twospirit, or gender-fluid. The Other gender category is used to collect information in an inclusive manner and ensures that everyone can be counted according to their reality.

Government assistance

Government assistance includes public subsidies (financial assistance agreements as part of a standardized program), tax credits, as well as grants from local or municipal governments.

Group of persons

A group of persons refers to any group of two or more people, other than an association, who share a common interest (monetary or not). It may be a nominal partnership, a cost-sharing partnership, an economic interest group such as a consortium or joint venture, or another type of group.

Illiterate person

Any person who has difficulty reading, writing, or counting.

Independent popular education

Independent popular education is a set of learning and critical reflection processes through which citizens work together to develop individual and collective awareness of their living and working conditions, with the short- or long-term aim of bringing about social, economic, cultural and political change in their community.

Indigenous person

The term “Indigenous” refers to First Nations and Inuit people.

LGBTQ+ person

The LGBTQ+ acronym refers to all people who are not heterosexual, whose gender identity does not match their sex assigned at birth, or whose body or gender identity is not defined in binary terms. It therefore refers to persons who are homosexual (lesbian and gay), bisexual, trans, and queer, but also those who are intersex, two-spirit, asexual, etc.

Member

Any person or organization that adheres to or supports the organization’s mission, orientations and values. Members generally take part in the organization’s annual general meetings.

Multi-sectoral network or group

A group or network is considered multi-sectoral if the majority of its members are active in three or more separate social mission areas.

Municipal organization

This includes, for example, municipalities, regional county municipalities (RCMs), metropolitan communities, municipal agency groups, police forces, and public transit agencies.

Network or group

A network or group is an organization whose voting members are predominantly collective, i.e. they are predominantly basic organizations and networks or groups. Their mission is to support and represent their members, particularly in their dealings with political authorities, and to train, inform, and raise awareness.

Non-profit/not-for-profit organization (NPO)

An NPO is a group of individuals who pursue a moral or altruistic goal, and who have no intention of making pecuniary gains to be shared among members.

Non-wage benefits

Amounts paid in addition to employees’ base salary by an employer for a pension plan, group insurance plan, registered retirement savings plan (RRSP), time off, etc.

Partisan political organization

An organization that promotes partisan political action, such as an electoral district political organization that is part of a political party officially recognized by the chief electoral officer.

Part-time employee

Part-time employees usually work fewer than 30 hours per week for an employer.

Professional or high-level sports team

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

Public network

The public network includes all government entities (all government ministries and agencies, including healthcare and social services institutions), and all municipal governments and educational institutions (e.g., school service centres and school boards).

Public or parapublic organization

An organization created by the government whose senior management or board members are appointed or designated by the government or a minister and generally assigned a specific public service mission.

This includes, for example, government ministries and agencies, healthcare and social services institutions such as integrated health and social services centres (CISSS) and integrated university health and social services centres (CIUSSS), local community services centres (CLSC), hospitals and residential and long-term care centres (CHSLD), as well as educational institutions such as school service centres and school boards, CEGEPs, universities, elementary and high schools, etc.

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.

Regular employee

An employee hired on a permanent or indeterminate basis.

Religious organization

An organization that promotes religious beliefs or performs religious services and rituals (e.g., in churches, temples, mosques, synagogues, monasteries), or an auxiliary organization (e.g., religious association, Bible society, congregation).

Seasonal employee

An employee hired because of a need for additional manpower that recurs at the same time each year, and whose name appear on a seasonal staff recall list.

Sectoral network or group

A group or network is considered sectoral if the majority of its members are active in one or two social mission areas.

Social mission

An organization has a social mission when the ultimate goal of its activities is to improve the living conditions and meet the needs of its members or of a particular group or population. These needs are directly or indirectly related to the improvement of social, economic, cultural, community, environmental, or health conditions.

Syndicate of co-ownership

A syndicate of co-ownership is a legal person governed by the Civil Code of Québec and made up of all the co-owners of a divided co-ownership. It is constituted by the publication of the declaration of co-ownership in the Land Register. Its purpose is to preserve a building, maintain and administer its common areas, safeguard the rights relating to the building or the co-ownership, and carry out all operations of common interest.

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.

Value of the properties

This is the value shown in the property assessment rolls of the municipalities where these properties are located.

Visible minority

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

For example, the following are considered to be visible minorities: Blacks (African Americans, Congolese, Haitians, Nigerians, etc.), South Asians (Bangladeshis, Indians, Pakistanis, Punjabis, Sri Lankans, etc.), Chinese (including Hong Kongers), Koreans, Japanese, Southeast Asians (Vietnamese, Cambodians, Laotians, Thais, etc.), Pacific Islanders, West Asians (Iranians, Afghans, etc.), Arabs (Lebanese, Moroccans, Egyptians, etc.) and Latin Americans (Brazilians, Colombians, Cubans, Peruvians, Guatemalans, etc.).

The time of incorporation is when the letters patent are issued.

2.3 In what year was your organization incorporated?

2.4 Was your organization created as part of a government initiative or is it a project initiated by a government organization?

Yes

No

2.5 Is your organization a charity registered with the Canadian Revenue Agency (CRA)?

Yes

No

TYPE OF ORGANIZATION

2.6 Is your organization a non-profit/not-for-profit organization (NPO)*?

Yes → [Go to question 2.9](#)

No

2.7 Is your organization an ACEF (association coopérative d'économie familiale [home economics cooperative association])*?

Yes → [Go to question 2.9](#)

No

2.8 What is the legal status of your organization?

¹ Cooperative*

² Association*

³ Group of persons*

⁴ Syndicate of co-ownership*

⁵ Other; please specify:

It is possible that your organization does not belong to any of these categories. If this is the case, select "No".

2.9 Is your organization in one of the following categories?

- **Foundation whose main purpose it to collect and redistribute funds**

- **Trust**

- **Professional association or professional order**

- **Chamber of commerce or employers' association**

- **Workers' union or other type of labour organization**

- **Partisan political organization***

- **Religious organization***

- **Public or parapublic organization***

- **Municipal organization***

- **Professional or high-level sports team***

Yes → [Go to section 8 – End of questionnaire](#)

No

2.10 Is your organization...

- ¹ ... a basic organization*?
- ² ... a network or group* mainly composed of basic community organizations?
- ³ ... a network or group* mainly composed of networks or groups of basic community organizations?

ARTICLES AND BY-LAWS

2.11 Does your organization have any by-laws?

- Yes
- No → [Go to question 2.13](#)

2.12 Have your organization's by-laws been adopted in an annual general meeting?

- Yes → [Go to question 2.14](#)
- No → [Go to section 8 – End of questionnaire](#)

2.13 Are these by-laws due to be adopted in an annual general meeting in the near future?

- Yes
- No → [Go to section 8 – End of questionnaire](#)

2.14 Does your organization have a board of directors*?

- Yes
- No → [Go to section 8 – End of questionnaire](#)

2.15 What is the process for appointing most of the seats on the board of directors*, as set out in your articles and by-laws?

- ¹ Elected by the members* in an annual general meeting
- ² Elected by participants (members* or non-members) in an annual general meeting
- ³ Appointed by a parent organization, an external organization, or any other third party
→ [Go to section 8 – End of questionnaire](#)
- ⁴ Seats are reserved ex officio → [If your organization is a basic organization*, go to section 8 – End of questionnaire.](#)
- ⁵ Other appointment method, e.g., by administration agreement by the members*; please specify:

MEMBERS AND ANNUAL GENERAL MEETING

2.16 Unless there are exceptional circumstances, does your organization hold or plan to hold an annual general meeting every year?

- Yes
- No → [Go to section 8 – End of questionnaire](#)

2.17 Unless there are exceptional circumstances, does your organization submit or plan to submit the following documents every year at its annual general meeting?

- | | Yes | No |
|--|--------------------------|--------------------------|
| a) An activity report | <input type="checkbox"/> | <input type="checkbox"/> |
| b) A balance sheet or financial statements | <input type="checkbox"/> | <input type="checkbox"/> |

▶ If you checked “No” at least once, go to section 8 – End of questionnaire.

2.18 Unless there are exceptional circumstances, does your organization have or plan to have mechanisms in place to:

- | | Yes | No |
|--|--------------------------|--------------------------|
| a) Inform people in its target community about the activities it carries out (e.g., activity schedules, newsletters, newspapers, magazines or social media accounts)? | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Encourage the participation of people in the community targeted by its activities (e.g., committees or working groups)? | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Enable members of the target community to express their views or to be consulted on the organization’s development (e.g. working committees, focus groups, symposiums or seminars)? | <input type="checkbox"/> | <input type="checkbox"/> |

▶ If you checked “No” to all three items, go to section 8 – End of questionnaire.

Section 3 Community services

An organization has a social mission when the ultimate goal of its activities is to improve the living conditions and meet the needs of its members or of a particular group or population. These needs are directly or indirectly related to the improvement of social, economic, cultural, community, environmental, or health conditions.

To help you answer this question, refer to the list of social missions that are in the appendix at the end of the questionnaire.

Select only one option. If you are hesitating between several options, choose the one that best reflects the purpose of the organizations in your network or group, meaning their central or ultimate goal.

Please read all options before selecting your answer. To help you answer the question, read the examples of activities for each option that are in the appendix at the end of the questionnaire.

SOCIAL MISSION

The next questions are about various aspects of your organization's social mission* and, if it is a network or a group*, that of its members.

3.1 Does your organization have a social mission?

- Yes → If your organization is a **basic organization***, go to question 3.4.
- No → Go to section 8 – End of questionnaire

3.2 Is your network or group...

- ... sectoral*?
- ... multi-sectoral*? → Go to question 3.9

3.3 Which of the following options best describes the main social mission* of the organizations in your network or group?

- 1 Promoting access to and participation in art, culture and information media
- 2 Promoting access to sports, recreation, and tourism
- 3 Educating, teaching, training
- 4 Promoting the health of the population
- 5 Promoting the development and fulfillment of children, youth and families
- 6 Improving the living conditions or the vitality of a neighbourhood, community (community development) or territory
- 7 Promoting access to housing
- 8 Promoting social and workplace integration
- 9 Promoting the integration of immigrants and refugees and respect for cultural communities
- 10 Working for food safety and well-being
- 11 Preserving or protecting the environment and fostering the emergence of an ecological or eco-responsible society
- 12 Working towards international solidarity and cooperation
- 13 Promoting and defending rights
- 14 Preventing crime, protecting victims of crime, and promoting the social reintegration of offenders
- 15 Helping people at risk of vulnerability or living in vulnerable situations to maintain or improve their ability to act
- 16 Recognizing and promoting volunteer action
- 17 Other type of social mission; please explain in a few words:

▶ Go to question 3.9

Select all that apply.

Please read all options before selecting your answer. To help you answer the question, read the examples of activities for each option that are in the appendix at the end of the questionnaire.

3.4 Which of the following options best describes your organization's social mission*?

- 1 Promoting access to and participation in art, culture and information media
- 2 Promoting access to sports, recreation, and tourism
- 3 Educating, teaching, training
- 4 Promoting the health of the population
- 5 Promoting the development and fulfillment of children, youth and families
- 6 Improving the living conditions or the vitality of a neighbourhood, community (community development) or territory
- 7 Promoting access to housing
- 8 Promoting social and workplace integration
- 9 Promoting the integration of immigrants and refugees and respect for cultural communities
- 10 Working for food safety and well-being
- 11 Preserving or protecting the environment and fostering the emergence of an ecological or eco-responsible society
- 12 Working towards international solidarity and cooperation
- 13 Promoting and defending rights
- 14 Preventing crime, protecting victims of crime, and promoting the social reintegration of offenders
- 15 Helping people at risk of vulnerability or living in vulnerable situations to maintain or improve their ability to act
- 16 Recognizing and promoting volunteer action
- 17 Other type of social mission; please explain in a few words:

► If you selected only one option, go to question 3.6.

Select only one option.

3.5 Which of the options you have selected best describes your organization's main social mission*, meaning the one that represents its main activity or the main issue it targets?

- 1 Promoting access to and participation in art, culture and information media
- 2 Promoting access to sports, recreation, and tourism
- 3 Educating, teaching, training
- 4 Promoting the health of the population
- 5 Promoting the development and fulfillment of children, youth and families
- 6 Improving the living conditions or the vitality of a neighbourhood, community (community development) or territory
- 7 Promoting access to housing
- 8 Promoting social and workplace integration
- 9 Promoting the integration of immigrants and refugees and respect for cultural communities
- 10 Working for food safety and well-being
- 11 Preserving or protecting the environment and fostering the emergence of an ecological or eco-responsible society
- 12 Working towards international solidarity and cooperation
- 13 Promoting and defending rights
- 14 Preventing crime, protecting victims of crime, and promoting the social reintegration of offenders
- 15 Helping people at risk of vulnerability or living in vulnerable situations to maintain or improve their ability to act
- 16 Recognizing and promoting volunteer action
- 17 Other type of social mission
- 18 None of these social missions is predominant

TARGETED CLIENTELE OR GROUPS

For the purposes of this questionnaire, an organization's activities or services are those it provides in relation to its social mission*.

The next questions are about the clientele or groups targeted by your organization's activities or services.

Select up to **three** options. Select the ones that reflect the main specific clienteles or groups that your organization's activities or services are intended for.

3.6 Generally speaking, are your organization's activities or services offered to:

- 1 The general population? → [Go to question 3.8](#)
2 A specific clientele or group?

3.7 Which of the following groups of people are your organization's activities and services mainly intended for?

- 1 Women
2 Men
3 LGBTQ+ persons*
4 Families and children
5 Teenagers or young adults
6 Seniors
7 Indigenous people*
8 Immigrants or refugees
9 Cultural communities or visible minorities*
10 Illiterate persons*
11 Disabled persons*
12 Individuals with a mental health disorder or problem
13 Low-income earners
14 Unemployed persons
15 Homeless persons
16 Victims of sexual or domestic violence
17 Victims of crime
18 Persons in the justice system
19 Other; please specify: _____

Only count the people who **directly** benefited from your organization's activities or services. Exclude interactions on social media (e.g., "likes" on a publication).

3.8 During the fiscal year specified at the beginning of the questionnaire, how many people participated in your organization's activities or used its services?

_____ people

You can count the same person more than once if they participated in several activities or used several services.

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

ACTIVITIES AND SERVICES

For the purposes of this questionnaire, an organization's activities or services are those it provides in relation to its social mission*.

The next questions are about the activities or services provided by your organization.

Select all that apply.

3.9 During the fiscal year that specified at the beginning of the questionnaire, which services or activities did your organization offer?

- 1 Support and referrals
- 2 Welcoming and listening services
- 3 Artistic and cultural activities
- 4 Consensus-building activities
- 5 Social mobilization activities
- 6 Sports and recreational activities
- 7 Help and mutual aid
- 8 Analysis of social issues
- 9 Food bank or other material assistance
- 10 Popular education
- 11 Fundraising events
- 12 Training
- 13 Accommodations
- 14 Living environment and community support
- 15 Participation in research activities
- 16 Promotion and outreach
- 17 Advocacy
- 18 Other activities or services; please specify: _____

These activities can include, for example, training sessions, debates and protests.

3.10 During the fiscal year specified at the beginning of the questionnaire, did your organization carry out information, outreach and independent popular education* activities aimed at raising individual and collective awareness and bringing about social, economic, cultural or political change?

- Yes
- No

This may differ from the area covered by your organization's mission.

3.11 At which geographic level are your organization's activities or services offered?

Select all that apply.

Geographic level	Definition
<input type="checkbox"/> 1 Local	One or several neighbourhoods or boroughs in a municipality, or one or a few municipalities or regional county municipalities (RCMs)
<input type="checkbox"/> 2 Regional	Most municipalities or RCMs in a Québec administrative region, or one to eight Québec administrative regions
<input type="checkbox"/> 3 Provincial	Nine or more Québec administrative regions, or the province of Québec as a whole
<input type="checkbox"/> 4 National	Several Canadian provinces or Canada as a whole
<input type="checkbox"/> 5 International	Several countries

Section 4 Financial situation

The next questions are about your organization's financial situation.

TOTAL ASSETS AND TOTAL LIABILITIES

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

4.1 What is the value of your organization's 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 \$ _____

4.2 Does your organization own any buildings or land in Québec?

- Yes
- No → [Go to question 4.4](#)

4.3 What is the current value of the properties*, including both buildings and land, owned by your organization in Québec?

\$ _____

REVENUE

Exclude federal and provincial taxes where applicable.

Exclude services received and accounted for in your financial statements (e.g., free rent, heating or electricity).

Exclude government assistance received as a trust.

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

4.4 What was your organization's revenue for the fiscal year specified at the beginning of the questionnaire?

Government assistance*

- a) Assistance from the Canadian government \$ _____
- b) Assistance from the Québec government* \$ _____
- c) Assistance from municipalities \$ _____

Other revenue

- d) Revenue from the sale or leasing of goods or services \$ _____
- e) Revenue from membership dues* \$ _____
- f) Funds received from foundations \$ _____
- g) Monetary donations, sponsorships and revenue from fundraising campaigns, except funds received from foundations \$ _____
- h) Other revenue, for example interest and dividend revenue \$ _____

TOTAL GROSS REVENUE

\$ _____

► If you indicated "0" at line b, go to question 4.7.

4.5 You previously reported that your organization received assistance from the Québec government. How much of that amount is funding for its overall mission?

\$ _____

► If you entered "0", go to question 4.7.

Select all that apply.

4.6 Which Québec government ministries or agencies provided your organization with funding for its overall mission during the fiscal year specified at the beginning of the questionnaire?

- 1 Ministère de la Culture et des Communications (MCC)
- 2 Ministère de l'Économie, de l'Innovation et de l'Énergie (MEIE)
- 3 Ministère de l'Éducation (MEQ)
- 4 Ministère de l'Emploi et de la Solidarité sociale (MESS), y compris le Secrétariat à l'action communautaire autonome et aux initiatives sociales (SACAIS)
- 5 Ministère de l'Environnement, de la Lutte contre les changements climatiques, de la Faune et des Parcs (MELFP)
- 6 Ministère de la Famille (MFA)
- 7 Ministère de l'Immigration, de la Francisation et de l'Intégration (MIFI)
- 8 Ministère des Relations internationales et de la Francophonie (MRIF)
- 9 Ministère de la Santé et des Services sociaux (MSSS)
- 10 Ministère de la Sécurité publique (MSP)
- 11 Secrétariat à la condition féminine (SCF)
- 12 Secrétariat aux relations avec les Premières Nations et les Inuit (SRPNI)
- 13 Secrétariat aux relations avec les Québécois d'expression anglaise (SRQEA)
- 14 Société d'habitation du Québec (SHQ)
- 15 Other ministries or agencies; please specify:

4.7 During the fiscal year specified at the beginning of the questionnaire, did your organization benefit from:

	Yes	No
a) An exemption from rent, heating, or electricity costs?	<input type="checkbox"/>	<input type="checkbox"/>
b) An exemption from cleaning, snow removal or childcare costs?	<input type="checkbox"/>	<input type="checkbox"/>
c) Secretarial, telephone, photocopying or insurance services offered free of charge ?	<input type="checkbox"/>	<input type="checkbox"/>
d) Services related to the preparation of financial statements or the management of grants offered free of charge ?	<input type="checkbox"/>	<input type="checkbox"/>

EXPENSES

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

Professional fees can be paid, for example, to consultants, accountants, lawyers, or public relations officers.

Other expenses can be related, for example, to communications, office equipment and supplies, or travel.

4.8 What were your organization's expenses during the fiscal year specified at the beginning of the questionnaire, for each of the following categories?

Salary expenses

a) Wages, including non-wage benefits* and payroll taxes \$

Rent and occupancy expenses

b) Rent, mortgage, and other occupancy expenses such as business, property, municipal and school taxes, as well as heating, electricity, janitorial, maintenance and insurance costs \$

Expenses related to the organization's activities and services

c) Expenses that are directly related to the organization's activities and services, employee wages and non-wage benefits \$

Other expenses

d) Professional fees \$

e) Other expenses \$



TOTAL EXPENSES \$

► If your organization owns its premises or if you indicated "0" at line b, go to section 5 – Human resources.

4.9 How much of your organization's total expenses for the fiscal year specified at the beginning of the questionnaire was spent on rent?

\$

Section 5 Human resources

The next questions are about your organization's human resources.

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

- Yes
- No → [Go to section 6 – Democratic governance and community participation](#)

Only include employees working in Québec, meaning paid employees for whom the employer has to fill out Revenu Québec RL-1 slips. Self-employed workers and freelancers* must **not** be included in your organization's employees.

5.2 For each gender* category, please provide the number of employees* your organization had at the time when there were the most employees* on its payroll during the fiscal year specified at the beginning of the questionnaire.

- a) Women
- b) Men
- c) Other gender
- ▼
- TOTAL NUMBER OF EMPLOYEES**

Consider the time when there were the **most** employees on its payroll during the fiscal year specified at the beginning of the questionnaire.

5.3 Please break down the number of employees* in your organization by employment status and full- or part-time status.

- | | Full-time* | Part-time* |
|------------------------------------|----------------------|----------------------|
| a) Regular employees* | <input type="text"/> | <input type="text"/> |
| b) Casual* and seasonal* employees | <input type="text"/> | <input type="text"/> |

Only include employees working in Québec, meaning paid employees for whom the employer has to fill out Revenu Québec RL-1 slips. Self-employed workers and freelancers* must **not** be included in your organization's employees.

Please include paid overtime.

5.4 During the fiscal year specified at the beginning of the questionnaire, how many paid hours did your organization's staff work in total?

hours

Section 6 Democratic governance and community participation

The next questions are about your organization's democratic governance and community participation.

BOARD OF DIRECTORS

Provide this breakdown based only on the main type for each person. In other words, each person must be counted only once.

6.1 What was the composition of your organization's board of directors* on the end date of the fiscal year specified at the beginning of the questionnaire? Please break down the number of board members by type.

Individual members

- a) Persons who participate in the organization's activities or use its services
- b) Employees of the organization
- c) Other individual members

Representatives of an organization

- d) Persons who represent a basic community organization* or a network or group* of community organizations
- e) Persons who represent a public or parapublic organization* or a municipal organization*
- f) Persons who represent another type of organization, for example a foundation or private company

TOTAL NUMBER OF BOARD MEMBERS

6.2 Please break down the number of people on your organization's board of directors* on the end date of the fiscal year specified at the beginning of the questionnaire by gender* category.

- a) Women
- b) Men
- c) Other gender

6.3 Among the individuals who were on your organization's board of directors* on the end date of the fiscal year specified at the beginning of the questionnaire, how many were observers, meaning without the right to vote?

observers

Another funder can be, for example, a credit union, bank, foundation, or religious organization.

6.4 Under your organization's articles or by-laws, are any board seats reserved for individuals representing the public network* or another funder?

- Yes
- No

Exclude board members.

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

MEMBERS

6.5 How many members* did your organization have in Québec on the end date of the fiscal year specified at the beginning of the questionnaire? Please break down the number of members* by type.

Natural persons

a) Individuals

Organizations

b) Basic community organizations* and networks or groups* of community organizations

c) Other types of organizations



TOTAL NUMBER OF MEMBERS

▶ If your organization has **no** members, go to question 6.7.

6.6 Among the members* your organization had in Québec on the end date of the fiscal year specified at the beginning of the questionnaire, how many had the right to vote?

members

LINKS WITH THE COMMUNITY

6.7 Is your organization a member of one or more networks or groups* of community organizations?

Yes

No → If your organization is a **basic organization***, go to question 6.9.
→ If your organization is a **network or group***, go to section 7 – Objectives of the organization.

6.8 How many networks or groups* of community organizations is your organization a member of?

networks or groups

▶ If your organization is a **network or group***, go to section 7 – Objectives of the organization.

UNPAID INDIVIDUALS AND VOLUNTEERS

Exclude board members.

Enter "0" if no unpaid individuals or volunteers contributed to your organization's activities in Québec.

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

6.9 How many unpaid individuals or volunteers contributed to your organization's activities in Québec during the fiscal year specified at the beginning of the questionnaire?

unpaid individuals and volunteers

Section 7 Objectives of the organization

The next question is about your organization's objectives.

Select up to three options.

7.1 **Over the next three years, what will be your organization's main objectives in terms of development or consolidation?**

- ¹ Increasing funding for its overall mission
- ² Increasing its independent revenue or diversifying its sources of funding
- ³ Improving the working conditions of its employees
- ⁴ Offering new services or activities to better meet existing or new needs
- ⁵ Meeting its labour needs
- ⁶ Moving into premises adapted to its activities
- ⁷ Implementing new technologies, including digital technologies
- ⁸ Reaching more vulnerable or more remote groups
- ⁹ Promoting or encouraging volunteering and the involvement of its members in the communities targeted by its mission
- ¹⁰ Other objective(s); please specify:

Section 8 End of questionnaire

Name and title of the person who completed the questionnaire

First name

Last name

Title

If necessary, please correct your organization's contact information listed in the e-mail or letter sent by the ISQ.

Enter only the information to be corrected.

Name of organization

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.

The Institut de la statistique du Québec thanks you for taking part in this survey.

Appendix **Examples of activities related to an organization's social mission** (questions 3.1, 3.3 and 3.4)

Social mission	Examples of activities
1. Promoting access to and participation in art, culture and information media	Producing and disseminating local and regional information that reflects the political, social, cultural and economic life of the community (e.g., in a newspaper, on radio, television or online media), while encouraging community participation in activities; Promoting and fostering the development of cultural recreation (e.g., choral singing, cinema, historical and genealogical societies, Québec folklore, performing arts); Offering artistic activities adapted to individuals, communities and population groups who encounter barriers to participation in cultural and social life (e.g., visual arts, theatre, music).
2. Promoting access to sports, recreation, and tourism	Providing goods or services related to sports or recreation (e.g., managing sports or recreational facilities, organizing amateur sports or cultural activities, offering classes or workshops in various fields, operating a summer camp); etc.
3. Educating, teaching, training	Improving the basic skills of the general population or specific clientele (e.g., by offering one-time or ongoing training in literacy, cooking or budget management); Promoting adult education and carrying out popular education activities aimed at civic involvement and the appropriation of collective issues; Fighting against dropping out of school (e.g., by offering homework help, remedial education services or other specialized services in the field of education); Promoting education and higher education, particularly in the field of science and technology (e.g., promoting vocational and technical training or the next generation of scientists); etc.
4. Promoting the health of the population	Offering activities or services aimed at improving the physical or mental health of the general population or specific clientele (e.g., seniors or people with loss of autonomy, people with a mental disorder or physical illness, people with an intellectual disability or a pervasive developmental disorder); Offering support and respite to the family and close friends of people living with physical or mental health issues or people with loss of autonomy; Offering care, equipment or resources in the healthcare field (e.g., care for hospitalized patients, rehabilitation services, home care services, emergency medical services); etc.
5. Promoting the development and fulfillment of children, youth and families	Offering a stimulating living environment, activities, and services that foster the development of youth, children and families; Providing support for families, youth, children and parents (e.g., community drop-in daycare activities, psychosocial assistance), particularly in difficult situations (e.g., separation); Offering activities or services aimed at developing parenting skills and harmonious family relationships; Offering perinatal services and support (e.g., support services for new mothers, breastfeeding support, post-childbirth support services); etc.
6. Improving the living conditions or the vitality of a neighbourhood, community (community development) or territory	Offering a variety of services or activities aimed at improving living conditions in a neighborhood or community; Promoting the development of territories; Fostering the development of a sense of belonging and the active participation of individuals in the development of their community or territory, in particular through practices of mutual aid and solidarity among individuals; Promoting concerted action and collaboration among various community stakeholders; Improving the situation of the underprivileged and combating poverty and social exclusion; etc.
7. Promoting access to housing	Offering housing-related services or goods, such as social and community housing or rental space; Promoting social participation; Carrying out activities to foster the cohesion and well-being of people living in social and community housing (e.g., providing support, assistance and referral services, helping to manage conflicts between tenants); etc.

Continued on page 24

Social mission	Examples of activities
8. Promoting social and workplace integration	Offering work readiness training services (e.g., social skills development), job search and job retention services; Providing work experience or services aimed at integrating into the workforce people who are not in the job market, including people with disabilities (physical or mental); etc.
9. Promoting the integration of immigrants and refugees and respect for cultural communities	Offering activities or services aimed primarily at welcoming and integrating immigrants and refugees; Carrying out activities aimed at enhancing and promoting the inclusion of cultural communities or visible minorities and fighting discrimination; Promoting and defending the rights and interests of immigrants or refugees and cultural communities or visible minorities; Carrying out activities aimed at including immigrants and refugees and fostering harmonious relations; etc.
10. Working for food safety and well-being	Providing food-related activities, services or goods, such as meals on wheels, collective kitchens or food banks; etc.
11. Preserving or protecting the environment and fostering the emergence of an ecological or eco-responsible society	Promoting or defending the preservation of the environment; Preserving, developing, maintaining or making accessible a natural environment; Offering recovery, recycling or residual materials management services; Promoting sustainable development and eco-responsible practices (e.g., public transit); Carrying out activities aimed at the social and societal transformation required to preserve ecosystems and territories; etc.
12. Working towards international solidarity and cooperation	Offering goods or services that comply with fair trade principles; Supporting projects aimed at improving living conditions for populations or territories in developing countries, the defense of human rights or gender equality; Carrying out activities aimed at enhancing and promoting international cooperation and solidarity; Raising awareness and educating the population, and promoting global citizenship education; etc.
13. Promoting and defending rights	Promoting and defending the rights and interests of the general population (e.g., human rights, access to health or education) or of specific groups (e.g., the LGBTQ+ community, women, welfare recipients, tenants, the unemployed, people in the justice system); Encouraging individuals' full participation in society and the exercise of their citizenship; Carrying out independent popular education activities focusing on rights and democratic life; Carrying out social mobilization and advocacy activities; Offering assistance and support to crime victims; Offering legal aid or rights education services (e.g., consumer rights, access to housing); etc.
14. Preventing crime, protecting victims of crime, and promoting the social reintegration of offenders	Offering assistance and support to crime victims; Preventing crime and delinquency; Promoting the rehabilitation and social reintegration of offenders; Promoting alternative or restorative justice practices; etc.
15. Helping people at risk of vulnerability or living in vulnerable situations to maintain or improve their ability to act	Offering prevention, support and guidance activities and services to people at risk of vulnerability in order to avoid situations of vulnerability (e.g., social isolation, difficult family situations, at-risk behaviours, trauma) or reduce their impact; Offering support, assistance and protection activities or services to help people in situations of great vulnerability (e.g., people in crisis, victims of domestic or sexual abuse, homeless people, or people with addiction problems).
16. Recognizing and promoting volunteer action	Carrying out activities to promote, recognize and value volunteer action; Supporting community organizations in recruiting, training and supervising volunteers; Offering training on volunteering; etc.