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*∞ METIS ENUMERATION PROPOSAL ∞*

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*presented by:*

*The Metis Society of Saskatchewan*

*to*

*The Government of Saskatchewan*

*and*

*The Government of Canada*

*April 12, 1996*

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## *WHAT IS THE PURPOSE OF THE METIS ENUMERATION?*

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The Saskatchewan Metis Enumeration will:

- (1) generate a list of Metis individuals in Saskatchewan; and,
- (2) lay the foundation for Metis-specific negotiations and/or research.

The Metis Society of Saskatchewan believes that an enumeration should be undertaken. The provincial and federal governments acknowledge that the Metis Society of Saskatchewan has aspirations to do an enumeration.

### *POSITIONS*

#### The Metis Society of Saskatchewan

For the Metis people of Saskatchewan the purpose of an enumeration is to identify the Metis individuals in Saskatchewan. It will provide an opportunity for each and every Metis person in Saskatchewan to be counted. The resulting list of Metis individuals will document members of the Saskatchewan Metis population. The list will provide the baseline for research and negotiations.

For the Metis people, this official identification of the Metis population is necessary to ensure that all Metis individuals are receiving the services and programs to which they are entitled as Aboriginal people of Canada. It is the Metis people's belief that to move into self-government, the citizenry must be defined. Negotiations on any or all issues such as program and service delivery, human resources development, and land claims presuppose a knowledge of who these issues are being negotiated for. Accurate statistics are critical to the Metis people because funding formulae, in some programs traditionally have been based on population counts.

#### The Government of Canada

The federal government approach to the negotiation of Aboriginal self-government indicates that the federal government is prepared to cost share with provinces the enumeration of Metis who may be covered by self-government arrangements negotiated under the tripartite self-government process. For the federal government, the purpose of the enumeration would be to identify those Metis people who may be covered by self-government agreements i.e. a list of names and addresses and other necessary information to identify Metis people. Beyond this basic information, its purpose would not be to collect other personal or socio-economic information.

The list could facilitate the development of self-government institutions for Metis people. It could also facilitate political accountability of the groups involved and could be used for the approval of eventual self-government agreements.

According to the federal government, the enumeration would not be a registry along the lines of the Indian registry, i.e., it would not be federally legislated and would not contain historical data. Furthermore, it would not provide access to programs and services currently available only to on-reserve Indians.

The list would not necessarily be used to determine eligibility for federal programs and services or to determine the share of federal program funding for Metis.

The enumeration of the Metis would not create Aboriginal rights nor would it destroy any existing Aboriginal rights.

### The Government of Saskatchewan

The Metis people have been calling for an enumeration for many years. The Province of Saskatchewan does not have a formal policy or position on enumeration but recognizes the desire of the MSS to enumerate the Metis people in the province. Funds have been made available for the development phase. The ultimate decision concerning funding a Saskatchewan Metis Enumeration will be a Cabinet decision.

A Metis enumeration would identify people who are Metis. It will also identify those individuals who consider themselves to be Metis and who are registered under the Indian Act so that effective provincial program planning can take place. With a list of Metis individuals it could be possible to judge whether the needs of Metis citizens are being met and could provide the basis for enhancing programs and maximizing services to Saskatchewan's Metis people.

Having knowledge of the Metis population would permit sample surveys to be conducted on specific concerns such as housing, education, and socio-economic well-being. Such information could in turn, lead to tailoring programs and services to the particular needs of the Metis population.

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## DEFINITION OF METIS

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Article 10 of the Metis Society of Saskatchewan Constitution provides the following:

A Metis is a person of Aboriginal ancestry who:

1. can provide proof of his/her ancestry;
2. declares himself/herself to be Metis; and
3. meets one of the following tests:
  - a) is accepted as a Metis by the Metis community;
  - b) has traditionally held himself/herself out to be a Metis; and
  - c) has been recognized by the community-at-large as a Metis.

It is agreed that the definition of who is a Metis person belongs to the Metis people themselves. It is further acknowledged that for purposes of membership in MSS the above definition must be followed precisely, although membership in the MSS is not required to become enumerated. In order to operationalize the definition for purposes of the Metis Enumeration, the following two questions are asked:

- ∞ Do you consider yourself to be Metis? and,
- ∞ Are you of Aboriginal ancestry?

\* → The enumeration process is going to be a community-driven process which will begin with membership lists of the MSS and rely primarily on Metis individuals referring other Metis individuals.

*and we are going to operationalize  
P. 3.*

*7  
Place  
under P. 11?  
data  
collection*

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## WHAT INFORMATION WILL BE GATHERED IN THE ENUMERATION

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The information gathered will be:

- ∞ name
- ∞ address (i.e. exact location of residency)
- ∞ date of birth
- ∞ gender
- ∞ mother's maiden name
- ∞ Indian status
- ∞ a declaration signed by each adult and a declaration signed by a parent or guardian of each child

*State why?  
(re. linkages)  
Rational?*

*take out the  
declaration  
item*

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## WHAT THE INFORMATION MAY BE USED FOR FOLLOWING THE ENUMERATION

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The information may:

- ∞ form the basis of a Metis controlled registry;
- ∞ form the beginning of a Metis database;
- ∞ identify the individuals who may be covered by self-government agreements;
- ∞ serve as the population for sample surveys and research on specific issues of concern to Metis people;
- ∞ facilitate the enhancement of programs and maximization of services to Metis people in Saskatchewan;
- ∞ assist in the development of governmental processes and institutions accountable to the Metis people of Saskatchewan;
- ∞ be used as the population base for the approval of agreements between governments and the Metis people of Saskatchewan, where applicable.

**The information will not:**

- ∞ form the basis of a government controlled registry of the Metis People of Saskatchewan;
- ∞ provide access to programs and services currently available only to on-reserve Indians;
- ∞ determine who has Aboriginal rights;
- ∞ be used for commercial purposes, electioneering, or personal gain of any kind.

**The information will not necessarily:**

- ∞ be used to determine eligibility for federal programs and services;
- ∞ be used to determine the share of federal funding for Metis People of Saskatchewan.

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***WHO WILL HAVE ACCESS TO THE DATA GENERATED FROM THE METIS ENUMERATION?***

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The enumeration of the Metis people will generate individual and aggregate data. The process involves the collection of information from individuals by use of a questionnaire. Each completed questionnaire constitutes an individual record. When individual records are combined, that information is called aggregate data.

The purpose of the Metis enumeration is to develop a list of names of Metis individuals in Saskatchewan. It is agreed that:

- ∞ it is the responsibility of the authorities undertaking the enumeration to ensure anonymity, privacy and confidentiality for Metis individuals who respond;
- ∞ access to individual records must be rigidly controlled;
- ∞ the conditions under which access to individual records will be granted must be spelled out for prospective participants; and
- ∞ aggregate data will be made available to the public.

### During the Enumeration Process

During the enumeration process, access to individual records will be limited to those involved in the collection and verification process i.e. to those registering individuals and removing duplicate registrants. The consultants in charge of the technical implementation of the enumeration will oversee the development of a unit equipped to collect and process data related to the enumeration. The unit will be staffed by people specifically trained for the task and bonded and sworn to secrecy. Further, under another contract, an independent reviewer will be employed in the Enumeration process for purposes of quality control. This reviewer will also have access to the individual data.

### After the Enumeration Process

After the enumeration process has been completed, it is proposed that access to individual records be available for the following purposes:

- ∞ to identify the individuals who may be covered by self-government agreements;
- ∞ to serve as the population for sample surveys and research on specific issues of concern to Metis people;
- ∞ to identify the population base for the approval of agreements between governments and the Metis people of Saskatchewan, where applicable.

Since the identification of Metis individuals is part of the groundwork for Metis self-government, it is important to the Metis people to determine a system for the long-term protection and maintenance of the enumeration list. Any decision on the use of the information on the list will be made based on the following principles:

- ∞ confidentiality of personal information; and,
- ∞ separation from the political process.

At the end of the enumeration process, the list will become the responsibility of an agency, with an arm's length relationship to the MSS. The agency will have an independent board which will establish the policies and procedures related to access to the enumeration data. The federal and provincial governments may be asked to provide advice through the Tripartite process.

The agency and individuals designated to protect the integrity of the enumeration list will be chosen at a Saskatchewan Metis General Assembly. At that time, the Assembly will be asked to approve a Metis Enumeration Access to Information Act and vote into existence Statistics Metis, an institution of the Metis people of Saskatchewan with roles and responsibilities spelled



out in the MSS Constitution. In this Constitution, specifically designated individuals associated with the Metis people of Saskatchewan will have access to the list of names with conditions of access prescribed.

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### *WHO WILL CONDUCT THE METIS ENUMERATION?*

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The Metis Society of Saskatchewan, the provincial and federal governments each will nominate a person who is knowledgeable in the field of enumeration and/or Metis culture to a Selection Committee. The Selection Committee will operate by consensus and will be responsible to:

- ∞ develop detailed specifications for the enumeration which MSS will use for its Call for Proposals;
- ∞ develop detailed specifications for an independent review of the enumeration process for quality control which MSS will use for its Call for Proposals;
- ∞ select a firm which the MSS will contract to do the enumeration;
- ∞ select a firm which the MSS will contract to do the independent review.

The firm chosen to conduct the Enumeration will be expected to:

- ∞ have knowledge of the Metis community in Saskatchewan;
- ∞ have expertise in enumeration methodology; and,
- ∞ wherever possible hire Metis to undertake the tasks within the Enumeration process

It is anticipated that the federal and provincial governments will fund the MSS by way of Contribution Agreements. The Contribution Agreements would establish the terms and conditions which the provincial and federal governments will monitor. The Tripartite Enumeration Committee may be called upon to address adjustments to the contracts and Contribution Agreements as required.

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## *WHAT WILL THE ENUMERATION PROCESS ENTAIL?*

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The specifications for the Call for Proposals have not been developed yet. They were not considered part of this proposal. However, the preliminary guidelines developed in this proposal will form the basis for the specifications.

The success of the Saskatchewan Metis Enumeration is contingent on three major components: a comprehensive communications strategy, data collection, and data processing. What follows is a brief description of the necessary elements for each of the components. This description is written with the understanding that the project has not been tendered and that the specific manner in which the enumeration will be implemented will be developed at a later date by those tendering a bid.

### **1.0 COMPREHENSIVE COMMUNICATIONS STRATEGY**

All promotional and educational materials pertaining to the Saskatchewan Metis Enumeration must convey a consistent message, agreed upon by all parties. The key themes will be developed through Questions and Answers to be used in all publicity before, during and after the process. Both promotional and educational materials are critical to the success of the Saskatchewan Metis Enumeration. The educational materials will be developed by a curriculum specialist who will gear the materials to key groups in the Metis community. All educational and promotional materials will be designed, developed and tested before any fieldwork is undertaken or data are collected.

The marketing messages and promotional themes will be consistent with the guidelines provided by the Province of Saskatchewan, Federal Government and the Metis Society of Saskatchewan (See pages 4 and 5 of this report).

#### **(1) Preliminary Communication, Education and Consultation Strategy**

The preliminary phase of the Communications Strategy will be aimed at the Metis community within the MSS. This is to ensure that when Metis individuals who are on the MSS membership list receive a Metis Enumeration Questionnaire (MEQ) in the mail, they will respond.

**This phase must include:**

- ∞ activities designed to raise awareness among Metis individuals of the importance of participating in the Enumeration process;
- ∞ materials and activities developed to educate Metis people about how to participate in the process;
- ∞ a 1-800 number for Metis people to call to inquire about the Metis Enumeration.

**Human Resource Implications**

- ∞ consultants - specialized talent hired to design, develop and test materials and approaches during the development phase;
- ∞ field workers - to take the message to the Metis communities; to travel; to present the materials in workshops or public meetings; to teach Metis individuals how to fill out the forms;
- ∞ clerical/receptionist - to answer the 1-800 queries; to respond to in-person inquiries; to provide clerical support to the field workers and other staff, as requested

**(2) Continuing Consultation and Communication**

Throughout the enumeration process, the goal of 100% participation by Metis individuals must be aggressively pursued with a marketing plan to capture the attention of all segments of the Metis population. Five target groups have been identified: active self-identified Metis; non-active self-identified Metis; those who could be Metis: people uncertain about their Metis origins; and Metis with multiple Aboriginal identification, the non-Aboriginal and other Aboriginal people in Saskatchewan. The comprehensive communication strategy has two goals: (1) to inform all Saskatchewan citizens of the objectives of the Saskatchewan Metis Enumeration and (2) to ensure that all Metis participate in the Metis Enumeration.

**The following are the basic elements:**

- ∞ awareness activities;
- ∞ informational and educational materials;
- ∞ advertising;
- ∞ use of media.

**Human Resource Implications**

- ∞ It is assumed that there will be no additional human resource requirements for these tasks.

### (3) Targeted Community Campaign

An intensive communication and education campaign will be aimed at areas identified as having high Metis populations but where the response to the Metis enumeration process has not been significant. The elements of such a campaign will include:

- ∞ face to face communication;
- ∞ education programs for specific groups in the community;
- ∞ approaches to address concerns raised throughout the process by Metis people.

### Human Resource Implications

- ∞ It is assumed that there will be no additional personnel for this task.

## 2.0 DATA COLLECTION

It is agreed that there will be two major components of the data collection of the Saskatchewan Metis Enumeration: the Snowball Technique and Targeted Community Enumeration.

### (1) The Snowball Technique

The starting point for data collection will involve the Snowball Technique as described in the document entitled Metis Enumeration and Registry Project prepared by Statistics Canada for the Metis National Council in August, 1994. The Saskatchewan Metis Enumeration will build on the work undertaken by the Metis National Council and the federal and provincial governments with modifications for use in the Saskatchewan context. The Snowball Technique is based on the following assumptions:

- ∞ Metis people will be willing to answer the Metis Enumeration Questionnaire (MEQ);
- ∞ Metis people will be willing to provide the names and addresses of other Metis;
- ∞ Metis locals will be willing to share their membership lists with the Metis Enumeration team;
- ∞ the Metis local memberships are representative of the geographic locations of Saskatchewan's Metis people;
- ∞ a computer database of all the membership lists of MSS will be available from which to work.

## (2) Questionnaire Development

A draft version of the Metis Enumeration Questionnaire is appended (See Appendix A). The final questionnaire will be developed by the experts hired to undertake the Metis Enumeration. The draft questionnaire indicates the expectations of the Tripartite Enumeration Committee on the information identified as a requirement for the Enumeration process. Testing of the questionnaire is essential for validity and reliability with Metis respondents. The specific type of testing will be developed by the contractors in the proposals. However, the testing must ensure that the MEQ is effective in eliciting the desired information with the whole Metis community: male/female; urban/rural; north/south; English Mother Tongue/Aboriginal Language Mother Tongue; and literate/nonliterate.

### Human Resource Implications

- ∞ Consultants - Experts will be required to undertake the Questionnaire Validation Activities.

## (3) Data Collection Procedures

### a. Mail-Out

The Snowball Technique will begin with a known list of names and addresses. Questionnaires are mailed to households on this list. In the Metis Enumeration, the preliminary list will be the membership list of MSS which is comprised of the membership lists of the 138 MSS locals across the province. Each household will receive a Metis Enumeration Questionnaire. On the questionnaire, Metis individuals will be asked to identify Metis members of their own household as well as to refer other Metis individuals not already on an MSS membership list. The procedure will involve an initial mail-out; a second mail-out to non-respondents; a mail-out to the referrals from the respondents.

Each MEQ will be assigned a unique number which will be used to identify which MEQ's have been returned. This number will include a geographic code to assist in determining coverage of the Metis communities. Each individual on the MEQ will have a unique person number.

The basic assumptions of the Saskatchewan Metis Enumeration process are:

- ∞ the initial mail-out will be to 10,000 households;
- ∞ response rate from the first mail-out on the initial list will be 60%;
- ∞ the referral rate after induplication will be 2.5 unique names of individuals;
- ∞ the response rate to the subsequent mail-out to the non-respondents from the initial list will be 30%;
- ∞ the response rate for referrals will be 30% for the first mail-out and 15% on a subsequent mail-out;
- ∞ this procedure will generate 14,910 households and assuming 3 persons per household, 44,730 persons.

### Human Resource Implications

- ∞ one person will be required to work with the original list: to send out MEQ; to receive documents; and to send out subsequent mailings. This individual must be able to keystroke at the level four efficiency as well and will be employed for eight months.

#### b. Targeted Community Enumeration

After the initial mail-outs are complete, the response patterns will be assessed in relation to the results of the 1991 Census as well as the 1996 Census data, if available. The coverage of the mail-out campaign will be assessed and any geographic gaps in the response patterns will be identified.

It is assumed that the Metis-specific communities will be covered very well by the mail-outs. However, it is assumed that the urban Metis population will be less well canvassed by this process. Therefore, intensive community-based enumeration will have to be undertaken primarily in urban areas where it is known that there are a large number of Metis households which have not been reached by or have not responded to the mail-outs.

These targeted community enumerations will involve staff from the Enumeration Office or local community Metis people setting up community meetings, booths and education campaigns to encourage Metis people to fill out MEQ on the spot.

## Human Resource Implications

- ∞ the Targeted Community Enumeration may be undertaken by existing staff or be contracted to local Metis individuals.

### 3.0 DATA PROCESSING AND QUALITY CONTROL

The data will be processed at one central facility equipped with a PC based system with the capability to create a database, develop a list of names and addresses, generate labels, sort by geographic location and unduplicate. The computer system need not be elaborate and the number of work stations and central storage will be dependent on the number of Metis believed to be in the province. The system itself should be built around a central server. Software should be "generic" off-the-shelf packages which can be programmed at minimal cost to suit this project. This must include a back-up system and linkages between the computers.

The data will be entered by operators working at a rate of 7,000 to 8,000 keystrokes per hour. It is estimated that each MEQ with five family members and three referrals will require a maximum of 406 keystrokes in a combination of numeric and alphabetic elements. Quality control will be a function built into the data entry process adding a factor of 0.3 to the time allotted. This quality control function will verify the data entry process and will be overseen and the results will be reported by the Project Manager. Policies and procedures to guarantee confidentiality during data entry will be developed prior to the data collection phase. For example, files will be under a security system in the computer and when the individuals working on the files leave for a break they will be secured.

Only those individuals who answer question 1 in the MEQ with Yes, will be entered on the enumeration list. It is estimated that 45,000 individuals will answer in the affirmative.

## Human Resource Implications

- ∞ consultant - a person with expertise in computers systems and programming will be necessary to design and install the program; set up quality control processes, back-up systems and linkages and for troubleshooting during the project, on a short-term contract;
- ∞ one data entry expert with keystroking efficiency at 7,000 - 8,000 keystrokes per hour for seven months.

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## ***HOW WILL THE PROCESS BE MANAGED?***

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Project Management will be the sole responsibility of the firm receiving the contract from MSS. It will be the responsibility of the contractor to develop the administrative requirements keeping in mind among other things that:

- ∞ there will be one central office for the enumeration project;
- ∞ Metis individuals must be hired where possible throughout the project;
- ∞ the contractor will be expected to provide effective, consistent on the job training as required, for specific tasks within the process.

The project management will entail overseeing all phases of the project including the communication strategy, the data collection, the data processing and quality control and the reporting functions. It will be expected that monitoring, quality checks and variance reports will be provided by the company undertaking the enumeration.

The Saskatchewan Metis Enumeration will be governed by the terms of a contract between MSS and the consultants. The contact person for MSS will be Robert Doucette, Minister of Enumeration for MSS. The Tripartite Enumeration Committee will serve in an advisory capacity as needed.

### **Human Resource Implications**

- ∞ **Project Manager** - The project manager will be responsible for the entire operations of the Enumeration Process. He/she will coordinate the communications strategy, oversee the fieldwork, supervise data collection, data entry and quality control activities including the coverage assessment. He/she will liaise with the Metis community, non-Aboriginal community and other Aboriginal people. He/she will manage the office and will report on the progress of the project regularly, including budgetary matters.



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## *HOW WILL THE METIS SOCIETY OF SASKATCHEWAN SUPPORT THE PROCESS?*

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Although the Saskatchewan Metis Enumeration will be conducted by a third party under contract to the MSS, the support and assistance of the MSS is essential to the success of the process. The formal counting of the Metis depends on those Metis who are members of the MSS locals to respond positively to the Saskatchewan Metis Enumeration process.

Active MSS promotion of the Saskatchewan Metis Enumeration, using the key themes and messages, prior to the data collection is an integral part of the project. The locals must be activated to ensure that the present membership lists are complete and represent the Metis community in its entirety. Local Presidents are the front line staff to promote the project in the community and to answer questions as it progresses. They must be prepared to give assistance to individuals on how to fill out the questionnaire and what it will be used for. They can reassure their membership and allay suspicions about the purposes of the Enumeration or the misuse of their individual records.

Area directors are key ambassadors for the Saskatchewan Metis Enumeration. The personal knowledge that they have of the Metis communities in their areas, the Metis families and key individuals will be invaluable to guiding the project successfully along in their areas. They know how to communicate with the people in their area and they know how to get things done. They have experience in setting up meetings to attract the Metis people of their area. Their skills will be needed in this enterprise.

The MSS Executive have campaigned throughout the province. They have spoken to Metis people from all the areas. They have networks and alliances which must be mobilized to ensure that Metis people respond to the Saskatchewan Metis Enumeration.

### Before the Enumeration

Before the Saskatchewan Metis Enumeration, MSS locals will be involved in updating and correcting their membership lists. Local Presidents will review their membership lists and ensure that members are advised of the Enumeration Project and ask for their assistance.

Discussions will ensue between the Minister of Enumeration and the federal and provincial governments on the conditions of the Contribution Agreements and the essential details of the contract with the firm undertaking the Saskatchewan Metis Enumeration, such as key milestones and reporting procedures. The MSS personnel will be involved in the specifications for Call for Proposals and have a member sitting on the Selection Committee. After the selection of the firm, MSS will contract that firm.

MSS Local Presidents, Area Directors and MSS Executive under the leadership of the Minister of Enumeration with assistance from the Project Manager will learn the key themes and message to be used during the Saskatchewan Metis Enumeration.

Key individuals in the MSS office, such as the receptionists and administrative personnel will be given the training and information that they need to direct questions about the Enumeration to the appropriate person and to answer informational queries until the Saskatchewan Metis Enumeration office is in operation.

### **Human Resource Implications**

- ∞ the support given by the MSS network will be considered a significant contribution in kind to the process.

### **During the Enumeration**

During the Enumeration, the continued cooperation and involvement of the MSS community network and the support of the MSS central office will be necessary to promote the Enumeration and to ensure the participation of MSS members. Area Directors and MSS local Presidents will assist the field workers in setting up meetings and reaching the Metis population of their communities. They will promote and support the process in whatever way may be necessary.

The Minister of Enumeration will monitor the conduct of the contracting firm in the field and in complying with the terms and conditions of the contract. The MSS administration will administer the contract.

### **Human Resource Implications**

- ∞ the support given by the MSS network will be considered a contribution in kind.

### **After the Enumeration**

With the completion of the Saskatchewan Metis Enumeration, the MSS will own the Metis Enumeration list and equipment bought for the Enumeration. The MSS Executive envisage an agency which would maintain and update the list as well as support research and negotiations on issues of direct concern to the Metis community.

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### *INDEPENDENT REVIEW*

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An Independent Review will be undertaken as a separate contract to ensure quality control. A person or persons competent in the data collection, data processing and quality control aspects of the project will be contracted to visit the site where the data entry and processing is taking place and test and verify the accuracy of the data entry and the effectiveness of the policies and procedures in place to guarantee confidentiality and anonymity in accordance with the specifications developed by the Selection Committee and written into the contract.

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### *HOW LONG WILL THE ENUMERATION PROCESS TAKE?*

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The whole project will take an estimated 12 months. The sequencing of the activities is described in the Task Analysis which is appended.

COMMUNICATIONS PLAN	AMOUNT
Advertising	\$ 30,000.00
Community Consultation	72,000.00
Educational and Promotional Materials	25,000.00
Facility Rentals	5,000.00
Consulting Fees	25,000.00
<b>TOTAL</b>	<b>\$ 157,000.00</b>

DATA COLLECTION	AMOUNT
Questionnaire Validation	\$ 20,000.00
Mail-Outs	60,000.00
Targeted Community Enumeration	18,000.00
Clerk / Kever	16,000.00
<b>TOTAL</b>	<b>\$ 114,000.00</b>

DATA PROCESSING AND QUALITY CONTROL	AMOUNT
Hardware	\$ 15,000.00
Software	10,000.00
Enumeration Materials	20,000.00
Kever (+0.3)	19,000.00
Consulting Fees	20,000.00
<b>TOTAL</b>	<b>\$ 84,000.00</b>

PROJECT MANAGEMENT	AMOUNT
Project Manager	\$ 72,000.00
Travel	12,000.00
Office Equipment and Supplies	15,000.00
Telephone / Fax / 1-800 #	17,000.00
Courier Service	2,000.00
Space Rental	24,000.00
Clerk / Receptionist	18,000.00
<b>TOTAL</b>	<b>\$ 160,000.00</b>

ADMINISTRATION FEE	\$ 30,000.00
INDEPENDENT REVIEW	\$ 20,000.00
<b>GRAND TOTAL</b>	<b>\$ 565,000.00</b>

1. Advertising: The primary media to be used is print supplemented with some radio support. The \$30,000 will be targeted at three major newspapers in Saskatoon, Regina and Prince Albert and approximately 75 local newspapers.
2. Community Consultation: Six field workers at @ \$2,000 per month for three months for a total of \$36,000. Travel based on \$2,000 per month. No benefits-contract positions.
3. Educational and Promotional Materials - Concept drawings, development and production totalling \$25,000.
4. Facility Rental: Community halls, hotels, or other facilities in communities. Based on an average of \$100 per rental, an estimate of \$5,000.
5. Consulting Fees: Fee for service to develop materials \$25,000.
6. Questionnaire Validation: Estimated 10 focus groups at \$2,000 per session. Costs for each session are \$750/day consultants (\$1,500 per session); sustenance and travel; incidentals.
7. Mail-Out: Estimated cost to generate 14,910 names is \$44,240. This figure will vary depending on the change in a number of assumptions including: initial mail out to households is 10,000; rates of return; referrals. Please see attached addendum for a detailed breakdown.
8. Targeted Community Consultation: based on six (2 north, 2 central, 2 south) community visits at an estimated cost of \$3,000 per community.
9. Clerk/Keyer: data entry processing on a part time basis for peak period only.
10. Hardware - 2 computers @ \$4,000; 1 computer @ \$2,000; 2 Printers @ \$1,000; 1 Printer @ 800. Data entry, sorting, induplication, storage and clerical.
11. Software - Programs and licensing estimated at \$10,000. Programs capable of creating a list; unduplicating a list; sorting information by location, geography or other variables; capable of expansion, that is not complicated, and is user friendly.
12. Enumeration Materials - for production and reproduction of the Metis Enumeration Questionnaires documents themselves.
13. Keyer: one data entry expert with keystroking efficiency at 7,000 - 8,000 keystrokes per hour for seven months. Calculated on the basis that one enumeration form is 406 possible key strokes on 45,000 individuals.
14. Consulting Fees - estimated at \$20,000 for all tasks developing data treatment system.

17. Office Equipment and Supplies: including office furniture rental, for the 12 months; a high quality photocopies; back-up tapes and linkage system; and supplies per month for a total of \$15,000.
18. Telephone/Fax/1-800: Based on the following:

TELEPHONE - LONG DISTANCE - SUMMARY	
Long Distance Rate: 0.31/minute	
Average Call: 15 minutes	
Average Cost Per Call: \$4.65	
1 MONTE SUMMARY	
During Slow Period	During Busy Period
1 call/hour	2 calls/hour
160 calls/month	320 calls/month
\$744/month	\$1,488/month
6 MONTH SUMMARY	
During Slow Period	During Busy Period
960 calls/6 months	1928/6 months
\$4,464/6 months	\$8,928/6 months
12 MONTH SUMMARY	
TOTAL LONG DISTANCE CHARGES	
	\$ 13,392.00

OTHER COMMUNICATION COSTS

FACSIMILE SUMMARY	
Rate: 0.31/minute	
Average 3 minutes per fax = \$0.91	
Average 10 faxes per day = \$9.10	
1 Month Summary - \$37.20	
6 Month Summary - \$223.20	
12 Month Summary - TOTAL FACSIMILE	
	\$ 446.40

ITEM	AMOUNT
Business Lines	\$ 250.00
Rent	1,800.00
Phones	300.00
Tape Recorder	125.00
<b>TOTAL</b>	<b>\$ 2,475.00</b>

12 Month Summary of Telephone / Fax / 1-800 #	
Long Distance Telephone Charges	\$ 13,392.00
Facsimile Charges	446.40
Installation / Rent	2,475.00
<b>GRAND TOTAL</b>	<b>\$ 16,313.40</b>

19. Courier Service: calculated on rural and urban courier service, totally \$2,000 for the 12 month project.
20. Space Rental: Assuming space \$2,000 per month to accommodate one enclosed office with an open space to accommodate 3 work spaces in Saskatoon.
21. Clerk/Receptionist - estimated at \$1,500 per month for a total of \$18,000 for 12 months.
22. Administrative Fee: The MSS will donate \$30,000 - \$50,000 in kind to the project to reduce the administrative fee to a flat rate of \$30,000.
23. Independent Review: An outside consultant will review the process at regular intervals to ensure the integrity of the project.

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*APPENDIX 2: TASK ANALYSIS*



# METIS ENUMERATION PROJECT: TASK ANALYSIS

ID	Task Name	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Quarter
1	<b>TOTAL SPAN</b>					
2						
3	<b>Strategy Particulars</b>					
4	Detailed communications strategy					
6	Interim evaluation of communication strategy					
6	Sample Enumeration Materials Produced					
7	Focus Group Work plan (Questionnaire Testing)					
8	Report on Focus Group Strategy					
9	Revised MEQ					
10	Sample Enumeration Materials Produced					
11						
12	<b>Financial Statements</b>					
13	Financial Statement Reports					
14	Financial Report					
16	Financial Report					
18						
17	<b>Reports</b>					
18	Progress Report 1					
19	Progress Report 2					
20	Progress Report 3					
21	Final Report					

Project: Metis Enumeration Project  
 Date: Fri 03/15/96

Task		Summary		Rolled Up Progress	
Progress		Rolled Up Task			
Milestone		Rolled Up Milestone			

# METIS ENUMERATION PROJECT: TASK ANALYSIS

ID	Task Name	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Quarter
22						
23	Communication Strategy		[Summary bar spanning 2nd, 3rd, and 4th quarters]			
24	Educational/Promotional Materials Identified		[Progress bar]			
25	Materials Finalized			[Progress bar]		
26	Hiring/Training of Field Workers			[Progress bar]		
27	Analysis of 1-800 Strategy			[Progress bar]		
28	Review 1-800 Strategy				[Progress bar]	
29						
30	Hardware/Software Needs			[Progress bar]		
31	Report of Hardware/Software Needs				[Summary bar spanning 3rd and 4th quarters]	
32	Data Management Procedures Identified			[Progress bar]		
33	Report of Data Collection/Data Entry/Quality Control			[Progress bar]		
34	Report of Data Collection/Data Entry/Quality Control				[Progress bar]	
35						[Progress bar]
36	Mail-Out					
37	Evaluation of Initial Mail-Out				[Summary bar spanning 3rd and 4th quarters]	
38	Report on Final Wave of Mail-Outs				[Progress bar]	
39	Coverage Assessment Undertaken				[Progress bar]	
40	Targeted Community Enumeration				[Progress bar]	
41	Targeted Community Report				[Progress bar]	
42	Final Number of Malls Enumerated					[Progress bar]

Project: Malls Enumeration Project Date: Fri 03/15/96	Task [Progress bar] Progress [Progress bar] Milestone ◆	Summary [Summary bar] Rolled Up Task [Progress bar] Rolled Up Milestone ◇	Rolled Up Progress [Progress bar]
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