BY – LAW 4

To create the position of a Band Welfare Administrator, WHEREAS, it is necessary to appoint a Band Welfare Administrator to provide Social Services to our Band members who may be in need of Welfare assistance, THEREFORE the council of the Red Pheasant Band ENACT as follows;

1. THAT the position of Band Welfare Administrator is hereby created in accordance with the policy of the Band Council expressed by Resolution.

2. THAT the position shall be filled by competition advertised in accordance with the policy of Band Council expressed by Resolution.

3. THAT the incumbent of the said position shall hold office during the pleasure of and subject to the By-laws of the Band Council.

4. THAT the said incumbent shall, upon appointment, file with the Band Council an indemnity bond, in a sum adequate to ensure protection of monies entrusted to his care, issued by a recognized bonding company, subject to the premium of such bond being paid from Administration funds of the Red Pheasant Band.

5. THAT the said incumbent shall be paid a salary of $8,400.00 per annum paid on a semi-monthly basis. Such salary may be adjusted by Band Council Resolution according to the increase or decrease of responsibility of the position and that this shall be on the basis of a 40-hour week.

6. THAT the salary of the said incumbent shall be payment in full for all services required of him and all fees or salaries of any kind occuring to him by virtue of any Act or Statute of the Federal or Provincial Governments or of any By-law of the Band shall be paid to the Red Pheasant Band and credited to the funds of the Band.

7. THAT the duties of the Band Welfare Administrator shall be as follows:

   a) To file, before taking over his duties as Band Welfare Administrator, A Declaration of Oath of Office and Secrecy on Form R.P.1

   b) To attend all regular and special meetings of the Council and to report as required the activities carried out by the incumbent.

   c) To keep in his office a record of all applications, decision sheets and other relative documents.

   d) To act as an intake worker for welfare matters with emphasis on social assistance cases; and to interpret such services to the members of the Red Pheasant Band; to assist and advise on child care and rehabilitation of physical and mentally disabled persons; assist in locating foster homes on the Reserve and surrounding area; work with natural parents to strengthen homes to keep their children.

   e) To administer by making decisions on social assistance by preparing cheques and other documentation adequate to justify the payments of accounts and to compile and gather statistics relative to Welfare Services.

   f) That the Saskatchewan Assistance Plan, as adopted by the Federal Department of Indian Affairs & Northern Development, shall be the criteria basis for the issuing of Social Assistance.

   g) To co-operate with Social Services of the Department of Indian Affairs and Northern Development and obtain their advice on matters in which clearly defined policies are not available.

   h) To co-operate with other agencies dealing with the Red Pheasant Band including Provincial and Federal Government agencies such as welfare, health, guidance, placement, economic development and education and other non-government agencies, engaged to provide benefits or service to the Indian people of the Red Pheasant Band.

i) To assist Band members in the completion of applications and other relative matters such as Old Age Assistance, Family and Youth Allowance, Unemployment Insurance, Workmen's Compensation, etc.

j) To acquaint himself with all the provisions of the Indian Act, the Saskatchewan Provincial Welfare Act and any other Act of the Federal or Provincial Governments.

k) To perform such other duties as assigned to him by Resolution of the Band Council.

Dated: Nov. 20/72

Chief: Gavin Wuttunee   Gavin Wuttunee
                        (signed)

Councillors: Gerald Wuttunee   Gerald Wuttunee
                                  (signed)

              Clifford Wuttunee

              Edward Brabant   Ed. Brabant
                                   (signed)

              Pat Bugler   Pat Bugler
                                   (signed)