

**LEGISLATIVE ASSEMBLY OF THE  
NORTHWEST TERRITORIES  
6<sup>TH</sup> COUNCIL, 40<sup>TH</sup> SESSION**

**TABLED DOCUMENT NO. 5-40**

**TABLED ON OCTOBER 7, 1969**

WORKING CONSOLIDATION  
FOR  
DEPARTMENT OF SOCIAL DEVELOPMENT  
ONLY

*Tabled Document 5-40  
Tabled on Oct. 7, 1969*

Office Consolidation

AN ORDINANCE TO PROVIDE FOR THE GRANTING  
OF ASSISTANCE TO PERSONS IN NEED

Chapter 8

(effective November 25, 1967)

as amended by:

Chapter 9

(effective October 10, 1969)

AN ORDINANCE TO PROVIDE FOR THE GRANTING  
OF ASSISTANCE TO PERSONS IN NEED

The Commissioner of the Northwest Territories,  
by and with the advice and consent of the Council  
of the said Territories, enacts as follows:

Short Title

Short Title                    1. This Ordinance may be cited as the Social Assistance Ordinance.

Definitions

Interpretation

- Amendment  
10/10/69  
"Appeal Board"
- "Appeal Committee"
- "Assistance"
- "Director"
- "Person in Need"
- "Regulations"
- "Welfare Services"
2. In this Ordinance
- (a) "Appeal Board" means the Social Assistance Appeal Board established pursuant to section 11;
- (b) "appeal committee" means a social assistance appeal committee established pursuant to section 10;
- (c) "assistance" means aid of the kind prescribed in the regulations to or in respect of a person in need;
- (d) "Director" means the Director of Social Assistance for the Territories;
- (e) "person in need" means a person whose need for assistance has been established in accordance with the regulations;
- (f) "regulations" means regulations made pursuant to sections 5 and 9;
- (g) "welfare services" means services of the kind prescribed in the regulations having as their object the lessening, removal or prevention of the causes and effects of poverty, child neglect or dependence on public assistance.

Administration

- Power to appoint  
Director
- Duties of  
Director
- Amendment  
10/10/69
- Social Welfare  
Officer
3. There shall be a Director of Social Assistance for the Territories to be appointed by the Commissioner.
4. The Director shall, under the direction of the Commissioner, administer this Ordinance and perform such other duties and functions as the Commissioner may prescribe.
5. The Director may appoint any person in the Territories to be a Social Welfare Officer for such areas as may be designated in such appointment to perform the duties and functions as are prescribed by regulations.

Agreements

- Amendment  
10/10/69
- Agreements
6. Subject to this Ordinance, the Commissioner may enter into an agreement with the Minister of National Health and Welfare to provide for the payment by the Government of Canada to the Territories of contributions in respect of the cost to the Territories of providing

- (a) assistance to or in respect of persons in need; and
- (b) welfare services to or in respect of persons in need or persons who are likely to become persons in need unless such services are provided.

Agreement may be amended or terminated

7. An agreement entered into pursuant to section 6 may contain such other terms and conditions as the Commissioner deems necessary and may be amended or terminated at any time by mutual consent of the parties thereto.

Assistance

Amendment 10/10/69

8. (1) The Director shall, as provided in the regulations, make provision for assistance to any person in need in the Territories or to any person in need who left the Territories pursuant to an arrangement approved by the Director.

Assistance to persons in need

Welfare services to eligible persons

- (2) The Director shall, as provided in the regulations, make provision for welfare services to any eligible person in the Territories or to any such person who left the Territories pursuant to an arrangement approved by the Director.

Regulations

Commissioner's powers to make regulations

9. The Commissioner may make such regulations as he deems necessary to carry out the provisions of this Ordinance and, without limiting the generality of the foregoing, may make regulations

Amendment 10/10/69

- (a) prescribing the amount of assistance and welfare services that may be given to persons in need;

Amendment 10/10/69

- (b) prescribing the conditions of eligibility to receive assistance or welfare services;

Amendment 10/10/69

- (c) governing the time and manner of making applications for assistance or welfare services.

- (d) prescribing the information, material or proof, including evidence under oath, that is to be furnished before assistance is given;

- (e) respecting the investigation of applications in order to determine the eligibility of the applicants to receive assistance, and prescribing the procedure to be followed in the consideration of all information, material and evidence submitted;

- (f) prescribing the manner in which an applicant for assistance shall be informed as to whether his application has been granted or refused;

- (g) prescribing the time within and manner in which assistance shall be given, and the forms to be used under this Ordinance;

Amendment  
10/10/69

- (h) prescribing the circumstances or conditions under which assistance shall be terminated or the amount of any assistance altered;
- (i) respecting the information and material to be furnished from time to time by recipients as to their continued eligibility for assistance;
- (j) prescribing, for the purpose of this Ordinance the kinds of aid that constitutes assistance and kinds of services that are welfare services;
- (k) prescribing the manner in which welfare services may be provided;
- (l) prescribing the manner in which appeals shall be dealt with pursuant to section 12;
- (m) prescribing the manner of informing applicants for and recipients of assistance of their responsibilities and rights under the Ordinance and regulations; and
- (n) for the carrying out of the obligations of the Territories under an agreement made pursuant to section 6.

Amendment  
10/10/69

Social  
assistance  
appeal  
committee

Idem

Appeal Committees

- 10. (1) The Commissioner shall, by order, establish such social assistance appeal committees as may be necessary for the hearing of appeals under this Ordinance at such times and in such places as he may designate and with such jurisdiction as he may prescribe.
- (2) Each appeal committee shall consist of a Chairman and two other members, all of whom shall be appointed by the Commissioner.

Amendment  
10/10/69  
Social  
Assistance  
Appeal  
Board

Meetings

Appeal Board

- 11. (1) The Commissioner shall, by order, establish a Social Assistance Appeal Board consisting of a Chairman and four other members, all of whom shall be appointed by the Commissioner.
- (2) The Appeal Board shall meet at such times and at such places in the Territories as the chairman may determine.

Amendment  
10/10/69

Persons who  
may appeal

Appeal in  
first instance

Appeals

- 12. (1) Any applicant for or recipient of assistance under this Ordinance may appeal any decision made by a Social Welfare Officer or the Director with respect to his eligibility to receive such assistance or the amount of assistance paid to him.
- (2) Each appeal made pursuant to subsection (1) shall be made in the first instance to the appeal committee for the place in which the person resides.

Appeal to  
the Appeal Board

(3) Any applicant for or recipient of assistance or the Director may appeal any finding of an appeal committee to the Appeal Board.

Applicant may  
appear in person  
or by representative

(4) Every person making an appeal before an appeal committee pursuant to subsection (2) or the Appeal Board pursuant to subsection (3) shall be entitled to appeal in person or by a representative.

Decision of  
appeal board  
final

(5) The decision of the Appeal Board is final but a new application for assistance may be made by the applicant upon new or other evidence or where it is made clear in such application that the material circumstances of the applicant have changed.

General

Amendment  
10/10/69

13. A member of an appeal committee or the Appeal Board is entitled to be paid reasonable traveling and living expenses incurred by him in the performance of his duties on an appeal committee or the Appeal Board, as the case may be, and may be paid an allowance fixed by the Commissioner for each day he is engaged in the work of an appeal committee or the Appeal Board, as the case may be.

Expenses and  
allowances to  
members of  
appeal committee  
and Appeal Board

Recovery of  
assistance

14. Where a person has received assistance for which he is not eligible or assistance in an amount in excess of the amount of assistance to which he is eligible, the amount thereof or the excess amount, as the case may be, may be recovered at any time as a debt due to the Commissioner.

Amendment  
10/10/69  
False  
statements

15. No person shall make a false or misleading statement for the purpose of obtaining assistance or welfare services for himself or other person.

Aiding or  
abetting

16. No person shall knowingly aid or abet any other person to obtain assistance or welfare services to which that other person is not entitled under this Ordinance.

Offence and  
penalty

17. Every person who violates a provision of this Ordinance is guilty of an offence punishable on summary conviction.

Coming into  
force

18. Sections 10, 11, 12 and 13 shall come into force on a day to be fixed by order of the Commissioner.

Regulations for the Granting of Assistance to Persons in Need

Short Title

1. These Regulations may be cited as the Social Assistance Regulations.

Interpretation

2. In these Regulations,
  - (a) "adult" means a person of the full age of sixteen years and over;
  - (b) "applicant" means a person who applies or on whose behalf an application is made for assistance, and includes a recipient;
  - (c) "assistance" means assistance to or in respect of a person in need by the payment of monies or the furnishing of goods or services, or both;
  - (d) "budget deficit" means the amount by which the total cost of those items of basic maintenance that are necessary to an applicant exceeds the financial resources of the applicant;
  - (e) "budget surplus" means the amount by which the financial resources of an applicant exceeds the total cost of the items of basic maintenance;
  - (f) "child" means a person under sixteen years of age;
  - (g) "dependant" means a member of the applicant's family who resides with him and who is wholly or in part dependent upon the income of the applicant, and includes the spouse living with the applicant, but does not include a foster child in the home who is in the care of the Superintendent of Child Welfare or an adult in the home who is maintained by the Director;
  - (h) "Director" means the Director of Social Assistance;
  - (i) "financial resources" means the financial resources of an applicant and his dependants as determined in accordance with section 22.
  - (j) "foster child" means a child who is maintained in a private home by the Superintendent of Child Welfare;
  - (k) "head of family" means a person who has charge of a household and who has one or more dependants therein;
  - (l) "home for special care" means a residential welfare institution that is of a kind prescribed as a home for special care, and that is listed in a schedule to an agreement under section 6 of the Ordinance, but does not include a hospital, correctional institution or institution whose primary purpose is education, other than that part of a hospital that is used as a residential welfare institution and that is listed in a schedule to an agreement under section 6 of the Ordinance;

- (m) "income in kind" means goods or services received by an applicant free of charge;
- (r) "items of basic maintenance" means those items of assistance set out in Schedule B that are essential for the maintenance of an adequate standard of living;
- (o) "items of special need" mean those items of assistance set out in Schedule C that are for the purpose of meeting an unexpected or special situation;
- (p) "liquid assets" means cash, bonds, debentures, stocks, the beneficial interest in assets held in trust and available to be used for maintenance, and any other assets that can be readily converted into cash;
- (q) "officer" means a person appointed pursuant to the Ordinance to be a Social Welfare Officer;
- (r) "Ordinance" means the Social Assistance Ordinance;
- (s) "person in need" means
  - (i) a person who, by reason of inability to obtain employment, loss of the principal family provider, illness, disability, age or other cause of any kind, is found to be unable to provide adequately for himself, or for himself and his dependants or any of them, or
  - (ii) a person under the age of twenty-one years who is in the care or custody or under the control or supervision of the Superintendent of Child Welfare, or a person who is a foster child as defined by regulation;
- (t) "recipient" means a person to whom assistance has been granted;
- (u) "single person" means an unmarried adult, widow, widower or a separated or divorced person and who is not the head of a family, or being under the age of twenty-one years does not live with either of his parents or a person in loco parentis;
- (v) "unit" number denotes the number of persons in a family unit, regardless of age, in respect to the calculation of grocery allowance; and
- (w) "welfare services" means services of the kind prescribed having as their object the lessening, removal or prevention of the causes and effects of poverty, child neglect or dependence upon public assistance.



Application for Assistance

3. Every person applying for assistance shall
  - (a) make application for assistance on Form 1 of Schedule A to the officer for the area in which the applicant is living;
  - (b) produce evidence that he has explored every possibility of self-support including hunting, trapping and fishing;
  - (c) be willing to accept available employment which, having regard to all the circumstances of the case, is suitable for him; and
  - (d) give the officer written permission to obtain any pertinent information that the applicant is unable to provide.
  
4. Application for assistance on behalf of a family shall be made by the head of a family on behalf of himself and his dependants, but where an officer is satisfied that the head of the family is unable, for a valid reason, to make the application, he may permit the application to be made by another adult member of the family or by some other responsible person.

Determining Eligibility

5. Upon receipt of the application the officer shall conduct a thorough investigation to verify the facts given in the application in order to determine the eligibility of the applicant for assistance.
  
6. An officer, in determining whether or not a person is in need and eligible for assistance shall assess whether a budget deficit or a budget surplus exists by completing Form 2 of Schedule A.
  
7. A person and his dependants shall be considered to be in need when a budget deficit exists or when a budget surplus is inadequate to provide for a special need or an unexpected situation.
  
8. Where a person is unemployed but employable the officer shall satisfy himself that the applicant is willing to undertake wage employment or self-employment for which he is capable and is making reasonable efforts to secure or undertake such employment or self-employment.
  
9. The officer may, upon investigation, refuse the application, or he may request the applicant to furnish further information, and the applicant shall supply it.
  
10. Where an application for assistance is refused the officer shall inform the applicant in writing of such refusal together with the reasons therefor.

11. Where after a thorough investigation an officer is satisfied that a person is in need of assistance the officer shall grant such assistance in an amount not exceeding his budget deficit, calculated in accordance with the provisions set out in Schedule B, or where a budget surplus is inadequate to provide for a special need or an unexpected situation, assistance shall be granted in accordance with the provisions set out in Schedule C in an amount not exceeding the actual cost of such special need or unexpected situation.

12. Where, pursuant to section 11, assistance has been granted the officer shall inform the applicant in writing

- (a) of the amount of assistance, the manner in which the amount was determined and method of payment; and
- (b) of the responsibility of the applicant to report immediately any change in his circumstances which would affect the amount of the assistance that has been granted.

#### Commencement of Assistance

13. (1) Assistance shall commence

- (a) on the day application therefor was made, or
- (b) on the day when the need for assistance was determined,

whichever day is the later; but assistance for rent, fuel and utilities may, if the need exists, be granted commencing from the beginning of the month in which application was made.

(2) If eligibility cannot be determined immediately and the need is apparently urgent or if the recipient is awaiting the outcome of an appeal to the appeal committee or the Appeal Board and the need is apparently urgent, a grant of minimal assistance may be made to meet the need until eligibility is determined or the appeal is completed.

#### Method of Payment

14. (1) Subject to subsection (2), assistance shall be paid by cheque, cash or voucher in advance on the first day of each month, or on the nearest banking day should the first day fall during the weekend or on a public holiday.

(2) Where assistance is granted in respect of a period of less than one month, or where the recipient is incapable of managing his own affairs, assistance may be provided

- (a) by cheque, cash or voucher on a day other than the first of the month or at intervals of less than one month;
- (b) by payment to a trustee; or
- (c) by arrangement for the provision of goods and services in lieu of cheque, cash or voucher.

(3) Where payment is made to a trustee the trustee shall account to the officer granting the assistance in a manner approved by the Director at intervals of not less than three months.

(4) Where assistance is granted in the form of goods and services such goods and services shall be provided in a manner approved by the Director.

(5) Where assistance is granted after the first day of any month, the first payment will be calculated proportionately to the last day of that month and thereafter payment of assistance shall be paid by cheque, cash or voucher in advance each month, unless assistance is granted in accordance with paragraph 14(2)(a).

#### Continuing Eligibility

15. (1) Whenever an officer thinks that there may be, or has been, a change in the circumstances of a recipient that would affect the amount of assistance payable, but in any event at intervals not exceeding six months, the officer shall review the financial resources and other circumstances of a recipient to determine the amount of assistance payable to the recipient if any.

(2) Each review made under subsection 15(1) shall be recorded on the form prescribed or approved by the Director which shall be filed with the application.

#### Changes in the Amount of Assistance

16. Where a recipient becomes eligible for an increase in assistance, such increase shall commence on the day the officer is advised or on the day the eligibility is determined, whichever is the earlier.

17. Where a recipient's eligibility for assistance is reduced, the officer shall take immediate action to reduce the amount of the assistance.

18. (1) Every officer shall cease granting assistance to a recipient under any of the following circumstances:

- (a) when the recipient is a self-supporting person;
- (b) when employment which the recipient is capable of performing is available;
- (c) when the recipient refuses or neglects to furnish the officer with any information that is required to determine the financial resources and other circumstances of the recipient that may effect the amount of assistance payable;
- (d) subject to subsection 18(2) when the recipient leaves the Territories; or
- (e) when the recipient has refused to accept adequate material aid in such form and at such place as may be designated and approved by the Director.

(2) Where a recipient leaves the Territories assistance may be continued with the approval of the Director, for a period of not exceeding six months.

19. (1) Before altering, suspending, cancelling or reinstating assistance the officer shall, where possible, review the recipient's circumstances with him, or in lieu of such review and with the recipient's knowledge, make such inquiry and obtain such information as he deems necessary.

(2) Where assistance is altered, suspended, cancelled or reinstated the officer shall inform the recipient in writing of such alteration, suspension, cancellation or reinstatement and the reasons therefor.

#### Work for Assistance

20. No person in need who is granted assistance shall be required to undertake any work or duties of any kind in repayment of such assistance.

#### Special Need

21. (1) Assistance may be paid or provided to or on behalf of a person in need to meet an unexpected or special situation in accordance with the provisions set out in Schedule C.

(2) For each item of special need set out in Schedule C the officer shall establish the amount of the allowance and the method of payment having regard to all the circumstances of the case.

(3) The Director shall, unless he otherwise directs in writing, approve the cost of providing or providing for any item of special need that exceeds \$500.00 in one year.

#### Financial Resources

22. (1) In calculating the financial resources of an applicant and his dependants the officer shall ascertain the net monthly income of the applicant by completion of Form 2 of Schedule A.

(2) For the purpose of subsection (1), "net monthly income" means the net amount of all income of an applicant calculated on a monthly basis including allowances, pensions, revenue from business, trapping, hunting, logging or fishing, regular gifts and gratuities whether in cash or in kind, attributed value of free shelter, free board, free lodging and any other assets.

(3) In determining the financial resources of an applicant and his dependants the officer shall take into account the following:

- (a) the net salary and wages, including voluntary deductions;
- (b) net revenue from hunting, trapping, logging, fishing and business operations;

- (c) 40 per cent of the gross income received from roomers or lodgers, or \$20.00 per month per roomer or lodger, whichever is the greater;
- (d) 20 per cent of the gross income received from boarders or \$10.00 per month per boarder, whichever is the greater;
- (e) 50 per cent of the gross income received from rented self-contained quarters;
- (f) any regular or periodic payments received under any annuity, pension plan, superannuation scheme or insurance benefit, except where such insurance payment is received as a result of fire, theft, or property damage and is used to replace or repair loss;
- (g) benefits from benevolent organizations or other agencies;
- (h) any payments received under mortgage, agreement for sale or loan agreement;
- (i) the net income from property that an applicant is allowed to retain;
- (j) any pension or payment received under the legislation of any other country;
- (k) monies held in trust for a child and available for distribution;
- (l) monies received under the terms of maintenance orders, parent's maintenance orders, filiation orders or agreements, separation agreements, court orders, divorce decrees, inheritance settlements or other types of settlements or agreements;
- (m) maintenance allowances paid under training programmes;
- (n) the reasonable value of goods and services received by an applicant as estimated by the officer;
- (o) regular gifts and gratuities;
- (p) the reasonable value of food obtained by hunting, trapping or gardening; and
- (q) assets which can be realized within ninety days or can be converted into cash at a loss not exceeding 25 per cent of reasonable market value such as real property, personal property, monies in a bank or other institution, a right to receive or recover a debt on demand, the immediate realizable value of stocks, bonds or other securities, mortgages, agreements for sale, life insurance and wills or other settlements; and
- (r) cash in hand.

(4) Assistance computed in accordance with these regulations shall be reduced by the amount of any benefits paid to or on behalf of the applicant and any of his dependants under the

- (a) Pension Act (Canada),

- (b) Canada Pension Plan (Canada),
- (c) Civilian War Pensions and Allowances Act (Canada),
- (d) War Veteran's Allowance Act (Canada),
- (e) Unemployment Insurance Act (Canada),
- (f) Workmen's Compensation Ordinance (N.W.T.),
- (g) Old Age Security Act (Canada), or
- (h) Adult Occupational Training Act (Canada)  
(Department of Manpower)

(5) Notwithstanding subsection 22(2), the following shall not be included in the calculation of financial resources:

- (a) family allowances and youth allowances,
- (b) casual gifts of small value,
- (c) contributions other than for ordinary maintenance to recipients or members of his family who require special care,
- (d) payments made by the Superintendent of Child Welfare on behalf of a child,
- (e) payments made by the Director for maintenance of a dependant adult,
- (f) essential equipment to carry on hunting, trapping, logging and fishing or business operations,
- (g) earned income up to \$40.00 per month for each family or single recipient who has received assistance in his own right,
- (h) the value of board and room of a child under one year where the child lives with his mother,
- (i) the value of any Indian Treaty money or goods received in accordance with the provisions of Treaty No. 8 (June 21, 1899) and Treaty No. 11 (June 27, 1921),
- (j) real property used as the applicant's residence unless such property is, in the opinion of the Director, in excess of the applicant's reasonable needs,
- (k) real property necessary for the operation of the applicant's business,
- (l) monies in trust for a child that are not available for distribution,
- (m) an asset that in the opinion of the Director should, for sound social or economic reasons, not be converted into cash,
- (n) the following assets exemptions shall apply for the purpose of providing assistance to the elderly in nursing homes or homes for special care or other residential accommodation.
  - (a) for the single person an exemption of \$1,500.00 in liquid assets
  - (b) for the married couple an exemption of \$2,000.00 in liquid assets.

Medical Certificate

23. A medical certificate setting out the condition of health of any applicant may be required by the Director at any time he deems it necessary.

Recovery of Assistance

24. The Director may recover from a recipient or the estate of a recipient the amount of any payment of assistance in excess of that authorized by the Ordinance or any Regulation made thereunder or to which the recipient was not entitled but which was granted to him because of his failure to disclose income or assets.

Voluntary Repayment of Assistance

25. Any person who has received assistance may repay such assistance and the monies so received shall be deposited in the Northwest Territories Consolidated Revenue Fund.

Repayment of Assistance by Agreement

26. When an applicant is in urgent but temporary need of assistance and where the Director is satisfied that he will, within a short time, be acquiring resources greater than his needs, the Director may enter into an agreement with the applicant for the repayment of the assistance advanced when and to the extent that the resources acquired exceed his needs.

Alienation or Transfer of Assistance

27. Assistance granted under these regulations is not subject to alienation or transfer by the recipient, nor to attachment or seizure in satisfaction of any claim.

Welfare Services

28. (1) The Director may provide or arrange for the provision of welfare services to persons in need or to persons who, in his opinion, are likely to become persons in need unless such services are provided;

(2) Welfare Services may include:

- (a) casework or counselling concerning family, social economic or other problems threatening the stability of the family,
- (b) rehabilitation services,
- (c) homemaker, day-care (but excluding kindergarten) or similar services, and
- (d) any other service necessary to prevent or reduce dependency except those relating wholly or mainly to education, correction or other matter prescribed by regulation.

Application for Assistance

To the Social Welfare Officer for the \_\_\_\_\_ Area, N.W.T.

I apply for Assistance under provisions of the Social Assistance Ordinance: and in support of my application make the following statements:

FAMILY HEAD: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Surname: \_\_\_\_\_ Given names: \_\_\_\_\_ Sex: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Occupation: \_\_\_\_\_ Social Insurance No: \_\_\_\_\_

Present Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Residence for last 3 years: \_\_\_\_\_

Address: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

DEPENDENTS (Include Spouse)

<u>Surname</u>	<u>Given names</u>	<u>Relationship to head of family</u>	<u>age</u>	<u>Sex</u>	<u>Disc. or Band #</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Other persons living in the house	Special Boarder care	Boarder	Boarder	Roomer	Foster Child	Visitor
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Date of arrival in Northwest Territories: \_\_\_\_\_

Province of Employment \_\_\_\_\_

Date last employed: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Employed by: \_\_\_\_\_ At: \_\_\_\_\_

Employed as: \_\_\_\_\_ Income: \_\_\_\_\_

Place and date when last in receipt of assistance: \_\_\_\_\_

Reason for Application: \_\_\_\_\_



BUDGET AND DECISION SHEET

Name \_\_\_\_\_

Settlement \_\_\_\_\_ Date \_\_\_\_\_

MONTHLY NET INCOME:

Earnings from Employment. \$

Earnings from Employment - Spouse.

Earnings from Employment - Dependants

Earnings from Hunting/Trapping/  
Fishing.

Unemployment Insurance Benefits.

Workmen's Compensation Benefits.

Veterans Allowance.

Old Age Security.

Any Other Pension or Allowance  
(specify)

.....

Regular gifts/Gratuities/Benefits.

Maintenance Orders/Agreements.

Rent from property.

Income from Boarders/Roomers.

Monies received from Trust or Estates

Any other sources (specify)

.....

.....

Estimated value of Country Food.

TOTAL \$

Less \$40.00 Allowable Income.

40.00

NET TOTAL

BUDGETARY REQUIREMENTS:

Area Scale.

Number of Units:

Food \$

Clothing

Shelter

Fuel

Utilities

Household Items

Other Needs (Specify)

.....

TOTAL \$

ASSETS:

Cash on hand.

Bank and/or Savings.

Insurance.

Stocks and Bonds.

Mortgages.

Loans.

Agreements.

Property Owned - market value.

Automobile - market value.

Other - (specify).....

.....

TOTAL \$

COMMENTS:

DECISION:

The above Budget indicates a Deficit/Surplus of \_\_\_\_\_ per month.

It is recommended that social assistance of \$ \_\_\_\_\_ per month

be provided effective from \_\_\_\_\_ or for the period for .....

Signed \_\_\_\_\_

PLEASE PROVIDE \_\_\_\_\_

OF SETTLEMENT \_\_\_\_\_

CASH  GOODS  CHEQUE REQUISITION   PROGRAMME

GROCERIES CLOTHING SHELTER FUEL UTILITIES MISC.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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TOTAL VALUE \_\_\_\_\_ DOLLARS \$ \_\_\_\_\_

PAYEE

ISSUING OFFICER

DATE

SCHEDULE B

ITEMS OF BASIC MAINTENANCE

For the purpose of these regulations, items of basic maintenance and the cost of such items of basic maintenance are as follows:

A. FOOD ALLOWANCES

1. Grocery Allowance

Assistance in the form of a grocery allowance shall be provided to persons in need in accordance with the following table which shows maximum scales in force in various settlements of the Northwest Territories:

TABLE SHOWING THE SCALE OF GROCERY ALLOWANCES FOR THE VARIOUS SETTLEMENTS OF THE N.W.T.

UNIT	SCALE I	SCALE II	SCALE III	SCALE IV	SCALE V
1					
2					
3					
4					
5					
6					
7					
8					

The following additional amounts should be added for each unit from 9 to 12:

Scale I . . . . \$	Scale IV . . . . \$
Scale II . . . . \$	Scale V . . . . \$
Scale III . . . . \$	

and the following additional amounts for each unit from 13 to 20:

Scale I . . . . \$	Scale IV . . . . \$
Scale II . . . . \$	Scale V . . . . \$
Scale III . . . . \$	

A. 2. Special Food Allowance

An additional grocery allowance may, on the recommendation of a medical officer, be provided for each person in need, requiring a special diet for the purpose of treatment, necessary protection of health or diet supplement.

In areas where the local purchase of special food required is not possible arrangements may be made by the Social Welfare Officer for the purchase of such items from other sources.

B. CLOTHING ALLOWANCE

A clothing allowance of up to \$15.00 monthly or a maximum of \$180.00 annually may be provided to persons in need regardless of age.

The Director upon being satisfied that it is essential may increase the above amounts.

In cases of emergency and cases of temporary assistance an allowance for clothing may be made on the basis of actual need.

C. BOARDING AND SPECIAL CARE

1. Boarding Care

An allowance for Room and Board may be made to or on behalf of persons in need up to a maximum of \$127.50 monthly (\$4.25 p. diem) for single adults.

2. Special Care

(a) Room and Board including supervisory care in a private home, up to a maximum of \$180.00 monthly (\$6.00 p. diem) for single adults.

(b) Homes for Special Care - an allowance may be paid at the per diem rate set by the Home, Nursing Home or other Institution, for services required for single adults.

- (c) Where the person in care is the recipient of an allowance or pension, he shall be required to contribute toward the cost of his own care an amount deemed by the Director to be a reasonable and equitable contribution.

The Director may, upon being satisfied that hardship would otherwise result, increase these amounts.

D. ACCOMMODATION

1. Rental Allowances

(a) Single Adults

( i) An allowance may be provided for the actual cost of rental up to a maximum of \$50.00 per month for unfurnished accommodation.

(ii) An allowance may be provided for the actual cost of rental up to a maximum of \$75.00 per month for furnished accommodation.

(b) Families

( i) An allowance may be provided for the actual cost of rental up to a maximum of \$125.00 per month for unfurnished accommodation.

(ii) An allowance may be provided for the actual cost of rental up to a maximum of \$200.00 per month for furnished accommodation.

The Director may, upon being satisfied that extreme hardship would otherwise result, increase these amounts.

2. Home Owners

- (a) Where a person in need owns his own home, an allowance may be paid which is sufficient to cover current taxes, fire insurance and other assessments, provided that the total allowance is not in excess of the rental allowance which would otherwise be provided.

(b) Where a person in need is buying his own home an allowance may be paid which is sufficient to cover current taxes, interest on a mortgage, fire insurance and other assessments, provided that the total allowance for these items is not in excess of the rental allowance which would otherwise be provided.

The Director may, upon being satisfied that extreme hardship would otherwise result, increase these amounts.

E. FUEL ALLOWANCE

Allowance may be provided for the actual cost of fuel, required for heating and cooking purposes, by persons in need.

F. UTILITIES ALLOWANCE

Allowance may be provided to persons in need for the actual cost of light, water and sewerage services required.

G. INCIDENTAL ALLOWANCES

1. Personal Care and Household Allowance

An allowance of \$5.00 per person, monthly, may be made to recipients, as required to cover incidentals essential to personal care and to maintain a household.

2. Comforts Allowance

A Comforts Allowance up to a maximum of \$20.00 monthly may be provided to persons in need who are receiving boarding home care, or who are patients in a home for special care, hospital or other institution.

H. SUPPLEMENTARY ALLOWANCE

Provision may be made for an allowance to persons in need who are recipients of Old Age Security and the Guaranteed Income Supplement or other statutory allowance in accordance with the scale of basic requirements as set out in this Schedule.

I. SPECIAL NEED

Allowance may be provided for items of special need as listed in Schedule C of these regulations.

SCHEDULE C

ITEMS OF SPECIAL NEED

A. Special Care Allowance

An allowance not exceeding \$25.00 per person may be provided for a handicapped person in need to enable him to pay for tasks he is, because of his handicap, unable to perform.

B. Rehabilitation Allowance

With the approval of the Director, an allowance may be provided for the rehabilitation of a recipient or his dependants enabling such recipient or his dependants to become wholly or partially self-dependent.

C. Housekeeping Allowance

An allowance for housekeeping services in the recipient's home, including the cost of maintaining a housekeeper when necessary, may be included in a recipient's budget. Such services shall be provided at the rate of \$1.25 per hour.

D. Laundry Services

An allowance may be provided, if required, for laundry services for a recipient who is unable for reasons of ill-health or other incapacity to be his own.

E. Special Clothing

Provision may be made for special clothing not included in the allowance under Schedule B for basic needs or item H of this Schedule or, if no such allowance is granted.

F. Transportation

An allowance for transportation may be provided if essential to meet a need not included in any other allowance.

G. Telephone

A telephone allowance may be made to a person in need where necessary for his safety, well-being or rehabilitation, to secure employment, emergency medical care or other special circumstances. Authorization of this type of allowance will require the prior approval of the Director.

#### H. Expenses Incidental to Employment

If other arrangements for meeting the need cannot be made an allowance may be made to a person in need, for:

- ( i) items incidental to carrying on a trade or other employment including self-employment.
- ( ii) mandatory licences,
- (iii) fees or permits,
- ( iv) special clothing, or
- ( v) minor tools and other equipment essential to obtain or continue in employment,
- ( vi) repair of such minor tools and equipment essential to obtain or continue in employment,
- (vii) replacement parts for such minor tools and equipment essential to obtain or continue in employment.

#### I. Expenses Incidental to Education

An allowance may be provided, if required, to cover expenses to persons in need, such as transportation, text-books, school supplies, special clothing and activity fees but not for tuition or special tutoring.

#### J. Items Necessary for a Handicapped Person

Provision may be made for any items necessary for a handicapped person in need or for a prosthetic device not supplied by any other agency and not included in any other allowance.

#### K. Household Moving Expenses

With the approval of the Director an allowance may be provided for household moving expenses when such a move is essential.

#### L. Household Furnishings and Equipment

If the recipient is operating a household, provision may be made for the purchase, repair or replacement of furnishings, equipment and supplies for the home such as bedding, towels, dishes, utensils and essential items of household furniture.

M. Repairs, Alterations and Additions to Property

If other arrangements for meeting the need cannot be made, an allowance may be provided for repairs, alterations and additions to property to a home owned by the recipient if these are essential to the health and safety of the recipient, and where the recipient is expected to be in receipt of assistance for more than six months and provided that such repairs, alterations and additions are considered to be economically feasible. Authorization of this type of allowance requires the prior approval of the Director.

N. Installment Payments on Essential Household Furniture, Furnishings and Equipment

An allowance may be provided to meet payments on a reduced scale sufficient to prevent seizure of essential household furniture, furnishings and household equipment only if

- (a) they have been contracted for before the application for assistance was made; or
- (b) before making such an allowance an effort has been made to defer, cancel or reduce such payments and the Social Welfare Officer is satisfied that the cost of replacement of essential household furniture, furnishings and household equipment would exceed the cost of the remaining payments.

O. Outstanding Accounts

Arrears of shelter, utilities or fuel accumulated prior to application for assistance may be paid only if the health and safety of the recipient or his dependants are threatened and if his failure to pay them previously was because of lack of resources; provided that only the minimum amount to prevent eviction or to ensure continuance of service shall be allowed.



P. Burial Expenses

To an amount not exceeding \$250.00 unless the Director approves a greater amount, shall be granted to cover the costs of burying a person:

- ( i) who would have been found to have been a person in need at the time of or immediately prior to his death,
- ( ii) whose estate is insufficient to meet the costs of burial,
- (iii) who does not qualify for a Death Benefit under the Canada Pension Plan.

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EXPLANATORY NOTES FOR

THE CANADA ASSISTANCE PLAN  
AND  
ITS RELATIONSHIP TO  
THE SOCIAL ASSISTANCE ORDINANCE

A paper providing background  
information relative to Bill 4

## THE CANADA ASSISTANCE PLAN

The Canada Assistance Plan is a federal act which provides authority for the Minister of National Health and Welfare to enter into agreements with the provinces and territories whereby Canada will share in the costs of programs for the provision of assistance and welfare services to and in respect of persons in need.

Although the Plan is in five parts, the major part for consideration in this paper is Part I because it provides for an agreement under which contributions would be paid by Canada in respect of the cost to the Territories of assistance and prescribed welfare services to persons who are in need (as defined in the Plan). The Social Assistance Ordinance, Section 6, provides authority for the Commissioner to enter into such an agreement. It should be noted that it is the N.W.T. Ordinance and Regulations which would set out the rates of assistance and kinds of welfare services which would be provided in the N.W.T. However, the terms used in the Ordinance and Regulations should be compatible with those in the Canada Assistance Plan for ease in determining Territorial expenditures with respect to the sharable items.

### Undertakings by the N.W.T. in a Canada Assistance Plan Agreement

Part I of the Canada Assistance Plan requires that agreements with the provinces require the following undertakings by the province (these items are not negotiable):



1. To provide financial aid or other assistance to or in respect of any person in the Territories who is a person in need, in an amount or manner that takes into account his basic requirements.
2. To determine whether a person is in need and that the assistance to be provided takes into account such person's budgetary requirements and the income and resources available to him.
3. Not to require a period of residence in the Territories as a condition of eligibility for assistance or continued assistance.
4. To provide by law, not later than one year from the effective date of the agreement a procedure for appeals from decisions by Social Welfare Officers, with respect to applications for assistance or the granting or providing of assistance by persons directly affected by such decisions.
5. To continue, as may be necessary and expedient, the development and extension of welfare services in the Northwest Territories.
6. To ensure the maintenance and availability for examination and audit by the Minister or any person designated by him, of such records and accounts respecting the provision of assistance and welfare services in the Territories.

7. To provide the Minister with copies of all Ordinances of the Northwest Territories relating to the provision of assistance and of all regulations made under these Ordinances.

#### Canada Assistance Plan Definitions

The key words and phrases which are used in the cost sharing agreement are defined in the interpretation section of the Plan and a number of these are given further refinements in the Regulations under the Canada Assistance Plan. Three of the most significant definitions are:

1. "Person in Need" is defined as, a person who, by reason of inability to obtain employment, loss of the principal family provider, illness, disabling, age or other cause of any kind acceptable to the Territories is found to be unable to provide adequately for himself or for his dependents or any of them.
2. "Assistance" is defined as aid in any form to or in respect of persons in need for the purpose of providing for all basic requirements, including food, shelter, clothing, fuel, utilities, household supplies and personal requirements. In addition special needs including prescribed items incidental to carrying on a trade or other employment, essential household equipment and items necessary to handicapped persons may be provided. The Director's approval is required where items of special need exceed \$500.00 in any one year.

3. "Welfare Services" means services having as their object the lessening, removal or prevention of the causes and effects of poverty, child neglect or dependence on public assistance and, without limiting the generality of the foregoing, includes rehabilitation services, case work, counselling, assessment and referral services, adoption services, homemaker, day-care and similar services, community development services, consulting, research and evaluation services with respect to welfare programs, and administrative, secretarial and clerical services, including staff training, relating to the provision of any of the foregoing services or to the provision of assistance.

Cost-Sharing Provisions

Under a Part I agreement it would be possible for the N.W.T. to receive contributions from Canada for 50% of

- (a) its assistance costs, and
- (b) the difference in its welfare services costs over those costs in 1964-65 (the base year).

To claim the 50% share of expenditures for assistance and welfare services the recipients must be assessed as in need for the entire period for which assistance is provided. Documentary proof that such need exists must be maintained and be available for audit. Should over payments occur, for any reason whatsoever, Canada will not share in any portion of such expenditures.

Costs are not sharable in respect of any person in care in any hospital, correctional institution or for persons in receipt of any service relating wholly or mainly to education or corrections.

#### Appeal Procedures

It should be noted that the signing of an agreement under Part I would obligate the N.W.T. to provide by law a procedure for appeals from decisions by social welfare officers with respect to applications for assistance or the granting or providing of assistance by persons directly affected by such decisions.

The N.W.T. Social Assistance Ordinance provides for the setting up of local appeal committees and an appeal board. Regulations currently being drafted will define administrative procedures to be established for handling all complaints regarding social service activities.

Any person directly affected by an administrative decision may appeal it. Should an appellant be unable to act effectively on his own behalf he may appoint a representative. Grounds for appeal will include:

- a) Failure to allow the recipient to apply or re-apply for assistance.
- b) Denial, reduction, cancellation or suspension of the allowance.
- c) Failure to supply the amount of assistance provided for by regulations.

- d) Unreasonable delay in making a decision on an application.
- e) Dissatisfaction with treatment received from an official.
- f) Dissatisfaction with policy as set down by regulations.

As an initial step, the official making the decision will be given the opportunity to review that decision.

To eliminate any implication of administrative bias, no employee or officer of the department shall have authority to impede the implementation of appeal procedure.

To ensure impartiality no official of the department will be part of any appeal body.

Appellants will be protected against travel expenses should they be required to travel any distance for a hearing.

Time limits within which various parties concerned must act will be clearly specified.

Local Appeal Committees will be formed in each settlement if this is possible.

Should either a client or the officer be dissatisfied with the decision of the local Appeal Committee they may appeal to the Appeal Board. The decision of the Appeal Board is final.

Hearings before an Appeal Committee will be in private unless the appellant requests an open hearing. Hearings before the Appeal Board will be held "in camera".

An appeal procedure can be effective only if those concerned are fully informed about it. The department will implement an information program prior to the implementation of this procedure. Such a program will include material in local dialect as well as the provision of form letters, as necessary.

Part II - Canada Assistance Plan

This part of the Canada Assistance Plan was developed to encourage the provinces to extend their welfare programs to Indians, as defined in the Indian Act. (i.e., Registered Indians) rather than continue the practice of having the Indian Affairs Branch operate its own limited welfare program. Part II provides authority for the Minister of National Health and Welfare and the Minister of Indian Affairs and Northern Development to sign an agreement with a province or territory under which Canada would share the costs to the province or territory in extending its welfare program to Indians. (Under Part I there is no obligation for a province to extend its welfare programs to Indians and the signing of an agreement under Part II is optional to the province or territory).

The cost-sharing formula is rather complex and is based on the assumption that the per capita costs of extending welfare programs to Indians are higher than the per capita costs of extending the same programs to non-Indians.

Since the Government of the Northwest Territories now extends its welfare programs to all residents of the Territories regardless of ethnic background it would be a retrograde step both philosophically and administratively for the N.W.T. to consider signing an agreement under Part II of the Canada Assistance Plan.

Part III of the Canada Assistance Plan provides for a contribution by Canada of 50% of the cost of certain work activity projects. This does not mean work for relief, but activity projects undertaken by the territory for the rehabilitation of persons who have been out of the labour market for a long period of time - a type of reorientation program. The provisions of Part III would only be available to the N.W.T. if it first signed an agreement under Part I.

Part IV of the Canada Assistance Plan is applicable only to those provinces or territories that had a pre-existing Mother's Allowance program and therefore is not applicable to the N.W.T. Part IV simply makes it possible for the costs of such programs to be included in the costs which are sharable under Part I.

The N.W.T. Social Assistance program provides for the payment of assistance to needy mothers who have dependent children.

Part V of the Canada Assistance Plan provides for amendments to the Old Age Assistance, Blind Persons and Disabled Persons Acts to permit the provinces and territories to convert these programs into one program of general assistance, provided a person now in receipt of one of these benefits would not receive less money per month than he does now. However, provided due notice is given to the Minister of National Health and Welfare the territories could decide not to accept new applications after an agreed upon date.

A survey is at present being conducted in order to ascertain the economical effect such conversion would have on the Territorial social assistance program.

29-9-69