



FISHING LAKE METIS SETTLEMENT

**Strategic Training Initiatives Community Policy (FLMSSTI-2017-2018)
April 1, 2017 – March 31, 2018**

POLICY STATEMENT:

The Fishing Lake Métis Settlement supports the continued education of individuals of Métis ancestry physically residing on the Fishing Lake Métis Settlement and Métis Settlement members on an approved and up-to-date leave of absence. Through the development and implementation of this program policy, and pending availability of funds, students will be encouraged to enhance their personal skills through Individual Sponsorships, Community-Based Training Projects and Non-Community Based Partnership Projects.

PURPOSE:

The purpose of this policy is to clearly and without prejudice establish the program guidelines, administration, application procedures and client eligibility for individuals who are applying for financial assistance under the Fishing Lake Métis Settlement Strategic Training Initiates Program as per the current Strategic Training Initiatives Policies and Procedural Manual Version 4.

DEFINITIONS:

- 1.) ASETS refers to the Aboriginal Skills and Employment Training Strategy Agreement that identifies the federal funding agreement that supports this initiative.
- 2.) For the purpose of this policy, the definition of “Default of Client Action Plan” means any client who has an approved client action plan who:
 - Quits the training program prior to completion without just cause, (Medical, Death)
 - Failure to comply with terms and agreements of the identified training institutions and has resulting actions such as termination and suspension of active student status.
 - Failure to notify the Settlement STI Human Resource Officer of any changes in family unit composition, residence, contact information or revenue sources during the period of a funded intervention.
 - Failure to comply with the STI Attendance policy as identified in the STI Policy and Procedures Guide V.4.

ADMINISTRATOR:

- The Fishing Lake Métis Settlement Strategic Training Initiatives Program will be directly administered through the Education & Employment Services Department. The Settlement Finance Department will be directly responsible for the financial delivery & reporting based on the Strategic Training Initiatives check requisition and approval process. All financial reporting and year-end taxation reporting will be the sole responsibility of the Settlement Finance Department. The Education & Employment Services Departments' role is in regards to required quarterly reporting only.
- Applicant's membership status will be verified by the Land & Membership department; they will be responsible for signing off on the Sponsorship Approval Form and attaching supporting documentation, such as copies of the Leave of Absence approval.
- Applicants must apply directly to the Education & Employment Services Department, where the application will be assessed and processed with recommendations for approval or denial of the application to the Settlement Administrator. Each application will be assessed based upon the program guidelines and eligibility of the Settlement Strategic Training Initiatives Policy and Procedures Guide Version 4 and the Aboriginal Skills and Employment Training Strategy (ASETS) Agreement and this policy.

CLIENT ELIGIBILITY CRITERIA:

Individuals applying for funding under the Strategic Training Initiatives Program must:

1. Be Métis physically residing on Fishing Lake Métis Settlement/or a Settlement member residing off the Settlement with an approved and up-to-date Leave of Absence
2. Clients who accessed Strategic Training Initiatives Funding, including Youth funding, and have been deemed as being in default of their client action plan will be ineligible for further ASETS funding for a period of not less than two (2) years from the date of program termination as per the Strategic Training Initiatives Policy and Procedures Guide Version 4 and the Aboriginal Skills and Employment Training Strategy (ASETS) Agreement AND;
3. Students who have left school and have not completed Grade 12, must wait up to 1 (one) year before applying for funding.
4. For regular Individual Sponsorship applications, clients must be a minimum of 18 years of age, and hold approved membership with the Fishing Lake Métis Settlement (exceptions will be made for a residing child of a resident member who graduated at 17 years of age and will be going directly into a Post-Secondary Program)
5. For GTP applications, clients must be a Metis person physically residing on Fishing Lake Metis Settlement or a member on an authorized leave of absence AND;

6. For Youth GTP applications, youth must be a residing child of a resident member
7. If youth, must be no longer required by Alberta Provincial laws to attend school if GTP is during school hours.
8. Be enrolled in a training program certifiable by Alberta Education Standards and where possible, held within the province of Alberta. Requests for out of province training will be supported by proof that training applied for is not available in Alberta.
9. Proposed training must fulfill a labour market need. Alternatively, a priority identified in the policy AND:
10. Must improve their employability and ensure entry into the job market.

PROGRAM GUIDELINES:

1. Students with inexcusable absences will have those daily training allowances deducted from their regular training allowance rates. Any absences for prolonged illness, more than 3 (three) days must have a letter from their doctor.
2. Persons having been funded by S.T.I. will submit copies of transcripts and completion certificates for any program funded.
3. Persons having been funded for training will be expected to work in the occupation they were funded for, for not less than a 1- year period before being accepted for sponsorship in a different career. They may re-apply after 1 year with confirmation they in fact worked in their first chosen field.
4. All clients will be monitored through a 30 day/60 day/120 day follow-up phone call upon completion of training to determine employment rates as per the guidelines within the ASETS Agreement.
5. Clients pre-registering in and being charged for programs prior to receiving approval from Strategic Training Initiatives, will be responsible for their own expenses should their application for funding not be approved.
6. Client funding is administered through direct deposit, banking information must be submitted.
7. Persons applying for funding to take exposure courses (Safety Certification) will be referred to the Alberta Human Resources. Consideration may be given to those not eligible to receive funding from Alberta Human Resources.

8. Clients must report all monies received from Scholarships, Bursaries and Grants to the Fishing Lake Settlement Strategic Training Initiatives/ Human Resource Officer.
9. Applicants must declare any and all training income; changes in residence; mailing address; family composite; suspensions; terminations or changes in the client action plan. Failure to do so will result in a breach of contract.

APPLICATION PROCESS:

1. STI Funding is available on a year-to-year basis. Applications must be submitted every year to be considered for funding.
2. Apply and complete funding applications in person, and must develop a clear and concise client action plan with the Settlements Human Resource Officer, proving the need for specific training to obtain, maintain or retain employment.
3. Applicants must have a signed client action plan in place prior to funding being approved.
4. All Post-secondary applicants must submit proof of application for at least two Scholarships, prior to application approval.

DEADLINE FOR APPLICATIONS:

All required documentation should be submitted to the Fishing Lake Métis Settlement STI HRO (a signed application, course costs, course outline, and letter of acceptance) approximately 3 weeks prior to the Course Start Date. Failure to do so could risk delayed assessment.

Continuing students should apply by May 30 of the given year

Fall Intake July 31.

Winter Intake December 01.

INDIVIDUAL APPEAL PROCESS:

If an applicant, of Métis ancestry physically residing on the Fishing Lake Settlement or a Settlement member on an authorized leave of absence, applies for Strategic Training Initiatives Sponsorship and is officially refused sponsorship (in writing) by the Settlement for any reasons other than those listed below, the individual may submit a written appeal to the STI Central Office, Métis Settlements General Council, Attn: Director of Strategic Training Initiatives.

1. Lack of Sufficient Funds
2. Applicants request does not fit within the Fishing Lake Métis Settlement adopted priorities/policies for the given fiscal year
3. Applicant is in a default situation with the STI Program

Any and all appeals must follow the STI process as laid out in the STI Policy & Procedures Guide V4. This policy comes into effect for the 2017-2018 Agreement period. This policy will guide and govern the implementation of the Strategic Training Initiatives program until the end of the existing ASETS Agreement or any extension agreement.

PRIORITY:

Priority sponsorships will be assessed based upon the following:

1. Training priorities are established through the community strategic planning process and/or alternative methods based on resources and support. The Settlement Council has final approval of the established priorities. These Priorities determine what types of training opportunities will be supported through Strategic Training Initiatives. These priorities are established through a formal Settlement Council Resolution approving the implementation of this policy.

FUNDING PRIORITIES:

- Early Childhood Development
 - Technology & Communications
 - Trades & Apprenticeships
 - Health & Wellness related training
 - Oilfield and related occupations
 - Administration & Corporate Management
 - Governance & Leadership
 - Protective Services (EMR's and EMT's, Security, Policing)
 - Esthetics
 - Culture Awareness/Retention Programs
 - College Preparation
 - Forestry and related Occupations
 - Environmental related Occupations
 - Tourism – Parks & Recreation
 - Approved Youth Projects
2. Priority will be to qualifying Métis, who are not in default with the Strategic Training Initiatives program.
 3. Date of application

FUNDING RATE SCHEDULE:

Table IV of the Strategic Training Initiatives Policy and Procedures Guide V.4 Sec. 8 will be used for all students, adjustable as per policy regarding working spouses etc.

For the period of April 01, 2017-March 31, 2018 The Fishing Lake Metis Settlement Strategic Training Initiative program shall implement the following rates:

Students may be eligible to receive a per diem rate of \$60.00 per day (supplementary training allowance) for **Group Training Projects**, dependent on whichever rate of funding is highest. Students may be funded an hourly rate based upon the type of group project and the partnerships available and what is most feasible for the type of project.

Off Settlement Individual Sponsorships	Part Time (under 16 - 24 hours) Weekly Rate	Full Time (25-40 hours) Weekly Rate
Single (with relatives)	\$130.00	\$150.00
Single (private residence)	\$250.00	\$500.00
1 Dependent	\$300.00	\$550.00
Additional Dependents	+\$50.00 / dependent	+\$50.00 / dependent

On Settlement Individual Sponsorships	Part Time (under 16 - 24 hours) Weekly Rate	Full Time (25-40 hours) Weekly Rate
Single (with relatives)	\$60.00	\$100.00
Single (private residence)	\$200.00	\$300.00
1 Dependent	\$200.00	\$350.00
Additional Dependents	+\$50.00 / dependent	+\$50.00 / dependent

Commuting and Travel Allowance:

Please Note* Due to the Training Allowance Increase, No Travel Allowances will be issued other than initial and final off-Settlement for the 2017-2018 Fiscal Year.

- If a client is required to travel more than 25km round trip daily, he/she can receive .35 cents/km for the required travel to and from destination.

IMPLEMENTATION OF ALLOWANCES:

Training allowances, supplementary allowances and institutional costs are established each year by each respective Settlement council as per “Section 2 designing the MSSTI Community Policy” and are implemented on a school year basis and not a fiscal year basis.

Fiscal Year

April 1st – March 31st of the following year

School Year

July 1st- June 30th of the following year

POLICY # FLMSSTI2017-2018

DATE OF ADOPTION:

MOTION NUMBER:

MOTION # FLMS RCM 466/17

COUNCIL CHAIRPERSON:

Herb Lehr

SETTLEMENT ADMINISTRATOR:

Ryck Chalifoux



FISHING LAKE METIS SETTLEMENT

Strategic Training Initiatives Community Policy (FLMSSTI-2017-2018)
April 1, 2017 – March 31, 2018

POLICY STATEMENT:

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PURPOSE:

The purpose of this policy is to clearly and without prejudice establish the program guidelines, administration, application procedures and client eligibility for individuals who are applying for financial assistance under the Fishing Lake Métis Settlement Strategic Training Initiates Program as per the current Strategic Training Initiatives Policies and Procedural Manual Version 4.

DEFINITIONS:

- 1.) ASETS refers to the Aboriginal Skills and Employment Training Strategy Agreement that identifies the federal funding agreement that supports this initiative.
- 2.) For the purpose of this policy, the definition of "Default of Client Action Plan" means any client who has an approved client action plan who:
 - Quits the training program prior to completion without just cause. (Medical, Death)
 - Failure to comply with terms and agreements of the identified training institutions and has resulting actions such as termination and suspension of active student status.
 - Failure to notify the Settlement STI Human Resource Officer of any changes in family unit composition, residence, contact information or revenue sources during the period of a funded intervention.
 - Failure to comply with the STI Attendance policy as identified in the STI Policy and Procedures Guide V.4.

6. For Youth GTP applications, youth must be a residing child of a resident member
7. If youth, must be no longer required by Alberta Provincial laws to attend school if GTP is during school hours.
8. Be enrolled in a training program certifiable by Alberta Education Standards and where possible, held within the province of Alberta. Requests for out of province training will be supported by proof that training applied for is not available in Alberta.
9. Proposed training must fulfill a labour market need. Alternatively, a priority identified in the policy AND:
10. Must improve their employability and ensure entry into the job market.

PROGRAM GUIDELINES:

1. Students with inexcusable absences will have those daily training allowances deducted from their regular training allowance rates. Any absences for prolonged illness, more than 3 (three) days must have a letter from their doctor.
2. Persons having been funded by S.T.I. will submit copies of transcripts and completion certificates for any program funded.
3. Persons having been funded for training will be expected to work in the occupation they were funded for, for not less than a 1- year period before being accepted for sponsorship in a different career. They may re-apply after 1 year with confirmation they in fact worked in their first chosen field.
4. All clients will be monitored through a 30 day/60 day/120 day follow-up phone call upon completion of training to determine employment rates as per the guidelines within the ASETS Agreement.
5. Clients pre-registering in and being charged for programs prior to receiving approval from Strategic Training Initiatives, will be responsible for their own expenses should their application for funding not be approved.
6. Client funding is administered through direct deposit, banking information must be submitted.
7. Persons applying for funding to take exposure courses (Safety Certification) will be referred to the Alberta Human Resources. Consideration may be given to those not eligible to receive funding from Alberta Human Resources.

Any and all appeals must follow the STI process as laid out in the STI Policy & Procedures Guide V4. This policy comes into effect for the 2017-2018 Agreement period. This policy will guide and govern the implementation of the Strategic Training Initiatives program until the end of the existing ASETS Agreement or any extension agreement.

PRIORITY:

Priority sponsorships will be assessed based upon the following:

1. Training priorities are established through the community strategic planning process and/or alternative methods based on resources and support. The Settlement Council has final approval of the established priorities. These Priorities determine what types of training opportunities will be supported through Strategic Training Initiatives. These priorities are established through a formal Settlement Council Resolution approving the implementation of this policy.

FUNDING PRIORITIES:

- Early Childhood Development
 - Technology & Communications
 - Trades & Apprenticeships
 - Health & Wellness related training
 - Oilfield and related occupations
 - Administration & Corporate Management
 - Governance & Leadership
 - Protective Services (EMR's and EMT's, Security, Policing)
 - Esthetics
 - Culture Awareness/Retention Programs
 - College Preparation
 - Forestry and related Occupations
 - Environmental related Occupations
 - Tourism – Parks & Recreation
 - Approved Youth Projects
2. Priority will be to qualifying Métis. who are not in default with the Strategic Training Initiatives program.
 3. Date of application

- Mileage will be provided only when the client is required to take a portion of his/her courses away from the main campus or training site and public transportation is not available

IMPLEMENTATION OF ALLOWANCES:

Training allowances, supplementary allowances and institutional costs are established each year by each respective Settlement council as per "Section 2 designing the MSSTI Community Policy" and are implemented on a school year basis and not a fiscal year basis.

Fiscal Year

April 1st – March 31st of the following year

School Year

July 1st- June 30th of the following year

POLICY # FLMSSTI2017-2018

DATE OF ADOPTION:

June 12, 2017

MOTION NUMBER:

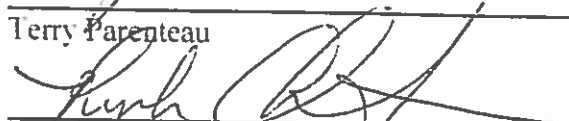
MOTION#FLMSSCM008/17

COUNCIL CHAIRPERSON:



Terry Parenteau

SETTLEMENT ADMINISTRATOR:



Ryck Chalifoux

FISHING LAKE METIS SETTLEMENT
Strategic Training Initiatives Community Policy
April 1, 2016 – March 31, 2017

POLICY STATEMENT:

The Fishing Lake Métis Settlement supports the continued education of individuals of Métis ancestry physically residing on the Fishing Lake Métis Settlement and Métis Settlement members on an approved and up-to-date leave of absence for not more than two years. Through the development and implementation of this program policy, so long as funds are available, students will be encouraged to enhance their personal skills through Individual Sponsorships, Community-Based Training Projects and Non-Community Based Partnership Projects.

PURPOSE:

The purpose of this policy is to clearly and without prejudice establish the program guidelines, administration, application procedures and client eligibility for individuals who are applying for financial assistance under the Fishing Lake Métis Settlement Strategic Training Initiatives Program as per the current Strategic Training Initiatives Policies and Procedural Manual Version 4.

ADMINISTRATON:

- ⊙ The Fishing Lake Métis Settlement Strategic Training Initiatives Program will be directly administered through the Employment Services Department. The Settlement Finance Department will be directly responsible for the financial delivery & reporting based on the Strategic Training Initiatives check requisition and approval process. All financial and year-end taxation reporting will be the sole responsibility of the Settlement Finance Department. The Employment Services Departments role is in to regards to required quarterly reporting only.
- ⊙ Applicants must apply directly to the Education/Employment Services Department, where the application will be assessed and processed with recommendations for approval or denial of the application to the Settlement Administrator. Each application will be assessed based upon the program guidelines and eligibility of the Settlement Strategic Training Initiatives Policy and Procedures Guide V.4 and the Aboriginal Skills and Employment Training Strategy (ASETS) Agreement and this policy.

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FUNDING PRIORITIES:

- ❖ Early Childhood Development
- ❖ Technology & Communications
- ❖ Trades & Apprenticeships
- ❖ Health & Wellness related training
- ❖ Oilfield and related occupations
- ❖ Administration & Corporate Management
- ❖ Governance & Leadership
- ❖ Protective Services (EMR's and EMT's, Security, Policing)
- ❖ Esthetics
- ❖ Cultural Awareness/Retention Programs
- ❖ College Preparation
- ❖ Forestry and related Occupations
- ❖ Environmental related Occupations
- ❖ Tourism – Parks & Recreation
- ❖ Approved Youth Projects

2. Priority will be to qualifying Métis, who are not in default with the Strategic Training Initiatives program.
3. Date of application

CLIENT ELIGIBILITY CRITERIA:

Individuals applying for funding under the Strategic Training Initiatives Program must:

1. Be Métis physically residing on Fishing Lake Métis Settlement/or a Settlement member residing off the Settlement with an approved and up-to-date Leave of Absence:

2. Apply and complete funding applications in person, and must develop a clear and concise client action plan with the Settlements Human Resource Officer, proving the need for specific training to obtain, maintain or retain employment.
3. Clients who accessed Strategic Training Initiatives Funding, including Youth funding, and have been deemed as being in default of their client action plan will be ineligible for further ASETS funding for a period of not less than three (3) years from the date of program termination as per the Strategic Training Initiatives Policy and Procedures Guide V.4 and the Aboriginal Skills and Employment Training Strategy (ASETS) Agreement AND;
4. Persons applying for funding to take exposure courses (Safety Certification) will be referred to the Alberta Human Resources. Consideration may be given to those not eligible to receive funding from Alberta Human Resources.
5. Students who have left school and have not completed Grade 12, must wait up to 1 (one) year before applying for funding.
6. Applicants must have a signed client action plan in place prior to funding being approved.
7. For regular Individual Sponsorship applications, clients must be a minimum of 18 years of age, and hold approved membership with the Fishing Lake Métis Settlement and;
8. Be enrolled in a training program certifiable by Alberta Education Standards and where possible, held within the province of Alberta. Requests for out of province training will be supported by proof that training applied for is not available in Alberta.
9. For youth funding, clients must be ages 15 – 30 and not currently in receipt of any other sponsorships; enrolled in public / or private school, or community based youth group training projects.
10. Settlement resident youth do not need to have Settlement membership for a summer GTP, but must be a child or ward of a member.
11. All Post-secondary applicants must submit proof of application for at least two Scholarships, prior to application approval.
12. Clients must report all monies received from Scholarships, Bursaries and Grants to the Fishing Lake Settlement Strategic Training Initiatives/ Human Resource Officer.

PROGRAM GUIDELINES:

1. Students with inexcusable absences will have those daily training allowances deducted from their regular training allowance rates. Any absences for prolonged illness, more than 3 (three) days must have a letter from your doctor.
2. Persons having been funded by S.T.I. will submit copies of transcripts and completion certificates for any program funded.
3. Persons having been funded for training will be expected to work in the occupation they were funded for, for not less than a 1- year period before being accepted for sponsorship in a different career. They may re-apply after 1 year with confirmation they in fact worked in their first chosen field.
4. All clients will be monitored through a 30 day/60 day/120 day follow-up phone call upon completion of training to determine employment rates as per the guidelines within the ASETS Agreement.
5. Clients pre-registering in and being charged for programs prior to receiving approval from Strategic Training Initiatives, will be responsible for their own expenses should their application for funding not be approved.
6. Client funding is administered through direct deposit, banking information must be submitted.
7. Applicants must declare any and all training income; changes in residence; mailing address; family composite; suspensions; terminations or changes in the client action plan. Failure to do so will result in a breach of contract.

FUNDING RATE SCHEDULE:

Table IV of the Strategic Training Initiatives Policy and Procedures Guide V.4 Sec. 8 will be used for all students, adjustable as per policy regarding working spouses etc.

Students may be eligible to receive a per diem rate of \$60.00 per day (supplementary training allowance) for **Group Training Projects**, dependent on whichever rate of funding is highest. Students may be funded an hourly rate based upon the type of group project and the partnerships available and what is most feasible for the type of project.

- Travel required Off Settlement will be paid at \$0.35 (thirty-five cents) per kilometer up to 700 kilometers per week. Maximum of \$700.00 per month.

- Travel required will be paid for On Settlement training equivalent to the cost of a monthly bus pass.

DEADLINE FOR APPLICATIONS:

All required documentation should be submitted to the Fishing Lake Métis Settlement STI HRO approximately 3 weeks prior to the Course Start Date. Failure to do so could risk delayed assessment.

INDIVIDUAL APPEAL PROCESS:

If an applicant, of Métis ancestry physically residing on the Fishing Lake Settlement or a Settlement member on an authorized leave of absence, applies for Strategic Training Initiatives Sponsorship and is officially refused sponsorship (in writing) by the Settlement for any reasons other than those listed below, the individual may submit a written appeal to the STI Central Office, Métis Settlements General Council, Attn: Director of Strategic Training Initiatives.

1. Lack of Sufficient Funds
2. Applicants request does not fit within the Fishing Lake Métis Settlement adopted priorities/policies for the given fiscal year
3. Applicant is in a default situation with the STI Program

Any and all appeals must follow the STI process as laid out in the STI Policy & Procedures Guide V4. This policy comes into effect for the 2012-2015 Agreement period. This policy will guide and govern the implementation of the Strategic Training Initiatives program until the end of the existing ASETS Agreement or any extension agreement.

DEFINITIONS

- 1.) ASETS refers to the Aboriginal Skills and Employment Training Strategy Agreement that identifies the federal funding agreement that supports this initiative.
- 2.) For the purpose of this policy, the definition of “Default of Client Action Plan” means any client who has an approved client action plan who:
 - Quits the training program prior to completion without just cause, (Medical, Death)
 - Failure to comply with terms and agreements of the identified training institutions and has resulting actions such as termination and suspension of active student status.
 - Failure to notify the Settlement STI Human Resource Officer of any changes in family unit composition, residence, contact information or revenue sources during the period of a funded intervention.

- Failure to comply with the STI Attendance policy as identified in the STI Policy and Procedures Guide V.4.

POLICY # FLMSSTI2016-2017

DATE OF ADOPTION:

April 6, 2016

MOTION NUMBER:

FLMSRCM177/16

COUNCIL CHAIRPERSON:

Arlene Calliou

Arlene Calliou

SETTLEMENT ADMINISTRATOR:

Ryck Chalifoux

Ryck Chalifoux