

**FISHING LAKE MÉTIS SETTLEMENT**

**Strategic Training Initiatives Community Policy (FLMSSTI-2025-2026)  
July 1, 2025 – June 30, 2026 as per Policy & Procedures V5**

**POLICY STATEMENT:**

Fishing Lake Métis Settlement supports furthering the education of Settlement members physically residing on the Fishing Lake Métis Settlement and members on an approved leave of absence. Through the implementation of this policy, clients will be encouraged to enhance their skills through Individual Sponsorships, Group Training Projects, and Non-Community Based Partnerships. The annual Metis Settlements General Council Strategic Training Initiatives ISETS funding allocated to Fishing Lake Metis Settlement will be allocated based upon the following breakdown:

60% of Budget Allocation is to be spent on Individual Sponsorships

40% of Budget Allocation is to be spent on Community-Based Group Training Projects

**PURPOSE:**

The purpose of this policy is to clearly establish the administration, eligibility criteria, and application procedures for individuals who are applying for the Fishing Lake Métis Settlement Strategic Training Initiates Program as per the current Strategic Training Initiatives Policies and Procedural Manual V.5 for the 2025-2026 School Year.

**DEFINITIONS:**

- “**ISETS**” refers to the Indigenous Skills and Employment Training Strategy Agreement, the federal funding that supports this initiative.
- “**Client Action Plan**” refers to a contract between an approved client and the MSSTI Program that outlines the responsibilities of both parties.
- “**Default of Client Action Plan**” means a client who:
  - Quits the training program prior to completion without just cause
  - Fails to notify the Settlement MSSTI Human Resource Officer of any changes in family unit composition, residence, contact information or revenue sources during the period of a funded program.
  - Fails to comply with the MSSTI Attendance policy as identified in the MSSTI Policy and Procedures Guide V.5.
- “**GTP**” refers to a Group Training Project.



## **ADMINISTRATIVE PROCESS:**

- The Fishing Lake Métis Settlement Strategic Training Initiatives Program will be directly administered through the Education & Employment Services Department.
- The Fishing Lake Metis Settlement Human Resource Officer will assess, process, and recommend the application for approval or denial to the Settlement Administrator.
  - If the Human Resource Officer, Administrator, or Settlement Council Education Portfolio Holder is in direct conflict, they will not sign off on approvals or any other processes that are required for the specific client. Another signatory will be responsible for signing off on required paperwork.
  - If the Human Resource Officer is in direct conflict with a client, they may process the initial intake of the file but must pass it on to the Administrator or Portfolio Holder to manage.
- The Settlement Finance Department will be responsible for the financial delivery and reporting based on the MSSTI cheque requisition and approval process, quarterly financial reporting including year-end taxation for both Individual Sponsorships and Group Training Projects is the responsibility of the Finance Department.
- The Education & Employment Services Departments' role is to implement the ISETS program through direct client services and assist the Finance Department to ensure that the client cashflows and quarterly summaries balance with the Finance Department as well as the quarterly narrative report that is submitted to Metis Settlements General Council on or before the 15<sup>th</sup> of the following month after the quarter has ended.
- The Settlement Lands & Membership Department will verify the applicant's membership status and provide supporting documentation if needed.

## **CLIENT ELIGIBILITY CRITERIA:**

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

1. Be a Settlement member physically residing on Fishing Lake Métis Settlement or a member residing off Settlement with an approved and up-to-date Leave of Absence.
2. Clients in default of their Action Plan will be ineligible for funding for a period of two (2) years from the date of program termination as per the MSSTI Policy and Procedures Guide V.5 and the ISETS Agreement.
3. Students who have left high school and did not complete Grade 12 must wait one year after leaving school before applying for funding.
4. Individual Sponsorship Clients must be a minimum of 18 years of age and hold approved membership with the Fishing Lake Métis Settlement.
  - a. Exceptions will be made for a residing child of a resident member who has 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.
  - a. For Youth GTP applications, youth must be a residing child of a resident member and must not be required by Alberta Provincial law to attend school if GTP is during school hours.

6. Be enrolled in an accredited training program certifiable by Alberta Education Standards held within the province of Alberta. Requests for out of province training will be considered if proven that the program is not available within Alberta.
7. Proposed training must fulfill a labor market need and improve employability or be a priority identified in the current MSSTI Community Policy.

#### **PROGRAM GUIDELINES:**

- Clients funded through MSSTI will submit copies of transcripts and completion certificates for any program funded.
- Clients funded for training will be required to work in the field for which they were funded for at least a two-year period before being accepted for sponsorship in a different field.
- Clients who have completed a degree through the program must wait a period of four years before being eligible for further funding.
- Clients will be monitored through a 30,60,90 day follow-up upon completion of training as per Policy & Procedures V.5.
- Clients who are pre-registering and being charged for programs prior to receiving approval from MSSTI will be responsible for their own expenses should their application for funding not be approved. Additionally, tuition and books are only paid via invoicing through the institution and will not be reimbursed to the client.
- Client funding is administered through direct deposit only.
- Funded clients must declare any changes in income (employment or training dollars), changes in residence, mailing address, family composition (dependents), suspensions, terminations, or changes in the client action plan while a training intervention is in place. Failure to do so will result in a breach of contract which will lead to automatic termination of breached contract.
- Consideration will only be given to Accredited Alberta Colleges, Universities and Training Centers, where:
  - a. Tuition is capped at \$15,000.00 (fifteen thousand dollars) per school year.
  - b. Book costs are capped at \$800.00 (eight hundred dollars) per semester.

#### **APPLICATION PROCESS:**

1. MSSTI Funding is available on a year-to-year basis. New applications must be submitted every year to be considered for funding, including returning or continuing students.
2. Submit the MSSTI Application and Career Investigation for the current year, along with a letter of acceptance, course outline, and course cost breakdown.
3. Develop a clear and concise Client Action Plan with the Settlement Human Resource Officer, proving the need for specific training to obtain, maintain, or retain employment. Applicants must have a signed Client Action Plan in place prior to funding being approved.
4. Post-secondary applicants must provide proof of application for at least one other scholarship or bursary to off-set tuition costs.

#### **DEADLINES FOR APPLICATIONS:**

All required documentation (MSSTI Application, Career Investigation, course costs, course outline, and letter of acceptance) should be submitted to the MSSTI HRO approximately 3 weeks prior to the Course Start Date. Failure to do will result in a delayed assessment.

**Fall Intake Period – April 1 – June 30**  
**Winter Intake – July 1 - December 01**

**INDIVIDUAL APPEAL PROCESS:**

If a client applies for Strategic Training Initiatives Sponsorship and is officially refused in writing for any reasons other than:

- Lack of Sufficient Funds
- Applicant's request does not fit within the FLMS adopted priorities for the given fiscal year.
- Applicant is in default with the MSSTI Program.

the individual may submit a written appeal to the STI Central Office, Métis Settlements General Council, Attn: Director of Strategic Training Initiatives.

All appeals must follow the process as laid out in the MSSTI Policy & Procedures Guide V5.

**PRIORITY PROGRAMS:**

Priority sponsorships will be assessed based upon the following:

- Date of application
- Funding priorities, outlined below, established by Fishing Lake Metis Settlement Council. These priorities are established through a formal Settlement Council Resolution approving the implementation of this policy.
  1. Grade 12 Graduates/Continuing Students.
  2. Post-secondary degree or diploma programs.
  3. Trade and pre-trade programs in the following disciplines: **carpentry, electrical, plumbing, mechanical, and heavy equipment technician.**
  4. Health and Emergency Services in the following disciplines: **EMR, fire, nursing, mental health, social work, and emergency management.**
  5. Approved Group Training Projects.

**FUNDING RATE SCHEDULES:**

For the period of July 1, 2025 to June 30, 2026 the FLMS MSSTI program shall implement the following rates for training allowance.

**For the period of July 1, 2025 to June 30, 2026 the FLMS MSSTI program shall implement the following rates for training allowance.**

**Individual Sponsorship**

**Off-Settlement Training (Post Secondary, Trades & Apprenticeship)**

\$120.00 per diem per day to a maximum of \$600.00 per week.
Eligible for child care subsidy if required, travel at a rate of \$.51 per km to a maximum of \$350.00 per week.
Bus Pass or parking fees Initial relocation travel to and return upon the end of program

**Individual Sponsorship****On-line Training (Post Secondary, Trades & Apprenticeship)**

\$100.00 per diem per day to a maximum of \$500.00 per week
Not eligible for child care subsidy, Travel for required in-class training only
(Minimum of 5 hours of training per day)

**Group Training Projects****Community Based (Excluding exposure courses)**

\$100.00 per diem per day to a maximum of \$500.00 per week
(Minimum of 5 hours of training per day)

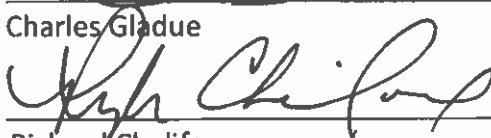
**Travel Rates:**

Travel is determined on a client-by-client basis, but those who must move for school are entitled to initial relocation travel and return travel at the end of their course at a rate of \$0.515/km.

Those that have to travel more than 25km round trip per day are entitled to travel at \$0.515/km to a maximum of (\$360.50) per week or \$700.00 per month.

**POLICY # FLMSSTI2025-2026****DATE OF ADOPTION:**September 3, 2025**MOTION NUMBER:**MOTION# FLMSRCM272/2025**COUNCIL CHAIRPERSON:**

Charles Gladue

**SETTLEMENT ADMINISTRATOR:**

Richard Chalifoux



