

# Sustainable Canadian Agricultural Partnership

Competitive. Innovative. Resilient.

## Veterinary Student Placement Program Guidelines

2024-2025



## Sustainable Canadian Agricultural Partnership

The Sustainable Canadian Agricultural Partnership (Sustainable CAP) is a five-year (2023-2028), \$3.5-billion investment by federal-provincial and territorial governments to strengthen competitiveness, innovation, and resiliency of the agriculture, agri-food and agri-based products sector. This includes \$1 billion in federal programs and activities and \$2.5 billion in cost-shared programs and activities by federal, provincial and territorial governments.

In Nova Scotia, \$46 million will be invested through a federal-provincial partnership that is linked to five program streams: 1) Building Sector Capacity, Growth and Competitiveness; 2) Climate Change and Environment; 3) Market Development and Trade; 4) Science, Research, and Innovation; and 5) Resiliency and Public Trust.

We support the development of diverse and inclusive industries. We welcome individuals from all equity-deserving communities including but not limited to women, persons with disabilities, Black and African Nova Scotians, Mi'kmaq, Indigenous peoples, 2SLGBTQI+ and racialized individuals, to apply to programming.

## Program Objectives

The objective of the Nova Scotia Veterinary Student Placement Program is to give veterinary students applied learning opportunities as well as exposure to rural Nova Scotia and Nova Scotia's agriculture industry while also ensuring the future availability of veterinary services for the Nova Scotia livestock sector. The intent of this two-phase program is to attract and retain new veterinary graduates to the province to address labour shortages and the overall sustainability of the animal agriculture industry, ensure animal health and welfare, and support our rural economies.

## Eligible Applicants

### Nova Scotia Students

Students will be required to have completed the following training prior to beginning employment. Training is offered through The Nova Scotia Federation of Agriculture and Farm Safety NS:

- Emergency First Aid
- Safe Animal Handling \*
- So Your Client is a Farmer
- WHMIS
- Tractor and Farm Machinery Awareness
- Introduction to Farm Safety

**\*If you have received this training through your educational degree, you are not required to take it again.**

**Note:** Training course fees will be covered.

**Farm:**

- currently and properly registered in the correct income category under the *Farm Registration Act*;
- applicant is at least 19 years of age and actively farming in the program year;
- generates an annual eligible gross commodity income of \$30,000.
- must be able to provide a min of 60% of the student workload directly in animal husbandry;
- must be arm’s length relationship from the student;
- must have Workers’ Compensation Board or private workplace injury coverage (**Proof needed**);
- must have an active Veterinary relationship; and
- employers will be required to complete the following training: “Guide to Hosting an Intern” (Nova Scotia Federation of Agriculture)

**Note:** Students who may have already worked on the chosen farm must have new experiences and knowledge gained.

**Veterinary Practice:**

Veterinary practices that participate in the Livestock Health Services Program:

- must be able to provide a min of 60% of student time working with livestock as designated in "Designation of Livestock for Farming Purposes";
- can cooperate with other practices to meet this requirement and/or students may participate in external learning experiences to allow for varied experiences with different types of livestock, industry, or different aspects of veterinary practice (ex. Aquaculture veterinary medicine, animal pathology lab, meat inspection);
- must have Workers’ Compensation Board or private workplace injury coverage (**Proof needed**);
- must have arm’s length relationship from the student;
- employers will be required to complete the following training: “Guide to Hosting an Intern” (Nova Scotia Federation of Agriculture).

**Note:** Students who may have already worked in the chosen practice must have new experiences and knowledge gained.

## Program Criteria

**This is a two-phase program of 14 weeks per year. Students may participate in the first or both years.**

**Phase 1 / Year 1**

- Nova Scotia students who are projected to complete their first year of study at the Atlantic Veterinary College in April 2024. If positions are not filled, consideration will be given to NS students at other veterinary colleges or AVC students from other provinces.
- Students are encouraged to seek out their own place of employment and ensure that the employer also applies to the program. Where this is not possible the program will seek to match students with employers.
- Students and farms / clinics to have a kick-off meeting prior to the start of work

- Students and employers are required to create a project plan at the beginning of employment.
- Hiring farms must provide 12 weeks at 40 hrs/ week of paid employment beginning in early May and ending in mid-August.
- Hiring farms are expected to pay students a minimum of \$15/hr for 40hr/wk, for 12 weeks. Standard deductions must be made from students' gross wages. Workers' Compensation Board (WCB) or private workplace injury coverage is mandatory.
- Farms are required to submit a final evaluation at the end of the program year and participate in mid-point check-ins with the Nova Scotia Federation of Agriculture
- Students must volunteer for an additional 2 weeks at a veterinary practice. This can be at any time during the summer with agreement from the farm employer and veterinary practice. Practices must be approved by the program committee.
- Disability and other insurance are the responsibility of the student.
- Students are required to submit 3 reports on activities over the summer (June 15, July 15, and program end). Reports will be followed- up by a check-in with the program committee. The final report must be received before the bursary is awarded.
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## Phase 2 / Year 2

- Nova Scotia students who have completed Year 1 of the program and project to complete their second year of study at the Atlantic Veterinary College in April 2024. If positions are not filled, consideration will be given to NS students at other veterinary colleges or AVC students from other provinces and/or students who have not completed the first year of the program but can demonstrate equivalent experience.
- Students are encouraged to seek out their own place of employment and ensure that the employer also applies to the program. Where this is not possible the program will seek to match students with employers.
- Students and farms / clinics to have a kick-off meeting prior to the start of work.
- Students and employers are required to create a project plan at the beginning of employment.
- Participating veterinary clinics must provide 12 weeks at 40 hrs/week of paid employment beginning in early May and ending in mid-August.
- Hiring veterinary clinics are expected to pay students a minimum of \$15/hr for 40hr/wk, for 12 weeks. Standard deductions must be made from students' gross wages. Workers' Compensation Board (WCB) or private workplace injury coverage is mandatory. Veterinary clinics will receive a wage subsidy of \$5,400.00 (11.25/hr) paid over 2 installments (Jun 31, Aug 15).
- Disability and other insurance are the responsibility of the student.
- Students must volunteer for an additional 2 weeks at an external learning experience. This can be at any time during the summer with agreement from the external site and veterinary practice. External experiences must be approved by the program committee.
- Students are required to submit **3 reports** on activities over the summer (**June 15, July 15, and program end**). Reports will be followed- up by a check-in with the program committee. The final report must be received before the bursary is awarded.
- Veterinary clinics are required to submit a final evaluation at the end of the program year and participate in any check-ins with the Program committee.

## Financial Assistance

- Employer (farm or veterinary clinic) will receive a wage subsidy of \$5,400 (\$11.25/hr) paid over 2 installments (Jun 30th, Aug 15th).
- Students will receive an additional \$2,500 bursary each year upon submission of the final report. (Paid directly to UPEI)
- Funding for the program is limited to 6 applicants in each year of the program.

## Ineligible Expenses

These include but are not limited to:

- Travel expenses
- operating expenses / existing staff salaries
- other costs deemed ineligible.

## Application Process

To apply for the Veterinary Student Placement Program:

1. Complete and submit the application. This is a 2-year program of 14 weeks per year. Students may participate in the first or both years.
2. Eligible wages will be recognized within the Activity Period stated in the below table, however, wages incurred prior to the date of project approval are at the applicant's risk. Late applications will not be accepted.

Application forms will be sent to potential employers and must be returned prior to January 12, 2024. Potential employers meeting the eligibility criteria will be notified of such, and a list will be provided to students. Employers shall remain on the list in subsequent years unless they notify the committee of withdrawal.

Application Intake	Activity Period	Claim Deadline
November 20, 2023 – January 12, 2024	April 1, 2024 – December 31, 2024	December 31, 2024

**Note:** Clients (Farms and Veterinary Clinics) new to Programs since 2023 must complete the Program Funding Registration form. Returning clients, must update the form as needed with any changes to business information including contact information, structure, commodities, environmental farm plan and Premise ID.

## Approval Process

1. Applications will be reviewed and rated by the Nova Scotia Department of Agriculture (NSDA). Final approval will be given by February 9, 2024.
2. If approved, applicants (students and farm/vet clinic) will receive a **Letter of Agreement (LOA)** which identifies the Program funding offered and the terms and conditions under which Program funding is approved.
3. Review, sign and return the LOA to Programs within **30 days** of the date of the letter or your Program funding will be forfeited.

## Claiming Process

1. After Programs receives your signed Letter of Agreement, a **Program Claim Form** will be sent to you (Employers and Students).
2. Complete and sign Program Claim Form by **December 31, 2024**.
3. **Employers** - Attach Record of Employment to claim form for each student.
4. **Students** – Attach Reports on activities to Claim form to be eligible for \$2,500 bursary.
5. Submit your claim with the required supporting documentation to the Programs office by the claim deadline.

**Note:** No payment will be made for claims under \$20.00.

## Employer's Role (Farm and Veterinary Practices)

The purpose of this program is to showcase NS Livestock farming and veterinary practice in a positive manner and to demonstrate the range of professional and lifestyle options available in the industry. The intent of this program is to encourage veterinary students to seriously consider livestock animal or mixed animal practice as an attractive career option. As such the expectation is that employers will expose the student to animal agriculture and business including:

- a. Day-to-day activities of the business
- b. Commercial aspects of the business
- c. Client communication
- d. Animal handling
- e. Animal welfare
- f. Production practices/herd health programs
- g. On-farm food safety programs
- h. Antimicrobial stewardship
- i. Recordkeeping
- j. Biosecurity
- k. Emergency Preparedness

## Final Report

Projects approved for program funding have mandatory reporting requirements. Applicants will receive the reporting template with their claim form if applicable.

Programs that require a final and/or interim report will be subject to a **25% holdback** on their submitted claim if the final report is not submitted at the same time. Final Reports may be made available publicly on the NSDA website and a follow up review may be conducted after project completion.

## Arm's Length Transactions

For the purposes of Programs, arm's length is defined as individuals who are NOT connected by blood relationship, marriage, common-law partnership, or adoption.

## Authority

NSDA shall have the authority to deny an application if there is evidence of misrepresentation of pertinent information or if NSDA believes that an application does not conform to the spirit of the Program.

## Evaluation and Audit

Review and evaluation of projects may be carried out by NSDA, Government of Canada or other parties chosen by NSDA for the purpose of audit, analysis, evaluation, program development and determining financial assistance. This review and evaluation process may be conducted prior to project commencement, during work or upon project completion. Applicants may be asked to complete an evaluation survey related to their final claim.

## Confidentiality

Applicants consent to the release of their name and the amount of support received under the Program. This specific information is deemed to be public information, to be actively disseminated by NSDA. NSDA may provide any information from an applicant to another public body or a law-enforcement agency in Canada to assist in an investigation, undertaken with a view to a law-enforcement proceeding or from which a law-enforcement proceeding is likely to result. Any other information provided, unless disclosed in the manner and for the purposes stated above, will be subject to the confidentiality and disclosure provisions of the Freedom of Information and Protection of Privacy Act.

## Contact Information

Please submit all documents to Programs at the address, email or fax number below. For more information, please contact Programs or your regional office.

**Nova Scotia Department of Agriculture  
Programs Office**

74 Research Drive  
Bible Hill, Nova Scotia B6L 2R2  
Telephone: 902-893-6377  
Toll Free: 1-866-844-4276  
Fax: 902-893-7579  
Email: [prm@novascotia.ca](mailto:prm@novascotia.ca)

Nova Scotia Department of Agriculture Regional Offices		
Western	Yarmouth	902-223-8085
	Digby	902-638-2395
	Kentville	902-679-6021
	Lunenburg	902-634-7575
Eastern	Truro	902-893-6575
	Nappan	782-370-2278
	Antigonish	902-863-7180
	Sydney	902-563-2000