



2024 Veterinary Student Employment Program (VetSTEP) Terms and Conditions

SECTION 1

Program Description

Manitoba Agriculture (AGR) administers the Veterinary Student Employment Program (VetSTEP) to assist veterinary practices and practitioners in rural Manitoba that provide summer employment to veterinary students who have completed their first, second or third year of studies at the Western College of Veterinary Medicine (WCVM) or other eligible veterinary colleges.

SECTION 2

Program Eligibility

Veterinary practices and practitioners licensed to operate an active large animal practice located in rural Manitoba are eligible to participate in the program.

Businesses and non-profit organizations operating a livestock operation in rural Manitoba are eligible if they employ or have a service contract with a veterinarian licenced to practice large or mixed animal medicine in Manitoba. The veterinarian must directly supervise the student.

An application is only accepted as eligible once all required documentation is submitted to the program administrator, including:

- A completed application signed by the applicant and student, and
- Proof of enrollment and class year of the student to be hired.

Applications are not accepted if they do not identify the individual student to be employed. Applicants must re-apply if the student to be hired changes.

The applicant must agree to accept all responsibility for:

- Salaries, benefits, vacation, sick leave, medical leave and all other costs associated with employing the student.
- Supervision of the student.
- Provision and support of a safe work environment and respectful workplace.

All applicants must ensure they meet all requirements for eligibility.

An organization with multiple divisions, operation names or units, will count as one organization.

Government employees who are the majority shareholder (50 per cent or higher) in a business or operation, are not eligible to apply for funding. A business or operation, which includes a provincial government employee as a minority shareholder, will be eligible to apply for funding.



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Additional factors may be considered in determining the eligibility of the applicant, including:

- The provision of false or misleading information by the applicant under other Manitoba government programs.
- Amounts due and owing by the applicant under other Manitoba programs may be considered in determining the eligibility of the applicant.

SECTION 3

Eligible Costs

Eligible clinics and practitioners can apply for grants for financial assistance to provide 13 weeks or 471.25 hours of summer employment to a veterinary student attending the WCVM in Saskatoon or other eligible veterinary college approved by the program administrator. The employment provided must be based in a rural veterinary practice located in Manitoba.

The grants available vary based on the most recent year of study completed by the student:

- First year student - \$6,500
- Second year student - \$5,000
- Third year student - \$5,000

No funding is available for employing students after they have completed their fourth year of veterinary studies.

For the clinic or practitioner to receive the full grant, the student must be hired for the equivalent of 13 weeks' employment in the year that the application is approved. A week is calculated as 37.25 hours of paid employment. If less than the equivalent of 13 weeks of employment is completed by the student, the grant payment will be prorated based on the hours of paid employment. Only paid employment completed in the period between the end of classes in the Spring semester and start of the classes in the Fall semester will be considered eligible.

For purposes of calculating paid employment, vacation and sick leave paid to the student at the following rates will be considered:

- Vacation – 1 ¼ days per complete month or 4% of total regular earnings, whichever is greater.
- Sick leave – ½ day per two-week pay period. Sick leave paid in the first 2 weeks or 72.5 hours of employment will not be considered.

Statutory holiday pay will not be included for consideration as paid vacation. Sick leave will not be considered for students paid for fewer than 72.5 hours of employment.



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Claims will be reimbursed after the student finishes summer employment with the applicant and a claim statement has been submitted and approved by the program administrator.

The applicant is solely responsible for all costs and expenses of the employing student and work or projects undertaken by the student, including any deficits or cost overruns.

Where an application is approved, no claim will be reimbursed unless a funding decision letter is signed.

Stacking Limit on Funding from Government

The maximum level of total Canadian government funding (federal, provincial, territorial and municipal) that a successful applicant can receive towards the employment of the summer student cannot exceed 100 per cent of the paid cost of employing the student.

SECTION 4

How to Apply for Funding

Applications can be emailed to: VSD@gov.mb.ca.

Complete applications signed by the employer and student must be submitted by the application deadline set by the program administrator.

One application must be submitted for each student that the applicant wishes to hire.

Applicants must acknowledge and agree to any terms and conditions contained in the application.

No one other than the applicant may sign the program application or other program documents.

Applicants must comply with all Manitoba and federal government laws and regulations applicable to employing the student and to their business or organization's operations. Applicants must also accept and agree to all of the terms and conditions of the program.

In the case of corporations, partnerships and other business organizations, a designated person with legal authorization must sign the application and other program documents. The program administrator may require proof of authorization.



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SECTION 5

Application Assessment

In the event that the eligible applications received by the application deadline request more funding than the available budget, applications will be prioritized and approved based on the following criteria:

- Applications to hire a Manitoba student will be funded before any applications to fund out-of-province students.
- Applications to hire first year students will be given priority over second and third year students.
- Applications from clinics providing large animal hospital services and consultative practices not providing companion animal services are both given priority for funding over other practices. In practices operating two or more clinics, the student must be stationed at a clinic providing large animal hospital services for the application to be given funding priority. If budget allows, applications from clinics or practices providing ambulatory (but not hospital) services for large animals will be considered.
- After consideration has been given to Manitoba students, year of study of the students, and large animal services provided, priority will be given to considering one application per clinic, ambulatory practice, or eligible business or non-profit organization.
- If budget remains after the above criteria have been applied, the date that the complete, eligible application was received by the program administrator will be considered.

SECTION 6

Funding Decisions

The applicant will receive a funding decision letter from the program Administrator indicating whether the application has been approved, and the amount approved. The funding decision letter may state that only part of the applicant's proposed project or activity is approved for program funding, or that only specific eligible costs are approved for program funding. The decision letter may provide further conditions, instructions or deadlines for eligibility for payment.

If a student is hired before formal written approval of program funding is received, the applicant does so at their own risk. An application project may not be approved for funding or may not be approved to receive all of the funding applied for. Even where an application is approved for funding, no funding will be provided unless and until all agreements and documents required in connection with the applicant's participation in the program are received by the program administrator.

The decision letter will include details of making a claim after the student finishes summer employment with the applicant.

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SECTION 7

Appeals

The minister may establish an appeal body and a program appeal process.

SECTION 8

Payments

Payments are issued in accordance with the funding decision letter.

a) Payments

To be eligible for payment, the applicant must submit to the program administrator a claim statement, including a Record of Employment for the student's summer employment that has been provided to and witnessed by the student.

b) Submission of Claims

Submit claim statements and other required documentation to: **VSD@gov.mb.ca**.

All claims must be submitted by the date in the decision letter or October 1st of the year of the work term approved, whichever is later, unless approved by the program administrator.

c) Further conditions of payment

The applicant must incur, and have paid, all expenses associated with the project before they can be reimbursed.

Any payment to be made under this program is subject to:

- an appropriation of funds by the Legislature of Manitoba in the fiscal year in which the payment is due;
- cancelled or reduced payments if departmental funding levels are changed by the Legislature of Manitoba

The program administrator does not assume any responsibility for the tax implications of financial support under the program. Any payments made under this program may have income tax implications for the applicant. The applicant is advised to consult their tax advisor as to the income tax consequences of participation in this program.

The funding decision letter will detail program funding requirements, including the payment process, the budget, performance and financial reporting requirements.

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SECTION 9

Overpayments

The program administrator shall be entitled to demand immediate repayment from the applicant of the amount of any overpayment and the applicant shall pay the amount demanded within 30 days of such demand. Any overpayment that is not paid in full when due shall be deemed to be a debt due and owing by the applicant to the Manitoba government.

The term overpayment means any one or more of the following:

- any amount of program funding provided to the applicant that exceeds the amount the applicant was entitled to receive;
- any program funds used or applied for by the applicant on account of costs or expenses that are not eligible costs under the program;
- any program funds advanced payment to the applicant that are not actually expended on account of eligible costs within the fiscal year for which such program funds were appropriated; and
- any program funds received that are contrary to these program terms and conditions, or that are otherwise returnable or repayable to the Manitoba government under these program terms and conditions, or the terms of a decision letter.

SECTION 10

Reporting and Project Communication

The Manitoba government may make public announcements or otherwise publicly release the applicant's name, the amount of funding received under the program, and the general nature of the activity funded.

SECTION 11

Collection, Use and Disclosure of Personal Information and Protection of Privacy

The applicant's personal information is being collected under the authority of section 36(1) (b) of The Freedom of Information and Protection of Privacy Act (FIPPA), as it is directly related to and necessary for the purpose of determining eligibility for the program.

The applicant's information may be disclosed to WCVM, other veterinary educational institutions, Manitoba Veterinary Medical Association (MVMA) and the program administrator, for program administration.

The applicant's personal information is protected under the privacy provisions of FIPPA. If you have questions concerning the collection, use or disclosure of applicant information, please contact:

Manager – Livestock Industry Development
204-545 University Crescent, Winnipeg, MB R3T 5S6



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The collection of personal information is limited to only as much personal information as is reasonably necessary to accomplish the purpose for which it is collected. Only those employees and agents who need to know the information to carry out the purpose for which it was collected, can use personal information.

The applicant's personal information will be used to verify eligibility for the VetSTEP, to contact you for further information or clarification, or to communicate any future programs that may be of interest.

By submitting an application under the program, the applicant has consented to:

- supply any other relevant and required documentation to confirm eligibility;
- participate in any surveys, focus groups, interviews or other methods of program evaluation;
- on-site requests to verify program eligibility;
- the public release by the Manitoba government of the applicant's name, the amount of funding received under the program, and the general nature of the project or activity that is receiving funding;
- authorize indirect collection of personal information from someone other than the applicant to verify program eligibility, or for verification or audit purposes; and
- the applicant's information being used and disclosed for the purpose of analyzing program effectiveness.

SECTION 12

False or Misleading Information

An applicant who provides false or misleading information under the program:

- foregoes all rights to program payments and any other benefits under the program for which they would be otherwise eligible;
- is liable to repay all program payments received; and
- may be subject to prosecution.

The provision of false or misleading information under the program may be taken into account in determining eligibility for other programs funded by the Manitoba government.

SECTION 13

Right of Set-off

In addition to any rights of set-off the Manitoba government may have at law, the minister may set-off any amount payable to the applicant under the program against:

- any amount due and owing by the applicant under the program;
- any amount due and owing by the applicant under any other Manitoba government program; and

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- any other amount due and owing by the applicant to the Manitoba government or a government agency.

Amounts due and owing by the applicant under the program, may be taken into account in determining eligibility under other programs funded by the Manitoba government.

SECTION 14

Changes to the Program Terms and Conditions

The minister may revise, alter or amend these program terms and conditions at any time by emailing the applicant or posting the revised program terms and conditions on the AGR website. The applicant is responsible to monitor emails and the AGR website for any such revisions, alterations or amendments.

Applications shall be administered and governed by the program terms and conditions that have been emailed to the applicant or posted on the AGR website on the date the applicant's application is received.

SECTION 15

No Liability of Governments, Indemnification by Applicant

The Manitoba government and its respective ministers, officers, employees and agents, shall not be liable for any injury to or loss or damage suffered by the applicant, the directors, officers, employees or agents of the applicant, or any other party, including, without limitation, any injury to persons (including death), damage to or loss or destruction of property, economic loss, consequential damages or infringement of rights caused by or related, either directly or indirectly, to the activities of the applicant under the program or the applicant's participation in the program.

The applicant shall, at all times during and following the applicant's participation in the program, be solely responsible for, and shall save harmless and indemnify the Manitoba government and their respective ministers, officers, employees and agents, from and against all claims, liabilities and demands with respect to any injury to persons (including, without limitation, death), damage to or loss or destruction of property, economic loss, consequential damages or infringement of rights caused by, or related, either directly or indirectly, to the activities of the applicant under the program or the applicant's participation in the program.

SECTION 16

Liability Insurance

Applicants are encouraged to discuss their insurance requirements, as a result of participating in this program, with a licensed insurance broker.



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SECTION 17

Conflict of Interest

No current or former Manitoba government employee shall be allowed to derive any financial advantage or benefit under the program, unless the provision or receipt of such advantage or benefit is in compliance with these program terms and conditions and all applicable conflict of interest policies.

SECTION 18

Representations, Warranties, Obligations, Joint and Several Liability

The applicant's participation in the program does not create a partnership, agency, joint venture or similar relationship between the government of Manitoba and the applicant, and the applicant will not represent itself as such, including in any agreement with a third party.

The individual(s) signing the application must indicate their official position with the applicant, or their relationship to the applicant. By signing and submitting an application, the individual(s) signing the application represent and warrant that:

- The execution and delivery of the application, and such other agreements and documents required in connection with the applicant's participation in the program, are within the proper powers and capacities of the applicant. Also, they have been duly and validly authorized by the applicant, and constitute binding legal obligations of the applicant.
- The applicant has granted them all necessary authority to commit the applicant to the obligations and undertakings in the application, as well as such other agreements and documents that are required in connection with the applicant's participation in the program.

The applicant is solely responsible for:

- ensuring that activities under the program are completed and performed in compliance with all applicable laws.
- obtaining all required environmental and other approvals, licences and permits (whether federal, provincial or municipal), with respect to the applicant's activities under the program.

If the applicant is an unincorporated business or a partnership, all owners of the business and all partners of the partnership, as the case may be, will be jointly and severally liable for all the undertakings and obligations of the applicant, under the application and all other agreements and documents related to the program. If the applicant consists of more than one person, each person will be jointly and severally liable for all the undertakings and obligations of the applicant, under the application and all other agreements and documents related to the program.



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SECTION 19

Ministerial Discretion

Notwithstanding these program terms and conditions, the minister has the absolute discretion to determine any matter related to the program, including, without limitation, the amount of payments under the program.

SECTION 20

Termination of the Program

The minister has the absolute discretion to terminate the program at any time.

SECTION 21

Definitions

Applicant: a person or entity who satisfies all the eligibility requirements set out in the terms and conditions and who submits an application under this program.

Funding decision letter: a letter issued to applicants indicating an application decision and the next steps required for project implementation.

Government funding: any financial assistance in the form of provincial or federal grants, loans or other assistance.

Manitoba government employee: any full-time, regular, part-time or term individual employed by the provincial government, including any special operating agency or Crown corporation.

Manitoba senior public servant: the clerk of the executive council; a deputy minister or equivalent or an assistant deputy minister; a chairperson, president, vice-president, chief executive officer or deputy chief executive officer of a Crown agency; a person who is designated or who occupies a position that is designated under section 31.1 of The Legislative Assembly and Executive Council Conflict of Interest Act; and includes a person who, on a temporary basis, occupies a position described here.

Manitoba student – a student enrolled in a Doctor of Veterinary Medicine program who is either: a) enrolled in a seat reserved for Manitoba students at WCVM; or b) who has a place of residence in Manitoba as determined by the rules set out in The Election Act and is attending a university, college, or school of veterinary science recognized as accredited by the Canadian Veterinary Medical Association or American Veterinary Medical Association.

Minister: the Minister of Agriculture and Resource Development for the Manitoba government, including any person authorized to act on the minister's behalf.



Manitoba Agriculture
Box 850, Virden, MB R0M 2C0
Attn: VetSTEP
Tel.: 204-729-1387 or 431-271-0161
Email: VSD@gov.mb.ca

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Non-profit: a type of organization that does not earn profits for its owners. All money earned by, or donated to, a non-profit organization is used to pursue the organization's objectives and support its operations.

Person: includes an individual, partnership, association or corporate body (entity).

Program: refers to the Veterinary Student Employment Program.

Program administrator: Manitoba AGR, or where applicable, any person engaged by the Manitoba government, to carry out administrative activities in connection with the program.

Terms and conditions: the Veterinary Student Employment Program rules that applicants accept and agree to follow, as conditions under the funding. Terms and conditions can be revised, altered or amended from time to time.