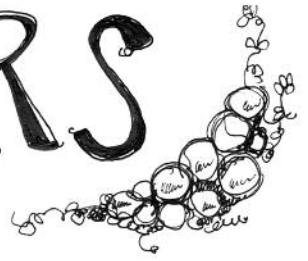
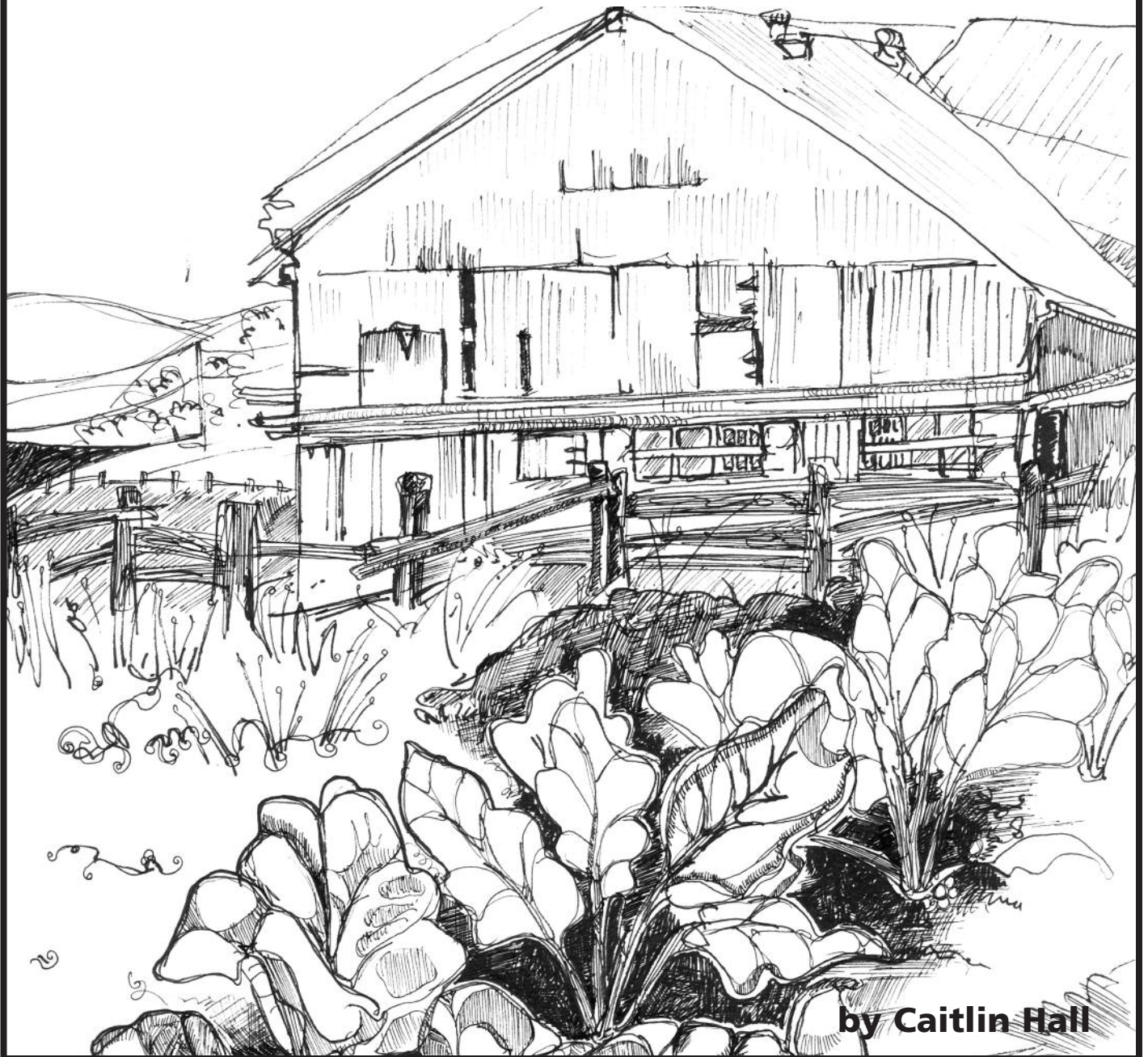


nurturing new FARMERS



**A Practical Guide to
hosting interns and mentoring the
next generation of farmers**



by Caitlin Hall



Ignatius Jesuit Centre
A Place of Peace



A Publication of Ignatius Farm

Ignatius Farm is part of the Ignatius Jesuit Centre of Guelph – 600 acres of farmland, wetlands, woodlands, meditational landscapes and hiking trails. This land is home to the Loyola House Retreat & Training Centre, Ignatius Old-Growth Forest, and Orchard Park Office Centre.

Ignatius Farm has evolved to become a model for organic agriculture and the mentoring of organic growers. Located at the northern perimeter of Guelph, Ontario, Ignatius Farm bridges the urban with rural, and invites the surrounding community to visit and get involved with their local farm. Initiatives of Ignatius Farm since 2001 include:

- Ignatius Farm Community Shared Agriculture. Fresh, organic vegetables and fruits for CSA members as well as a local farmers market, restaurants, and social service agencies.
- Principles & Practices of Organic Agriculture – Ignatius farm internship program which led to the publication of Oh, to Grow! An Educational Primer for New Farmers and Nurturing New Farmers. A practical guide to hosting interns and mentoring the next generation of farmers.
- Collaborative Regional Alliance for Farmer Training (CRAFT) in Ontario– Founder. A network of organic farms working together to provide field day training to the interns working on member farms.
- Ignatius Farm Community Gardens. Sharing acres of beautiful farmland with local gardeners.
- Ignatius Farm Small Business Initiative. Rental of farmland and infrastructure for field crops, horticulture, and livestock enterprises.
- 2008 Great Lakes CSA conference. Initiated and partnered with regional farm organizations to offer this sold-out weekend conference.

Further information about the Ignatius Jesuit Centre and Ignatius Farm publications is available at www.ignatiusguelph.ca.

Nurturing new Farmers is:

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Introduction

For our regional and national food security, we are in desperate need of new farmers. The median age of Canadian farmers is over 50 years. We need new farmers to start up while our older farmers are able to mentor their younger neighbours.

Heather Lekx, CRAFT Farmer

This handbook is rooted in the need to nurture a culture of sustainable food production. Recent trends show a decline in the rural population and in the number of family farms in Ontario coupled with an increase in farm size and industrialization (Statistics Canada, 2004).

At the same time, more and more people feel disconnected from the source of their food, and few children of present day farmers are interested in continuing to operate the family farm. Large agricultural schools meanwhile, offer limited coursework on small-scale organic or sustainable agriculture and students have little opportunity to get their hands dirty and put their learning into practice.

Filling this void is the small but mighty movement of farm internships. Host farmers see the importance of passing on their skills and knowledge to others. They are passionate about what they do and don't want to see the small-scale, sustainable farm model lost to the world of industrial food production. Interns also see the importance of growing food sustainably but lack the practical skills, the land, and the resources to farm. Through internships, a mutually supportive relationship develops that furthers the growth of sustainable agriculture and helps to ensure its survival.

The purpose of this handbook is to encourage more farmers to host interns on their farms. It covers the basics including advice about recruitment and labour laws, a discussion of living arrangements, and suggestions for enhancing the internship experience. The examples at the end of most sections are intended to spark ideas for those thinking about setting up an internship program. Some may be useful, others not. Building resources is an on-going process. As you learn what works for you and your farm you may add a new component each year.

What is CRAFT Ontario?

The Collaborative Regional Alliance for Farmer Training program is a network of farms -- ranging from livestock and vegetable operations to field crops and mixed farms -- that offer internships in ecological agriculture. Modeled after similar programs in the US, CRAFT Ontario farms collaborate on providing education throughout the season with joint field days and workshops. The original group of CRAFT Ontario farms is located in southwestern Ontario. New regional CRAFT nodes are being established in other parts of Ontario. Since its inception in 2002, the number of CRAFT Ontario farms hosting interns has steadily increased and the number of interns nearly doubled.

CRAFT farmers have taught one other a great deal about how to run internships that work for both farmers and interns. This sharing is part of the inspiration for this manual.

Quotes from CRAFT Ontario participants were collected from surveys by Ali English, a former CRAFT intern who has also hosted interns of her own. More information about CRAFT Ontario can be found at **www.craftontario.ca**.



Section 1

Deciding to Host

Hosting an internship takes planning, patience, and a willingness to teach. Host farmers have an obligation to provide interns with instruction and to explain not just the hows but also the whys of all activities on the farm. They also have an obligation to provide women with the same learning experience as men when it comes to skills such as operating a tractor and basic mechanics.

This focus on education, rather than on production or efficiency distinguishes farm internships from other types of employment. A farm employee does one kind of work on a farm. But an intern expects a balanced and diverse experience from which to learn all aspects of running a sustainable farming operation. This may not be the quickest or most efficient way to work, but educated knowledgeable interns increasingly contribute to productivity as the season progresses and are more likely to take ownership of the responsibilities that the farmer gives them.

Benefits and Drawbacks

An internship is a win-win arrangement. For interns, it's a chance to gain valuable experience and to explore agriculture as a possible career (not to mention spend an enjoyable summer outdoors). For the farmer, the benefits include:

- obtaining eager affordable help
- the chance to form new friendships
- the opportunity to contribute to the growth of sustainable farming

Hosting also has potential drawbacks. Among them:

- the effect on productivity during an intern's learning curve
- the risk of an intern quitting mid-season
- the investment of time and resources required to teach an intern

How to Decide

Interns are not cheap labour. They're there to help you on the farm but they're also there to learn about agriculture through fieldwork, discussions, readings, field trips, research projects, and the connections they make with other apprentices and farms.

To decide if hosting an internship is right for you, ask yourself these questions:

- How much time, energy and patience do you have to train and supervise a novice?
- Can you adapt to the needs, abilities and personality of each new person?
- Are you prepared to befriend an intern and then say good-bye a few months later?
- Do you enjoy teaching?
- Are there family or special circumstances that might make hosting an intern difficult?
- Are you willing to share your home, farm, and experience with others?
- How long have you been farming? If this is your start-up or second year, you might want to hold off for at least one season until you're more confident.
- Do you have sufficient tools and equipment for the intern to use as well as books and other materials to provide a well-rounded learning experience?

How about a WWOOFer?

Hosting an intern isn't the only way to get help on your farm. Worldwide Opportunities on Organic Farms (WWOOF) is an international organization that links people who want to volunteer on organic farms with those who are looking for help.
www.wwoof.ca



NOTES



NOTES





Section 2

Developing an Internship Program

Before you recruit, interview, and select your first intern, take some time to design an internship program tailored to your needs. If done well in advance, you will have all the information you need to advertise properly and to answer questions from potential candidates. Clarify your expectations and policies with respect to the following:

Time Commitments

- How many hours of work are expected in a typical day, week?
- When does the workday start, end? Are weekends off?
- How many days vacation (if any) will an intern get? (Interns need time for recreation and a chance to socialize with family and friends.)
- How flexible is the schedule? Are there certain times that are more open to scheduling appointments, visits, etc.?
- When should an intern expect longer hours during the season?

Education

- What field trips, books, workshops or other opportunities will you offer to meet an intern's learning goals?

Work

- How many interns do you want? What duration? Do you want someone short term, for the full season, or for several seasons? Consider the size of your operation and the

Food for Thought

To be an effective mentor, give some thought to your philosophy of farming and to how you might teach. Ask yourself these questions:

- Why do you farm?
- Why do you farm sustainably?
- What got you started farming?
- How do you like to learn? By being shown? By trying it yourself? By reading?
- How did you learn to farm?
- What would you do differently in teaching an intern?

work at peak season. Will one intern be enough? Is he or she likely to be lonely?

- What skills or previous experience would be helpful for an intern to have?
- What tasks will an intern do?
- What skills will you teach?
- What equipment and clothing (boots, rain gear, etc.) will an intern need to bring? What will you provide?

Remuneration

- If you can offer a monetary stipend how much will it be? Will it be subject to taxes or other deductions? How often (at what intervals) will it be paid? Some farms offer stipend increases throughout the season that reflect increasing competence and responsibilities. Others provide a bonus to interns who stay until the end of the season.

Housing

- If you provide room and board, are the living quarters safe, healthy, and comfortable? Are they temperature controlled? (Will a trailer or unheated cabin be warm enough in the spring or fall?) How much privacy is there? Noise?
- Will you provide linens and towels, or do you expect an intern to bring them? Who changes and cleans?
- What household chores will you expect an intern to do?
- Are there parts of your home that a live-in intern could freely use? Bathroom facilities?
- Are there areas on the farm for recreation or relaxing?
- If you have a computer, will you allow interns to use it for Internet access or to check email?
- What about long distance calls?

From CRAFT Ontario...

Remuneration arrangements include:

- \$100 per month plus free food, free internet, long distance phone calls, and use of a farm vehicle
- \$100 per month plus free food
- \$750 bonus to interns who stay the full season
- \$100 per week plus free fruit and vegetables
- \$200 per week plus free fruit and vegetables
- No stipend; an exchange based solely on free housing, food, and education

Food

- How much of the intern's food will you provide? What are the meal and cooking arrangements?
- Will you share and prepare meals together or cook separately?
- How willing are you to accommodate special dietary needs?

From CRAFT Ontario...

Intern housing ranges from a room in the family home to retrofitted barns and straw-bale cabins that often earn endearing names such as 'The Labour Lodge' and 'The Villa'.

Ground rules

- How will an intern get around? By bike? By car? Will an intern have access to farm vehicles for personal or farm-related use?
- What restrictions, if any, do you have regarding visitors?
- What sleeping arrangements are available for overnight guests? Some farms require visitors who stay more than a few days to help on the farm.
- Do you allow pets?
- Will you permit smoking, drinking or the use of drugs? (keep in mind the risk of barn fires)
- What do you expect in terms of attitude, cooperation, and general demeanour?
- What actions or behaviour justifies termination?
- How much notice does an intern have to give before leaving?
- How will you minimize conflict and foster open communication? How will grievances be resolved?
- Who reports to whom?
- How and when will you provide feedback and evaluations?



Samples

The following examples illustrate how other farms describe their internship programs.

- A) To read a description of the internship program offered by Brookfield Farm (Biodynamic Farmland Conservation Trust) go to: www.brookfieldfarm.org/appr_details.html
- B) Welcome letter and Terms & Conditions from Teamwork Community Supported Agriculture Project
- C) Internship Information Package for Ignatius Farm CSA

Teamwork Community Supported Agriculture Project

May 26, 2008.

Dear

Welcome to Teamwork CSA and Dunbrae Farms! It is sure to be a fun season. The following is a list of terms and conditions for Teamwork CSA's internship program. Please read through them carefully and sign the bottom. Please also keep a copy for your records. If you have any questions or concerns about any of the outlined terms and conditions, please feel free to contact me and we can discuss your query.

I have also enclosed a list of recommended items to bring, as well as some suggestions about what not to bring. Accommodations at the farm are "rugged" but comfortable. There is a screened in outdoor kitchen plus a small trailer (aka "the pod") to sleep in. There is electricity in the kitchen. An outhouse is located in the living area, and you are free to shower at my house at any time.

I look forward to our season together! I hope that you find the experience rich in satisfaction and fun.

With warm wishes,

Hilary Moore

Terms and Conditions for Teamwork CSA's Internship Program

Teamwork CSA's 2008 season internship program will run from June 2, 2008 through until September 30, 2008*. We will follow the work in accordance with the weather and the farm's needs. Start time will be 6:00 am on harvest days and 7:00 am the other days. We will have a 3 hour break during mid day and wrap the day up by 7:00 pm. You may see me puttering around during 'off hours'. Don't mind me or feel obligated to help.

Every other weekend is yours. On the opposite weekends, I would like to ask that you work Saturday's till between 12-1 pm. We do attend the Almonte Farmer's Market Saturday mornings from 8:45 am until noon.

One day a week all or one of us will be helping Bruce with a job. This is part of the arrangement that the Duncan's and I have. It will be a great opportunity to learn more about animal husbandry as well as basic skills with tools, etc.

One day a month there will be a field trip to another farm. Each trip will have a focus such as mechanical cultivation, beekeeping, etc. The intent of these trips is to broaden your experience.

Time off: You will have one to two days off per week. Each person may take a maximum of 5 days off consecutively or in parts during the season**. Arrangements must be made at least two weeks in advance. Because your co-intern and I will have to work extra hours while you are away, you will be expected to do the same for your partner when he/she takes time off.

Health Issues: If you have any health issues that may affect your involvement in day to day activities, please notify me right away. Market gardening is quite physically demanding. I do not believe in working oneself into the ground, but I do expect a willingness to endure the physical realities inherent in the business. If you are having any physical difficulties during your stay, please notify me ASAP so that we can look after it.

If you have allergies, take caution! You are out in the open here, and there is pollen, dust, ragweed and milkweed abound! Whatever your remedy is, come prepared!

Injury: *Bruce and Janet Duncan and I, Hilary Chop, claim no legal liability in the event of injury, bodily harm or death experienced by any person who is on the farm as an intern.* The farm is full of tools, useful scrap, electric fences, tractors and animals. You must be aware of your surroundings. If you injure yourself, get the message to me and we will look after the injury however is best. There is an emergency kit in the outdoor kitchen and a first aid kit in my truck's glove compartment.

Food: Vegetables and eggs are included in your board. There is organic beef for sale from the farm at a flat rate. Interns are responsible for their own groceries (e.g. grains, bread, condiments). Cooperative purchasing is encouraged. I would like individuals to refrain from criticism of any other individual's eating habits. Calm debate is encouraged.

Accommodations: You will have a bedroom to yourself. There will be a shared outdoor space, which will include a kitchen and lounge area. There is an outhouse. It is expected that everyone using the space will work together to keep it tidy and clean. You are expected to respect everyone's privacy, as everyone else is expected to respect yours.

Fire: If you smoke, please put your butts into an ashtray. There is no smoking inside any building on the farm. If you use incense or candles, do not leave them alone to burn. The summer can be very dry and windy and the farm is full of flammable material.



* If you are interested in staying through until the end of October, you can let me know at any point. It does get cool in the evenings in the kitchen and the pod.

** With exceptions for family emergencies, personal emergencies, etc.

I, the undersigned, agree to the terms and conditions outlined in this agreement. By signing this agreement, I relieve Bruce and Janet Duncan and Hilary Moore from any legal liability during my stay at the farm.

Signature: _____ Date: _____

Name (please print): _____

**Ignatius Farm Community Shared Agriculture (CSA)
Internship Information Package 2008
Practice and Principles of Organic Agriculture**

Ignatius Farm CSA is seeking 6 individuals curious and keen to learn about organic vegetable growing and community building. We offer 1 education internship, 3 full-season internships, and 2 short-term internships. We accept applications from any walk of life and background. For funding purposes, priority may be given to graduates of Agriculture, Environmental Science, and related programs for the full season internships. International Candidates will not be considered unless they are already in Canada and have working papers without our assistance. The education internship is available for an individual with some organic farming background, organizational and leadership skills, and an interest in education and coordinating volunteers. This intern will work closely with the CSA Farmers to facilitate intern programming and activities for CSA members and the public. Both full season and short-term internships welcome those new to organic farming.

The internship program is part of the CSA project of Ignatius Farm, a 6-acre organic vegetable operation which supplies produce for our CSA members - nearly 250 households and local businesses. The Farm is one part of the larger Ignatius Jesuit Centre of Guelph, which includes the Farm Store, apple orchards, a spirituality centre, conservation land and hiking trails, located 4.5 kilometres from downtown Guelph.

The hands-on internship is complemented by a structured learning program, participation in the CRAFT Ontario program, and involvement with the CSA community. Interns are a key element of the CSA and can expect to contribute and learn skills in greenhouse management, field production methods, harvesting, distribution, planning, and working together with the shareholders. Applicants need to be fit, have good stamina, be flexible, and be team players. The internship positions include a modest stipend, shared

housing as desired, and vegetables in season. Funded full-season interns are required to live on-site and commit full time from April 28 – November 14, 2008.

To apply for an internship position, please send or email:

- Complete personal contact information (address, phone number, email)
- Resumé
- A paragraph on why you are interested in organic agriculture
- Indication of which internship you are interested in (education/full-season/short-term)
- Indication of whether you are applying to more CRAFT farms than Ignatius
- 3 reference names and contact information

Application Deadline: February 8, 2008

Interviews will take place at the farm Feb 12-14, 2008.

Meet Heather in person at our table at the Guelph Organic Conference, January 26-27, 2008, www.guelphorganicconf.ca. She will also be available following her presentation in the Saturday afternoon session 'Planning your farm enterprise using CSA models' with Ann Slater.

Send Application Information to:

Heather Lekx, c/o Ignatius Farm CSA
PO Box 1238, Guelph, ON N1H 6N6
csafarmer@ignatiusguelph.ca
519-824-1250 ext 275
www.ignatiusguelph.ca

**Ignatius Jesuit Centre
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Ignatius Farm CSA Internship Information Package 2008

Thank you for your interest in the Ignatius Farm CSA Internships. We encourage you to read through this information package thoroughly to see if one of our internships is appropriate for you.

The Land

Ignatius Farm is one part of the Ignatius Jesuit Centre of Guelph. Our land includes over 600 acres of farmland, wetland, and woodland. The land of Ignatius helps create a green belt, which stretches from Guelph Lake Conservation Area to the Guelph-Elora Trail. The land has been owned by the Canadian Jesuits since 1913 and is the home of a small community of Jesuits to this day. There is tremendous diversity on this land—people, orchards, buildings, wild animals, gardens, and more. The activities here are likewise diverse including Loyola House (a spirituality and retreat centre); The Ecology Project; The Old Growth Forest Project; and Ignatius Farm, which includes the organic apple orchards and the CSA vegetable operation, community gardens, and rented farm land. Organic operations on rented land include FarmStart participants beginning their own farm businesses. The whole farm became certified organic in 2004.

Our CSA

Our Community Shared Agriculture (CSA) project was started in 2001, and we are approaching the new season with much gusto. CSA is an alternative food access and distribution method where the shareholder is linked directly to the farm. Members purchase "shares" in the farm, paying at the beginning of the season for a share in the harvest over the course of the season, sharing also in the risk of food production. We strive to develop an informed and committed CSA, with individuals and families joining from all walks of life. The CSA Core Group is made up of a dozen members of the CSA who coordinate non-farming and membership-related activities such as intern liaising, newsletters, membership coordination, organizing community and fund-raising events, and business advising. Interns will each attend 1 Core Group meeting during the growing season.

The CSA grows a diverse array of vegetables each season, growing 150 regular shares for 250 households and local businesses. Our regular share is designed for 2 vegetarians or an omnivore family with young children. The CSA also sells winter shares of storage crops. The vegetables are grown organically on 6 acres, using both manual labour and machinery.

Who works on the Farm?

The CSA is part of Ignatius Farm. **Lorne Jamieson**, the Farm Manager, cares for the apple orchards and oversees all farming activities.

The CSA garden team is made up of three full-season interns

three short-term interns, one education intern, and two farmers, sometimes assisted by volunteers and casual field hands. We will be working together almost every day over the course of the season and we aim to make this a healthy, challenging, and fun team experience.

Heather Lekx is the CSA farmer & intern coordinator. She is responsible for overseeing the entire CSA operation from field to office. She has been involved with several CSA farms in Ontario and upstate New York, and also apprenticed in California, Florida, and Central America. Her academic background includes an Environmental Science degree from the University of Guelph.

Tara Scott, the Assistant Farmer for the CSA, joined the Ignatius team in 2006. She is responsible for marketing and CSA logistics. Tara has a background in Landscape Horticulture and has worked on farms in Ontario and Ohio for 5 years, as an apprentice, retail manager, and general field staff.

The Education Intern will work closely with the CSA Farmers, staff, and volunteers to facilitate all CSA educational programming for the interns, CSA members, and the public. He/she will also serve as the first contact for all field volunteers. This intern will work the same hours as the other interns, but will have up to 50% of their time dedicated to educational planning and organization versus field activities.

Full-season and short-term interns will take on specific responsibilities within the CSA, for particular fields and projects, as individuals or small working groups. These responsibilities will be based in part on the intern's individual learning objectives.

We are seeking individuals who have a keen desire to learn about growing food organically by doing, who are interested in building friendships and community, who are enthusiastic, curious and open to new ideas. We expect hard work, commitment to the vision of the CSA, and the ability and desire to work as part of a larger team.

How will the internship work?

Working on a farm is demanding, hard, and long work. One must be prepared to work hard, sweat, and have sore muscles. One can also be prepared for the work to be educational, deeply meaningful, and rewarding in ways one can't always predict. We try to balance the hard work with basic lessons on growing, involvement with the CSA, team building, and great vegetables.

The timelines of our internships are:

Education Intern ~ April 2 – November 14, 2008.

Full-Season Interns ~ April 28 – November 14, 2008

Short-term interns ~ start dates from April 27 – May 26, staying for 3 – 5 months.

The week of April 28 is our orientation week. Interns move in the weekend before, welcomed by the education intern. Monday to Friday are intensive introductions to our farm and how the internship will unfold, to many skills, and to our team approach. If short-term interns are starting later, their experience is greatly enhanced if they can come for this week. In-field learning and our Wednesday workshops will build successively on this base.

Work Schedule

For most of the season, we all work Monday – Friday, 6:30 am – 5:30 pm, with rotating weekend duties and extended hours on vegetable pickup days. We begin promptly at 6:30 am with a review of the daily plan. It is expected that all apprentices be ready and dressed appropriately by the scheduled start time. There is a short 20-minute break in the morning and a 1½-hour lunch break. On Monday afternoons, the CSA team meets to check in and lay out the plan for the week. We eat together for lunch, with CSA team members rotating responsibility for lunch preparation and dish duty.

At the beginning of the season we will coordinate the rotating weekend greenhouse and irrigation duties, in which one intern will be responsible for managing the ventilation and watering of the greenhouse for the entire weekend, as well as any necessary field irrigation.

The CSA pickup days, Tuesday and Friday at the Ignatius Farm Store, begin in the third week of June. To provide excellent service and the freshest food, these days are also rigorous harvest days. Two people work in the Store running the CSA pick up, with at least one additional person on clean-up duty; this means extending the workday beyond usual work hours on these days.

The CSA Farmers will have meetings and office responsibilities each week and thus will not always be in the field.

Stipend

All internship stipends are just over \$225/month. It is important that you recognize that no stipend is intended to compensate for labour at an hourly rate! It is a token of our thanks for your work barter with us for education in the skills and knowledge of organic agriculture.

Time Off

It is important that each person is well rested in mind, spirit and body. Time to rejuvenate is essential.

Vacation: All long weekend holidays will be given off [May 19, June 31, August 4, September 1, and October 13], plus 1 additional half-day for every 4 full weeks of contract. This means 3.5 additional days for full-season interns, 4 additional days for the education intern and 2 additional days for a short term intern scheduled for April 28-Aug 29. Interns will be expected to work one long weekend in order to cover greenhouse and irrigation duties. Vacation times will be scheduled and confirmed at the beginning of the season so there is no overlapping. Heather and Tara will also be taking time off mid-season.

Personal Time: We all need to go to the doctor, take our car in for repairs, or go to a wedding. Everyone is entitled to up to 2 days worth of time for personal needs; this time can be taken as half days. Personal time cannot be taken on a harvest day. It is not necessary to make up this time but it is necessary to give Heather ample notice (at least a week). Funerals do not count as personal days.

Sick Time: Everyone gets sick on occasion. Sick people don't work. If you are sick for more than 7 days over the season, we need to revisit the work contract.

Learning

At the beginning of the season, interns will assess their own personal skills and goals with Heather and the education intern. We will write an Internship Contract, which embodies learning goals and how to meet them, as well as essential job performance. The contract will contain each intern's learning/skill development objectives and the CSA staff's commitment to facilitating these objectives, in addition to outlining expectations. It is a mutually agreed upon contract between CSA staff and the individual intern.

In mid-July/ August, we will do a mid season evaluation to assess skill development and job performance, and reassess learning objectives. With full-season interns, we will do a final evaluation at the end of the internship. These are structured opportunities for both interns and their mentors to talk frankly about the internship experience.

We are committed to making this internship a learning experience. This process involves learning new information about growing food while reflecting upon the experience. We encourage this learning through the following:

Reflecting: Every morning, the CSA team gathers to outline the day ahead. Interns are encouraged to be observant, and to offer feedback and input based on their in-field discoveries.

Straight-Talk: Our Monday team meetings include opportunities for team-building and for receiving and offering friendly feedback to each other about our work together, which improves the quality of everything we do.

Mentoring: Biweekly, interns will go on a farm walk with the farmer(s) and assist in setting the priorities for the next week.

Skill building: Opportunities abound to gain concrete skills. These include greenhouse management, seedling production, bed preparation, use of tractors and machinery, weeding, transplanting, harvesting, post harvest handling, working with volunteers & the public, overseeing CSA distribution at the Farm Store, facilitation of an educational workshop, writing field reports for the newsletter, and planning the u-pick herb and flower gardens. The education intern is involved in facilitating additional educational activities and workshops for interns, members, and visitors to the farm.

Education Days: On Wednesdays (short weeks excluded), we set aside time to explore a particular topic on organic agriculture. These sessions range from a 2-hour workshop at the farm to a full-day field trip, organized according to the specific goals of the interns. Example past activities include workshops on basic botany and soil science and a tour of the Toronto Food Terminal. Core end-of-season workshops include budgeting and farm planning.

Through CRAFT (Collaborative Regional Alliance Farmer Training), we join interns and farmers from other farms on the second Wednesday of every month for a day of work, field walk, workshop, and socializing (potluck!) (See attached info page on CRAFT or www.craftontario.ca).

Applied Learning: Interns will each assume responsibility for planning, direction, and monitoring of the activities in a particular field.

Self-directed Learning

Each intern receives a reading package and the Oh, to Grow (J. Fairholm, 2003) organic agricultural primer to use as a reference. Interns also have access to the CSA and Ecology Project libraries, both of which are continually being updated. Suggested readings will be outlined according to the intern's learning objectives. It is highly recommended that you start on readings early, before the season is in full swing!

The information gained from supplemental reading materials and Wednesday education days is intended to help you understand the "big picture" in relation to organic agriculture and food security issues.

Ignatius Farm Standards

There will be no use of recreational drugs. Use of recreational drugs on the property is cause for immediate dismissal. There is no tolerance of harassment; sexual harassment is cause for immediate dismissal of the harasser. Bringing pets is discouraged. Interns wanting to make an exception for an animal must bring their pet to the interview. Alcohol consumption is allowed in moderation after work hours. Smoking is not permitted by farm staff. Maintaining cleanliness of work areas and common living spaces is expected, for the health and safety of all.

Ignatius Farm is many things to many people: office space, CSA farm, apple orchard, rented farmland, residence, and spiritual retreat centre. It is a bustling, lively place. We are part of a larger community and thus need to act with politeness, professionalism and respect with individuals who are enjoying Ignatius property. Noise levels need to respect the different uses of the property, including those on silent spiritual retreats. Social activities/events/potlucks need to be planned accordingly. As an intern, you represent the CSA to the shareholders on pick up days so please be helpful, warm, and have a clean shirt on!

Visitors

We like having folks join in the CSA! Working visitors are always welcome. Please let Heather know in advance so she can incorporate them into the work schedule. Because the farm property is used and managed by many people, it is expected interns speak first with Heather about guests staying at the Farmhouse. Guests staying at the farmhouse longer than a week must be working guests.

Please remember that if having visitors on farm property interferes with work, it may be more appropriate for them to visit on the weekends.



Living and Cooking

Interns each have a room in the Farmhouse, at the north end of the property. The Farmhouse comes equipped with a comfortable kitchen, and living space, and 2 bathrooms. The interns are responsible for the cleaning and care of the Farmhouse. While the Farmhouse is the domain of the interns for the better part of the season, on rare occasions space may need to be shared with volunteers and visitors, for which interns will be given ample notice. Interns are not expected to cover utilities, but are required to cover their long distance phone charges. If you wish to do an internship and live off the farm, the details should be discussed with Heather.

Each workday one team member will be responsible for buying ingredients and cooking lunches for the CSA team on a rotating basis (bring your recipe books!). This individual may leave the field an hour before lunch to prepare. We will all eat lunch together at the Farmhouse or Farm Workshop. Other than lunch, interns decide the terms on allocation of groceries, preparation of meals, and daily clean up at the Farmhouse. Interns are welcome to vegetables as per eating needs, which become available in mid-June. Please consult our Harvest Chart, which outlines roughly when various crops come into season.

Other items you are required to have are:

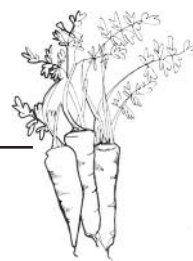
- functional watch
- clothes for all weather (including rain coat, rain pants and rainboots)
- steel-toe boots (required for tractor work)
- work gloves
- wide brim hat
- linens and towels
- bicycle (to get back and forth from the Farmhouse for lunch!)
- up-to-date tetanus shot

We hope this information package allows you to assess if the Ignatius CSA internship is appropriate for you. If so, we look forward to hearing from you.

Thank you for your interest.

**Ignatius Farm CSA...
Growing with Care**

NOTES



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Section 3

Recruiting an Intern

Once you have your plan fleshed out, use it to find an intern whose needs and goals match what you have to offer. Follow these steps.

Write an ad that describes your internship program.

Include the following

- The number of interns you plan to take
- The internship start and end dates
- The size and location of your farm, your farm's certification and marketing structure and the type of operation you have
- A brief bio of yourself
- A description of the work, including hours, accommodations, and remuneration
- How and where to apply

Publicize your program year round. You never know when the right person might come along.

Keep your ad free of jargon and easy to understand for someone who knows little or nothing about farming. Even if an applicant doesn't get the job, they may at least learn something about sustainable agriculture.

Have your interns lined up early, before the spring rush begins.

- ⇒ Start to advertise in December and set a closing date of late January or early February to allow time for interviews.
- ⇒ Schedule interviews for February; many students will be on spring break. Do all your interviews within 3-5 days so you can get back to each candidate in a timely fashion.
- ⇒ Finalize your internships by the end of February. Notify successful applicants as soon as possible so they don't accept another job offer. Once you confirm that they will participate in an internship at your farm, write up a contract for both of you to sign.

Decide whom you want and advertise accordingly.

- ⇒ Schools, colleges, and universities especially those with agriculture or environmental studies programs are the obvious place to attract students. Ask to have your listing added to the online job bank, or post your announcement at the campus career center.
- ⇒ Agricultural events such as the Guelph Conference <http://www.guelphorganicconf.ca> bring together people interested in farm-related issues and often have job boards or workshops for those looking to get involved in farming.
- ⇒ Job sites such as Good Work Canada <http://www.goodworkcanada.ca/> or Eco Canada <http://www.eco.ca> attract would-be interns who are interested in environmentally-related careers. Advertising is either free or “pay what you can.”
- ⇒ Ads in the local paper are a good way to reach potential interns without computer access or not connected to a school. Newspapers charge by the word, so keep your ad brief.
- ⇒ A write up for your farm’s website or newsletter may encourage customers who are already familiar with the farm to participate in an internship.
- ⇒ Family and friends can help to spread the word that you’re looking for an intern. You can also ask past volunteers or former interns. If their experience at your farm was a good one, they’ll be happy to help.
- ⇒ Farm networks such as CRAFT or ATTRA (National Sustainable Agriculture Information Service) www.attrainternships.ncat.org/ connect farmers and interns.

Select the candidate best suited to the internship you have to offer.

For the first-time host farmer, interviewing can be one of the most difficult things to do. Many people who are hiring for the first time choose a candidate who seems likeable and friendly but who lacks the skills and temperament they’re looking for. Here are some tips.

- ⇒ Describe the job in detail. Stress the hard work, the long hours, and the weather conditions the intern will be working in.
- ⇒ Tell the applicant what you expect, what your policies are, and what an intern will receive in exchange for his or her labour.
- ⇒ Ask candidates why they are interested in farming and what they hope to gain from an internship.
- ⇒ Try to convey your beliefs and values as they pertain to farming as well as your place in the sustainable agriculture movement. It will help to open a dialogue that reveals whether the

candidate has the motivation and commitment you're looking for and whether they are a good match in terms of your farming philosophy and teaching style.

Tell a potential intern that a farming internship is intense. It is physically demanding and may be emotionally demanding as well.

Follow through after the interview.

- ⇒ Let the candidate know when you'll notify him or her of your decision. Usually 3 to 10 days gives you both enough time to think it through.
- ⇒ Once you decide, get in touch as soon as possible with an offer. Chances are an intern who interviewed with you also interviewed elsewhere. Delaying could cost you a great prospect.
- ⇒ Have the intern accept the offer verbally, and then follow up with a letter of welcome and a copy of the internship agreement to sign and return.
- ⇒ If you want a trial period (Some farmers impose a mandatory weeklong trial period after which both parties evaluate whether or not the internship is a good fit), put it in writing. Otherwise, along with the welcoming note and internship agreement, give the intern a copy of your policies and procedures, a list of things to bring, and some indication of when you expect them to arrive.

Heather Lekx

Questions to Ask

- What are your long-term plans?
- What are your interests?
- Why do you want to work on a farm? When would you be available?
- Would this be your first time living away from home?
- What experience, if any, do you have doing hard physical labour?
- How did you hear about this internship?
- Do you have a valid driver's license, first aid certification, or special diet or health considerations?
- Do you have ethical concerns about working with livestock?
- How do you work through conflict?
- Can you provide 2 or 3 references regarding your work?



Samples

A) Intern Flyer (double sided)



Intern Positions:

**Practice and Principles of Organic Agriculture
Ignatius Farm Community Shared Agriculture (CSA)
www.ignatiusguelph.ca/csa.html**

- Join the Community Shared Agriculture team.
- 2 short term interns, 3 full season internships, 1 education internship.
- Learn Organic Vegetable production hands-on.
- Become an integral part of our food community.
- Develop your skills and knowledge with our training program.
- Participate in the Collaborative Regional Alliance for Farm Training (CRAFT Ontario).

We are seeking individuals who have a keen desire to learn about growing food organically by doing, who are interested in building friendships and community, who are enthusiastic, curious and open to new ideas. We expect hard work, commitment to the vision of the CSA and the ability to work as part of a larger team.

The CSA garden team is made up of the full-season and short-term interns, the education intern, two CSA farmers (Heather Lekx & Tara Scott), and additional volunteers. We will be working together a lot over the season and we aim to make this a healthy and challenging experience.

The Land:

The internship program is part of the Community Shared Agriculture project of Ignatius Farm. Our CSA is a six-acre organic vegetable operation which supplies produce to over 250 households and local businesses. We use both manual labour and machinery for our production.

Ignatius Farm is one part of the Ignatius Jesuit Centre of Guelph. Our land encompasses over 600 acres of farmland, wetland and woodland, located less than a kilometer from Guelph, Ontario. This diverse land also includes a Jesuit community, a retreat house, offices, hiking trails & natural areas, gardens, orchards, and other organic agriculture activities, such as the FarmStart program for new farmers.

For Intern Information Package,

visit www.ignatiusguelph.ca/csa.html

To apply, please contact Heather Lekx at:

csafarmer@ignatiusguelph.ca or (519) 824-1250 ext. 275.

Application deadline: February 8, 2008.





How is the Ignatius Farm CSA Internship Structured?

This is a working internship. The garden team works Monday - Friday, 6:30 am – 5:30 pm, with a 1.5 hour break. We hold a commitment to making this internship an educational experience as well as a working one. Through monthly workshops, the CRAFT program, mentored field walks, intern field responsibilities and skill evaluation, we aim to increase interns understanding of sustainable growing. The skills and activities that interns can expect to engage in include: greenhouse management, seedling production, bed preparation, tractor work, weeding, transplanting, harvesting, overseeing CSA distribution at the Farm Store, attending periodic Core Group meetings, participating in educational activities structured around intern learning objectives, and cooking lunches for the garden team. The education intern can also expect to engage in coordination, preparation, and programming of educational activities for interns, CSA members, and the public, as well as volunteer coordination and newsletter production.

The internship positions include a modest stipend, shared housing as desired, and vegetables in season. Funded full-season interns are required to live on-site.

Applicants need to be fit, have good stamina, be flexible and be a team player.

The timelines of our internships are as follows:

Education Intern ~ April 2 – November 14, 2008.

Full-Season Interns ~ April 28 – November 4, 2008

Short-term Interns ~ start dates from April 28 to May 26, staying for 3-5 months.

What is Community Shared Agriculture (CSA)?

CSA is an alternative food access and distribution method where the customer is linked directly to the farm. The customer, or CSA member, purchases "shares" in the farm, paying at the beginning of the season for a share in the harvest over the course of the season; sharing also in the risk of food production. We have a very active and committed CSA, with nearly 250 households participating.

What is CRAFT Ontario?

CRAFT (Collaborative Regional Alliance for Farmer Training) is a collaboration of local organic and biodynamic farms whose aim is to provide opportunities for interns/apprentices to learn more about sustainable small-scale agricultural production. The CRAFT program is offering on-farm training to the interns of all CRAFT farms. Monthly CRAFT field days include a potluck lunch, a group activity, a workshop, and a field tour.

For more information visit www.craftontario.ca

Get in touch: 519-824-1250 ext 275

csa_farmer@ignatiusguelph.ca



2) Acceptance Letter



Ignatius Farm CSA

P.O. Box 1238 • Guelph, On, N1H 6N6 • Phone: (519) 824-1250 ext: 275
Fax: (519) 767-0994 • e-mail: csafarmer@ignatiusguelph.ca • www.ignatiusguelph.ca/csa.html

March 14, 2008

Welcome to the Ignatius Farm CSA 2008 field team! We are very excited about our intern team this summer and are looking forward to the prospect of working with talented and energetic individuals.

As an intern with us, we will provide you with the option of housing at the Farmhouse which is shared by the interns. We will also provide ample vegetables during the harvest season which will begin in June, and a modest stipend for discretionary expenses.

Your stipend will be \$140.00 gross per week. Housing is a taxable deduction, so \$75/week is deducted, for which you will receive a rent receipt, along with your T4, which you can use when preparing your income tax return next year. Your T4 will be based on your gross income. You will receive vacation pay and be deducted CPP and EI based on your gross income. Our exact pay will depend on your personal tax situation, but generally interns receive around \$60/week net after taxes or \$240/month.

Please plan to move in on Sunday, April 27, 2008. Let us know of your planned arrival time, so that we can make sure you get keys and are properly welcomed! We will also provide you with field maps and a map of the property. Please familiarize yourself with the land and come prepared with any questions that you may have about the CSA or the property.

Our formal orientation to Ignatius Farm CSA will begin at 8:00am on Monday April 28, 2008. We will spend the first few days as a team orienting ourselves to one another and to the policies, practices, expectations and structure of Ignatius. We will take time to discuss your learning objectives for the season and how we can meet them. Please also come with a clear understanding of your summer plans so that we can coordinate holidays and weekend greenhouse responsibilities at the very beginning of the season. Orientation week will also

include Greenhouse Management Training, Tractor Safety and Training and Field Layout. The orientation is intensive so we recommend that you be well rested.

As a reminder, for this season you will need:

- a properly functioning watch
- an up to date tetanus shot
- clothes for all weather - including rain pants & jacket
- work gloves
- steel toe boots (required for driving the tractor – training will begin in the first week so you must have them to participate)
- wide brim hat
- linens & towels
- bicycle

Other items you may want to include in your packing list:

- own bed/furniture (we have a few beds but not enough for everyone)
- musical instruments
- specialized kitchen utensils & equipment (there are lots of pots and pans and dishes)

If you have any questions, please feel free to contact us.

Warm regards,

Heather Lekx
CSA Farmer & Internship Coordinator

Tara Scott
CSA Assistant Farmer

NOTES





Section 4

Getting Started

At the start of your internship, set aside time to help your intern get oriented to the farm and to the work that they'll be doing. Give them a tour, explain the status of your crops and livestock, and review what your expectations are. In addition, consider giving your intern an orientation handbook.

A handbook not only helps to keep information organized, it frees you up from having to explain repeatedly fundamental things about your operation.

Include documents that your intern can refer to during his or her stay. Some items may already be part of your records, such as a planting schedule or soil test results. You can also include information or factsheets that you routinely give to customers or CSA members. Here's a complete list, which may be developed over several seasons.

Internship

- A rough plan for the first week
- The intern job description
- A typical week's schedule
- Seasonal hours and duties chart (helps interns understand what goes on year-round)
- A copy of your policies and procedures
- A sample contract
- List of possible field trips and workshops

Farm

- Articles about sustainable agriculture, organics, or local farming operations (Farms belonging to CRAFT Ontario write up 'Baseline Data' about their farms each year. This can be included as well.)

From CRAFT Ontario ...

How can host farmers help to ensure a smooth start?

Tell us: "It's okay to take breaks."

CRAFT intern survey

- Information about your farm (its history, what you produce, how long you have been farming)
- A crop plan; A template for an Excel-based crop plan is available from Dan Kaplan at Brookfield Farm (www.brookfieldfarm.org).
- A field plan: especially if you have several fields or multiple crops in a field
- Planting schedule (to help the intern know when crops are seeded in the greenhouse, when they're direct seeded in the ground, or transplanted. It's useful for interns who may farm in the future.
- Farm chore checklists (Step by step instructions that interns can refer to for managing the greenhouse, feeding the animals or setting up the irrigation, for example. Post checklists in work areas so you won't have to answer repeated questions. They're also good if you want to give your intern a designated responsibility while you're away.)
- Soil test results
- Harvest chart and storage information (These can help interns answer questions from customers)
- Budget information (helps interns understand the finances of running a farm. You can share any information about expenses and income.)

Team, Logistics, and Safety

- Housing information
- Working groups (how responsibilities will be divided among interns and other staff)
- Important dates (when special events such as a harvest festival or workshops are happening at your farm)
- Maps, bus schedules and tourist information about the area (helps the intern get to and from the farm)
- Safety guidelines (what safety equipment to use, what to do in case of an emergency, safety requirements)
- A phone list that includes emergency contacts

Putting it to Paper

Allow some time for settling in and then draw up a formal contract (including your intern's learning objectives). Be sure that both the information you provide to the intern and the contract you lay out are a complete and accurate description of what you are able to offer. The contract should include:

- the responsibilities of both intern and farmer
- the internship start and end date

- remuneration
- accommodations
- the intern’s learning objectives
- legalities and liabilities
- policies and procedures

Teaching and Learning

Have your intern write down what they hope to learn during their internship soon after they arrive. Farming is a huge topic. Clarifying objectives helps to break it down into manageable pieces.

It’s important to know what your intern is interested in so you can shape your program accordingly. If you’re unable to cover a topic, you may be able to provide books or other materials or arrange a farm visit or workshop that would help to meet your intern’s objective.

Acknowledge that there are many ways of doing things and that one farmer’s approach is often the result of years of experimentation and observation. Encourage questions and let your intern know that you welcome fresh perspectives. Give positive feedback when an intern does a job well.

From CRAFT Ontario...

Top 5 topics interns hoped to learn more about during their internship:

- Biodynamics
- Draft-horse farming
- Farm equipment & machinery
- Welding
- Caring for livestock

CRAFT intern survey



Samples

See **Terms and Conditions (Teamwork CSA)** at the end of Section 2. In addition, you may wish to use any or all of the following examples as templates for documents and materials to include in an internship handbook or in designing your internship program.

A) Internship Contract



Ignatius Farm CSA

P.O. Box 1238 • Guelph, On, N1H 6N6 • Phone: (519) 824-1250 ex:275
Fax: (519) 767-0994 • e-mail: csafarmer@ignatiusguelph.ca
www.ignatiusguelph.ca/csa.html

Ignatius Farm CSA Full Season Internship Contract

Name: _____

We, the undersigned, are aware of and agree to the following terms of the working internship here at the Ignatius CSA project.

In general, the intern will be working Monday to Friday from 6:30 a.m.-5:30 p.m. with agreed upon breaks and lunch times. These will be according to the 'Typical Internship Week' document and chart found in the Intern Binder. On CSA pickup days these times will be extended until the CSA pick-up area is closed and cleaned up. The intern will be responsible for the greenhouse & irrigation on a rotating weekend basis as agreed upon by the CSA team. All members of the garden team will rotate cooking lunch for the team. When an intern works a member event on the weekend, they will have the following Monday morning off.

Activities for all interns may include, but are not limited to: seedling production, bed preparation, cultivation/weeding, transplanting, pest management, irrigation, harvesting, application of soil amendments, seeding of cover crops, the safe use of tractors and implements for bed preparation, tillage, and compost incorporation, writing field reports for newsletters, working with volunteers and members in u-pick areas, planning and facilitating membership work bees and events, maintenance and cleaning of tools, workshop facilities, office and greenhouse. Activities will also include research, planning and project follow-through for the Special Events/Education working group, or acting as a representative for an area of responsibility within the CSA.

Each intern is required to model good work ethics, standards, and punctuality, foster a safe work environment with good morale, and exhibit positive guidance and inspiration to fellow team members and volunteers.

The Full-Season Intern is committing to an internship at Ignatius Farm from April 28 to November 14, 2008.

The intern is provided with vegetables from the CSA fields, a stipend of \$ _225_ net/month, and shared accommodation in the Farmhouse. The farmhouse is to be maintained collectively by the interns according to the 'Living at the farmhouse' document. If the Farmhouse is to be used by a guest group, the interns will be provided with ample notice, and will clean it beforehand.

Vacation time will include statutory holidays and 3.5 additional days. With notice, the intern is entitled to up to 2 days worth of time for personal needs, excepting harvest days.

The intern has identified his/her learning objectives (see attached). Working with the CSA Internship Coordinator, he/she will strive to fulfill these through being present at workshops, reading the materials suggested, asking questions, participating in CRAFT days and field trips, taking responsibility in pairs for a portion of the CSA fields, and working with the CSA Farmers or Ignatius Farm Manager. He/she may also lead various workshops and other educational activities. These learning objectives can be revised and added to mid-season, as the intern becomes more familiar with food production methods and issues.

The CSA farmer/internship coordinator will strive to provide a solid learning experience with mentored field walks, explanations, demonstrations, workshops, CRAFT Days, and support and feedback with independent field responsibilities and other various projects. Specific learning objectives will be addressed as outlined in the attached learning objectives outline.

We understand that there will be informal and formal evaluation processes. The informal evaluations will take place through the Straight Talk process, which will happen Monday afternoons. The formal evaluation will take place both in the middle of the summer and at the end of the season. We aim to resolve any problems that might come up by talking honestly in the feedback sessions and while we work together.

We the undersigned agree to this contract and its conditions.

Intern: _____

Date: _____

CSA Farmer & Internship Co-ordinator: _____

Date: _____

B) Intern Job Description

Ignatius Farm
Community Shared Agriculture

Job Description

Full-Season/Short-term Intern

Reporting to the CSA Farmer and the Assistant Farmer.

The Full Season/Short-term Intern is responsible for assisting the CSA Farmer and the Assistant Farmer in most aspects of the CSA. This includes, but is not limited to, assisting in directing and facilitating the successful operation of a viable productive CSA operation.

Responsibilities:

Regarding CSA farm operation:

- Provide feedback and support for the CSA Farmer and Assistant Farmer in the design and implementation of the seasonal plan. This includes carrying out the daily work schedule of field employees and volunteers for the planting, maintenance and harvesting of crops.
- Assist the CSA Farmer and Assistant Farmer with the operation of the CSA vegetable farm: greenhouse operation, soil preparation, planting crops, pest management, irrigation, harvesting and field preparation for winter.
- Properly care for and maintain tools, implements, structures, vehicles and other equipment used by the CSA.
- Inform the CSA Farmers of issues that pertain to any aspect of the fields and fieldwork. The intern is encouraged to independently resolve any field issues that are within the bounds of her/his experience and the timeframe allotted for the activities of the day.
- The intern is required to model good work ethics, standards, and punctuality, encourage a safe work environment with good morale, and provide positive guidance and inspiration to other interns and volunteers.
- In tandem with the CSA Farmers, facilitate the coordination of CSA produce pick-up days (twice weekly):

work with Assistant Farmer and Education Intern in training and directing volunteers, establish a clean and safe produce pick-up location, work with the CSA Farmers to ensure variety, quantity and quality of produce.

Regarding the farm internship programme:

- Actively participate in the educational experiences facilitated by the Education Intern, which includes:
 - Meeting with the CSA Farmer and Education Intern to discuss and clarify Learning Objectives within the first 2 weeks of arrival, re-evaluate learning objectives mid-season, assess achievement of learning objectives at Evaluations Mid-season and Season-end(full-season interns), and provide input at programme debriefing in November (full-season interns).
 - Lead a workshop for fellow interns, using 'Oh to Grow' primer and other resources.
 - Participate with in-field object lessons and discussions as appropriate.
 - Provide constructive feedback regarding the internship educational programme, as appropriate.

With the Core Group:

- Attend at least one monthly Core Group meeting, to learn about the Core Group, to provide a report of intern and educational activities, and to inform other interns of pertinent CSA updates from the Core Group meeting.
- Communicate with the Core Group Intern Liaison to address needs and concerns of interns.
- As requested, write a field report for the bi-weekly CSA newsletter.
- Liaise with the Education intern, Core Group and Farmers to develop, promote, organize and facilitate two to three of the following activities:
 - CSA portion of IJCG Open House
 - Work-bees & Open Garden days
 - Membership workshops
 - Member Potluck
- As desired, represent and promote the CSA through events

in the community on a volunteer basis. e.g. Farmers Market, Organic Harvest Feast, Guelph Organic Conference (not required!!)

With IJCG Staff and Landowners

- Inform the farmhouse intern representative (who informs the CSA Farmers and the Buildings Manager) regarding any maintenance of the farmhouse.
- Participate in training for the use of farm machinery, farm truck, and equipment, and ensure that the store, workshop, and farm offices are clean and organized.
- Endeavour to facilitate a farm environment that is conducive to silent reflection and the activities of Loyola House; and a CSA operation that is in line with the vision of IJCG.
- Interact with all staff, volunteers, leasers of land or offices, retreatants and those using the land with a professional, positive, and hospitable attitude and with clear communication.

In conjunction with the above responsibilities, the Intern is expected to:

- Attend daily CSA team meetings and weekly team check-ins.
- Attend and participate in weekly intern educational activities: CRAFT Days, other field trips, and workshops.

C) Harvest Chart

Ignatius Farm CSA Harvest Chart

CROP	Summer Share Weekly Plan by Crop					
	June	July	August	September	October/Nov.	
We Pick						
Apples or Apple Products						
Beans, Bush						
Beets						
Broccoli						
Brussels Sprouts						
Cabbage, Green, Red, Savoy						
Cabbage, Chinese						
Carrot						
Celeriac & Celery						
Daikon						
Eggplant						
Fennel						
Garlic						
Garlic Scapes						
Greens, Collards						
Greens, Kale						
Greens, Chard						
Greens, Spinach						
Greens, Asian						
Greens, Salad						
Greens, Lettuce						
Herbs						
Kohlrabi						
Leeks						
Melon, Cantelope & Water						
Onions, Bulb						
Onions, Bunch						
Parsley Root						
Parsnip						
Peas, Snap						
Peas, Snow						
Pepper, Sweet						
Pepper, Hot						
Potato						
Radish						
Rutabaga						
Squash, Summer						
Squash family-Cucumbers						
Squash, Winter						
Squash, Winter-Pumpkins						
Tomato, Cherry						
Tomato, Slicing & Paste						
U-Pick						
Beans, Bush						
Flowers						
Herbs						
Peas, Snap						
Peas, Snow						
Tomato, Cherry						
Tomato, Slicing & Paste						

***Special Note to Members:** The estimated weekly allotment is a planned ideal for each crop based on an average growing season. Ontario's growing season is highly variable. For example, you can expect a cool, wet season to produce less fruiting crops, and a higher yield of leafy greens.

D) Health & Safety Policy

[Employer name/Farm operation] is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective.

[_____] will make every effort to provide a safe, healthy work environment. All supervisors and workers must be dedicated to the continuing objective of reducing risk of injury.

[_____] , as employer, is ultimately responsible for worker health and safety. As the employer of [_____] , I give you my personal promise that every reasonable precaution will be taken for the protection of workers. Supervisors will be held accountable for the health and safety of workers under their supervision.

Supervisors are responsible to ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety.

Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the company (or farm operation).

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization, from the owner to the workers.

Signed: [_____]

Employer (Farm operation)

E) Learning Objectives (Ignatius)

Please take time to fill out this sheet before you meet with the farmer. This will assist you in clarifying your goals and objectives for the internship. It will be used as an evaluation tool; will form the basis of your work contract, and help in developing educational workshops.

My overall goal/purpose for being here at the farm is:

The top skills I want to gain are:

- 1.
- 2.
- 3.
- 4.
- 5.

The top areas I want to gain knowledge in are:

- 1.
- 2.
- 3.
- 4.
- 5.

The top five skills/knowledge/experiences I bring to this internship are:

- 1.
- 2.
- 3.
- 4.
- 5.

Two themes I would like to explore through workshops are:

My preferred method of learning is:

What do you envision doing with the skills and knowledge that will be developed through this experience?

NOTES





Section 5

Running an Internship

The start of an internship is full of new and exciting activities for a first time intern, but as the weeks wear on and the work starts to become routine, you need more than novelty to keep your intern energized and engaged. Here are some suggestions.

Have a work plan

Set up a daily or weekly routine that includes regular check-in times, breaks, meal times, and other predictable activities. An outline of the schedule and goals will help your intern feel more confident in taking on tasks, and more a part of the process when they know what to expect. These schedules can be flexible but they are a good way to make sure you haven't overlooked anything.

Keep Talking

Good communication is essential for getting along with others, but especially when you live, work and socialize with the same people all season long. Solicit feedback from your intern often and react positively to ideas, complaints, or criticisms. It may take time to become comfortable sharing ideas and talking openly, but clear communication is the key to smooth operation of the farm and to maintaining healthy relationships.

Schedule regular check-ins

- Have a morning check-in to go over the day's schedule and again after lunch to see how the work is going and to answer any questions. Daily check-ins may slow you down initially but they will save time in the end.
- Schedule weekly team meetings to lay out priorities, provide feedback, and delve into deeper discussions about how

**Sometimes,
learning to
communicate
clearly is as steep
a learning curve
for the farmer as
it is for the intern.**

-- Heather Lekx

To prevent burn out, especially in the first few weeks, encourage your intern to:

- Maintain proper posture when walking or sitting
- Learn proper lifting techniques
- Warm up with a brisk 10 minute walk
- Keep knees slightly bent when digging to avoid back injury
- Take regular breaks

things are going. Use these meetings to talk about team dynamics and unresolved problems and to give interns a chance to express any concerns they may have. Establish weekly meetings right from the start. Even if there isn't much to talk about at first, it sets a precedent for open communication throughout the season.

- Set up a couple of formal evaluations during the season to discuss your intern's performance. Your intern can also assess his or her own progress and evaluate both the internship program and you as a mentor.

In the field

Make the most of the time spent working alongside your intern in the field, especially at the beginning of the season. Thoroughly explain and demonstrate so you don't have to correct repeated mistakes.

Whenever possible explain why a task is important and how it fits into the big picture. Remember that even menial tasks that you've done hundreds of times are new to an intern.

Also, many interns are university-educated and from urban backgrounds, and may not be used to physical demands that farming requires. Stress the importance of stretching and explain how to prevent knee and back injury.

Designated tasks

Assign your intern specific responsibilities, such as a field area, the greenhouse, or a CSA pick up. Have them shadow you until they feel comfortable on their own and then check in from time to time to make sure that nothing is overlooked.

From CRAFT Ontario...

What qualities are most important in an intern?

- Being self-aware and having clear learning expectations and goals
- The ability to take responsibility for their own learning and to be accountable
- A positive attitude and willingness to contribute energy and enthusiasm to the work environment

CRAFT farmer survey

Field Walks

Field walks train interns to become careful observers and to look for signs (such as pests) that require some action (such as pest management). Have interns take detailed notes during field walks. It not only helps them learn, it can help you with your record keeping.

Workshops

Structured workshops are a good way for interns to learn the theory behind the practices that you use on your farm. They also provide a nice break from fieldwork. Choose workshops that are timely and

relevant and that cover the basics to give your intern a good foundation. One topic that can't be learned in the field for example, is how to run a farm business. For interns who dream of starting a CSA or having their own farm, learning how to plan, budget, and market may be especially useful.

Farm Tours

Field trips expose interns to a variety of farming operations and techniques. As with workshops, plan field trips with your intern's learning objectives in mind, and schedule them so that they don't interfere with the activities at your own farm. Some farmers reserve field trips for the end of the season when interns have enough of a knowledge base to ask questions and can better understand and appreciate what they're looking at.

From CRAFT Ontario...

What made it memorable?

Experiences in which an intern was given responsibility such as taking charge at the farmer's market, managing the CSA for a day, or giving a farm tour helped interns gain confidence and deepened their commitment to the farm and to their understanding of what it means to be a farmer.

CRAFT intern survey

Wrapping Up

Schedule an evaluation at the end of the season to determine what the intern gained, offer some insights about the intern's performance while on your farm, and indicate whether you would be willing to serve as a reference for future jobs. During an end-of-season evaluation, the intern may also make suggestions for how to improve the internship program.

If you offer a bonus for completing the season, award it now. It's also nice (though not required) to send them off with some storage vegetables, meat, or other products as a thank you. An end of season party or dinner is another way of showing your appreciation.

If your intern is interested in staying on for longer, or in returning the following season, you can begin to negotiate the details of an extended internship. If the intern is moving on to other endeavours, ask them to spread the word about their internship experience in the hopes of attracting potential interns for the next season.



Samples

A) Evaluation Forms (Ignatius)

Evaluation of Training & Program by Interns

Name: _____ Mid-Season End of Season

Topics	Comments: Has training been adequate in these areas? How confident do you feel with these tasks? With your skills? Would you like to learn more? How?
Greenhouse Soil prep, watering, temperature & ventilation control etc.	
Field Work Direct seeding, transplanting, row covers, weeding, planting, harvesting, pest control, pacing of work etc	
Structured Education ex. Field Trips, Workshops, CRAFT Days, Resources (library etc)	
Machinery Comfortable with the tractors, disking, hitching implements, maintenance etc.	
Working with Public Volunteers, members	
Irrigation Layout and use of irrigation equipment, crop needs	
CSA store set up & display, newsletter contribution, harvest management	
Team Work Straight Talk, Team meetings, general communication, cooperation, problem solving	
General Concepts Principles of organic agriculture, Principles of CSA	
General Work Pacing of work, Length of days, Diversity of tasks	

General Comments:

Do you have any recommendations for the food and housing arrangements?

Please comment on the in field training and instruction methods.

How has the internship met or exceeded your expectations?

How has the internship not met your expectations?

Have your learning objectives changed and if so, how?

Further Comments:

Intern Self-Evaluation and Evaluation of Intern's Performance by Supervisor

Name: _____ Mid-Season End of Season

	Intern Comments	CSA Farmer Comments
Interacts in a positive way with farm staff, volunteers, CSA members and other interns		
Communicates clearly		
Deals well with conflict		
Respects decisions of supervisors		
Punctual		
Shows responsibility for greenhouse and garden		
Takes initiative		
Pursues learning		
Asks clarifying questions		
Follows directions; checks in before implementing new methods & ideas		
Follows tasks through to completion in a timely manner		
Attentive to detail		
Perseverance/Endurance		
Overall commitment to CSA garden and members		
Comments		

Signed (Intern Coordinator): _____ Date: _____

Signed (Intern): _____ Date: _____

B) Workshop interest sheet (Ignatius)

In your Internship binder you will find a list of possible workshops/field trips as well as the CRAFT field trip schedule. Please think about which of these additional workshop ideas sound interesting to you and fill out the form below:

Name:

The 10 workshop/field trip options that most interest me would be:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

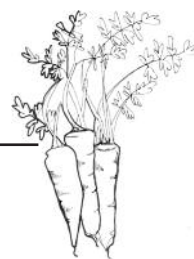
The 5 workshop/field trip options that least interest me would be:

- 1.
- 2.
- 3.
- 4.
- 5.

Additional workshop/field trip options:

Workshops that I might be interested in organizing:

NOTES





Section 6

Knowing the Law

Labour laws, employment standards, and health and safety regulations are a common source of anxiety for many host farmers. It is often unclear how the rules apply to internships, and few farmers have time to search out the answers. Much of the confusion about legalities surrounds how farm internships are classified. This book began by emphasizing that an intern isn't like a typical employee. The Ontario Ministry of Labour however makes no such distinction.

The Employment Standards Act uses specific criteria to classify a worker as an "employee". Based on these criteria, interns who receive training as part of the work exchange are considered employees. Assuming that you, the farmer, are providing the training and receiving benefit from the exchange, the majority of farm internships are considered **employer-employee relationships** that are subject to the same employment standards that pertain to farm workers. **(See appendix)**

Many farmers however, consider internships informal arrangements focused on education rather than on employment, so instead of treating the intern as an employee, they ask them to submit an invoice. In this way, the intern is essentially self-employed and responsible for declaring his or her own income, etc. The farmer meanwhile, is able to write off the intern's pay as an expense under "contract work" on their income taxes. For example:

To: John Doe

Acorn Ridge Farm
261 Acorn Ridge

From: Jane Smith

Date: 31/10/08

October 6 – October 10	Field Work	\$33.33
October 13 – October 17	Field Work	\$33.33
October 27 – October 31	Field Work	\$33.34
Total:		\$100.00

In terms of safety in the workplace, double check with your insurance company with regard to third party liability. Some farmers opt to have an intern sign a document stating that the farmer is not responsible in the case of injury or an accident. This may not be legally binding, and farmers should get legal advice before doing so.

The following information applies to Ontario and is subject to change, but most provinces have similar labour laws. **(See appendix for more detailed information).**

Section A: Canada Revenue Agency regulations.

Section B: Employment rights under the Employment Standards Act

Section C: Health and safety requirements under the Occupational Health and Safety Act

Section D: Health and safety issues under the Workplace Safety and Insurance Board

Section E: Farm Safety Association—farm safety education and training

Section A Canada Revenue Agency

Contact the CRA toll
free at 1-800-959-5525

If you provide your intern a place to live or access to food and meals—even if you don't provide a stipend—you must abide by the regulations set out by the CRA. Room and board are considered taxable benefits – providing them defines you as an employer.

A.1 Tax

As an employer, you are required to register for a business number.

Most farms are already registered as self-employed entities with registration numbers to obtain the GST rebate on farm related purchases and to account for farming income. If you're not, register online. (www.cra-arc.gc.ca) Register for an Ontario Business Identification Number at the same time.

A.2 Payroll

If your intern makes more than \$250 in taxable income in the tax year (through stipends and/or room and board) you must have them on a payroll. Register for a payroll account at www.cra-arc.gc.ca

A.3 Tax Forms

Upon hiring an intern, have them fill out federal and provincial TD1

Form- Personal Tax Credits Return forms (used to determine how much federal and provincial tax to deduct).
Download from www.cra-arc.gc.ca

A.4 Deductions

As an employer, you are responsible for deducting applicable income taxes, Canada Pension Plan (CPP) contributions, and Employment Insurance (EI) premiums and remitting them to the CRA. Stipends and room and board are considered taxable income.

- Deduct CPP from all employees who work more than 25 days in a year and make more than \$250. (The employer must contribute a matching amount.)
- Deduct EI only from the cash stipend you pay your intern. Don't deduct EI if your intern doesn't get a cash stipend. (EI deductions are only taken from insurable earnings.) The employer must contribute 1.4 times the amount you deduct to EI.
- Withhold income tax deductions on any taxable benefits including stipends, and room and board. Most interns don't earn enough for income tax to be deducted.
- CPP, EI and income tax deduction rates change periodically. Use the Payroll Deductions Table available at www.cra-arc.gc.ca to calculate the amount of CPP, EI and income tax to deduct.

A.5 Reporting of Taxes

You are required to report the deductions from your employees by the end of February each year on a T4 form. Download form from www.cra-arc.gc.ca

Section B Employment Standards Act

In the agricultural sector, workers are classified as either farm workers or harvesters. (A third category, near-farming, applies to those who breed horses or raise fur-bearing mammals for pelts.)

B.1 There are 10 key minimum **employment standards**. Only some apply to farm workers. (See appendix)

Farm workers are not covered under many of the employment standards related to payment including minimum wage, overtime, paid holidays or vacations.

A **farm worker** is someone whose work is "directly related to primary production of agricultural products. Primary production includes planting crops, cultivating, pruning, feeding and caring for livestock." (See appendix)

A **harvester** is employed on a farm to harvest, or bring in, crops of fruit, vegetables or tobacco for marketing or storage.

This means that there is no regulation for how much if anything, you offer your interns in terms of stipends.

If you pay your intern, the following standards apply:

- Equal pay for equal work
- Regular payment of wages and wage statements
- Termination pay
- Time off (for pregnancy leave, parental leave, family medical leave and emergency leave)
(See appendix)

- *Equal pay for equal work:* Employees of both genders have to be paid the same rate for the same kind of work under the same working conditions.
- *Regular payment of wages and wage statements:* You must issue written wage statements for each pay period your interns work. These statements should include
 - the pay period
 - the rate (if there is one)
 - the gross amount of wages and how it was calculated
 - the amount and purpose of each deduction
 - any amount with respect to room or board that is deemed to have been paid
 - the net amount of wages
- *Termination pay:* An employee who's been there less than 3 months is not entitled to notice of termination or termination pay; between 3 months and 1 year, he or she is entitled to 1 week termination notice or to termination pay. (You can choose to either give notice or to pay.) **'Termination notice'** means giving written notice one week before termination and providing regular pay throughout the notice period. **'Termination pay'** means terminating an employee's job, but continuing to give them their regular pay for one week after termination.
- *Time off:* As farm workers, interns are not eligible for vacation, vacation pay or holiday pay; however, they are eligible for time off for pregnancy leave, parental leave, family medical leave, and emergency leave.)

Harvesters are covered under more employment standards than are farm workers. Workers may do both harvesting and primary production farm work. If the employee spends most of the week harvesting, the rules for harvesters apply. Alternatively, if most of the week is spent doing farm work, the rules for farm workers apply.

(See appendix for additional employment standards that apply to harvesters)

B.2 Room and board

Room and board can be deemed to be payment of wages (if the employee actually gets the meals and/or occupies the room).

Harvesters are eligible for minimum wage. Farm workers and most

interns, however, are not required to receive minimum wage, so the amount you deduct from their pay for room and board is not as relevant. (See appendix)

B.3 Record Keeping

You are required to keep written records about each person you hire. These records have to be kept for 3 years and readily available for inspection. Written records must contain:

- The employee's name, address and starting date of employment
- The date of birth if the employee is a student under 18
- Information contained in the employee's wage statements
- All documents relating to pregnancy, parental or emergency leave
- Information about vacation time taken and owed (if eligible)

Section C Occupational Health and Safety Act

Workers and employers share the responsibility for health and safety in the workplace.

The Ontario Occupational Health and Safety Act (OHSA) applies with some limitations and exceptions, to all farms with paid workers (including interns receiving a stipend and/or room and board). It does not apply to self-employed farmers who do not have any paid workers.

Ontario Ministry of Labour inspectors have the authority to inspect the workplace to ensure compliance with the law and to investigate complaints, critical injuries, and fatalities.

Information on OHSA and how it applies to farms

Ontario Ministry of Agriculture Food and Rural Affairs (Farming Operations under OHSA) <http://www.omafra.gov.on.ca/english/busdev/facts/ohsa.htm>

Farm Safety Association (OHSA on Farming Operations) http://www.farmsafety.ca/pages/ohs_act.html

Ontario Ministry of Labour (Farming Operations) <http://www.labour.gov.on.ca/english/hs/farming/index.html>

C. 1 Employer Responsibilities

You are required to take every precaution reasonable to protect employees. Many of these responsibilities are ones that you would carry out regardless, to maintain a safe and healthy farm. They include:

1. Maintaining a safe workplace and advice about hazards

For information on how to make your workplace safe including information related to tractors, farm equipment, large animal handling, and occupational illness visit

http://www.labour.gov.on.ca/english/hs/farming/ohsg_toc.html

(Occupational Health and Safety Guidelines for Farms) (See appendix)

2. Providing information, instruction and supervision

- Provide proper safety equipment and training, and information about hazards
- Provide first aid training and first aid kits (The Workplace Safety and Insurance Act requires you to provide specific first aid equipment and training for your employees.
- Post the Occupational Health and Safety Act

3. Following proper procedures in case of injury

For more information on the OHS go to: http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90o01_e.htm

In the event of a workplace injury, illness or fatality you must notify certain individuals.

Critical injury or death:

The employer must immediately notify an inspector at the nearest Ministry of Labour office, and the Health and Safety Representative of your farm (if one exists). This notice must be by direct means, such as by telephone, facsimile or telegram. Within 48 hours, the employer must also notify, in writing, a Regional Director of the Ministry of Labour, giving the circumstances of the incident. (See appendix for definition of “critical injury”)

Non-critical injury:

The employer must notify the Health and Safety Representative of your farm, if one exists, in writing within four days of the incident. If required by an inspector, this written notice must also be given to a Regional Director of the Ministry of Labour.

Occupational Illness:

The employer must notify a Regional Director of the Ministry of Labour, and the Health and Safety Representative of your farm, if one exists, within four days. The notice must be in writing. The requirement to notify officials applies not only to current employees who claim to have an occupational illness, but also to former employees if they contact you with complaint of an illness. (See appendix for definition of “occupational illness”)

4. Occupational Health and Safety Policy and Procedure

It is advisable (and mandatory if you have more than 5 employees) for all workplaces including small-scale farming operations to have Health and Safety Policies and Procedures.

(See appendix for Health and Safety requirements applicable to farms with 20 or more workers)

Is it mandatory to have a Health and Safety Representative?

Farms with 6-19 regularly employed workers must have a worker Health and Safety Representative who must be elected by other workers. This individual makes recommendations to employers to improve worker health and safety and must be notified of any injuries, illnesses or other health and safety concerns at the farm.

5. Health and Safety Program

In addition to preparing a health and safety policy (See sample at the end of Section 4) an employer with more than five employees must also have a program in place to implement that policy. **(See appendix)**

C.2 Employee Rights and Responsibilities

Under OHS Act employees have a right to:

- **To know about danger** You must tell interns about hazardous materials or equipment used around your farm; you should also provide adequate training before using them.
- **To participate in making the workplace safe** Involve your interns in safety discussions, encourage them to look into health and safety information and materials, and have one of them act as the 'health and safety representative' at your farm.
- **To refuse unsafe work** If interns believe the work they're being asked to do is unsafe they can refuse to do it until the situation is corrected. They must however, tell you immediately. They cannot be suspended, fired, or docked pay for refusing unsafe work.

Under OHS Act employees have the responsibility to:

- work safely
- report unsafe conditions
- wear the right safety equipment for the job
- ask about any health and safety concerns or questions

Section D Workplace Safety and Insurance Board

The Workplace Safety and Insurance Board (www.wsib.on.ca), formerly the Workmen's Compensation Board, oversees Ontario's workplaces, provides disability benefits, and provides safety education.

The WSIB falls under the Workplace Safety and Insurance Act
http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_97w16_e.htm

1. You must register with the WSIB within 10 days of hiring your first full-time, part-time, or seasonal employee. Any paid employee, working full or part time under a contract of service or as an intern is considered your worker, including family members.
2. If you pay your intern a stipend and/or provide room and board (considered taxable income), you must be registered with the WSIB, and pay the premium. This ensures that an intern will be compensated in the case of an accident and protects the farmer from a lawsuit, which could have a devastating impact on the future of the farm, in the case of a serious accident.
3. Your premium payments will depend on the health and safety risk associated with farming, the number of employees you have, and your farm's health and safety record.

You don't have to have your interns on the payroll for them to be covered by WSIB, but you do need to track what you pay them in terms of insurable earnings on your remittance forms so that their compensation can be calculated in the case of an accident.

- Insurable earnings are usually reported on wage stubs and on T4 slips as gross earnings, including deductions taken for income tax, CPP and EI as well as earnings not reported on a T4 such as room and board, and stipends. If your interns are not paid a monetary stipend, and if you do not document their room and board as taxable income, then they are considered volunteers and cannot be registered with the WSIB. **They will therefore not be covered in case of an accident, and you may be liable.**

6. Registering with the WSIB provides workplace insurance coverage for all of your workers and gives you access to health and safety experts in the farming sector. In case of an accident, registered workers are covered under "no-fault" insurance. This coverage also means that an employee cannot sue an employer in case of injury or illness.

Section E

For farm inquiries contact the WSIB office Toll free 1-888-259-4228.

Farm Safety Association

The non-profit, Farm Safety Association (FSA) <http://www.farmsafety.ca/> is a "designated entity" under the Workplace Safety & Insurance Act (WSIA). They offer on-site training seminars free-of-charge to member farms on all topics related to farm safety.

You automatically become an FSA member when you buy employee coverage from the Workplace Safety and Insurance Board as an agricultural operation.

Their head office is located in Guelph, ON,
Phone: (519) 823-5600, Toll Free: 1-800-361-8855,
email: info@farmsafety.ca



NOTES



A Final Thought

Sustainable farming is the future. Host farmers are helping to build that future by sharing their knowledge and skills with a new generation. It can be useful to glean from the experience of seasoned host farmers, but there is no one size fits all. Whether you hire students and late-blooming career-changers, whether interns live on or off the farm, or whether the learning takes place through fieldwork or field trips, each internship is unique.

Hosting an intern takes creativity—and work. The satisfaction of doing something that will have a lasting and meaningful impact however, is empowering and energizing. And well worth the effort.

We are happy to share the lessons from 27 years of farming. We want these enthusiastic young people to succeed at farming as well.

Ken Laing, CRAFT
farmer



NOTES



APPENDIX

Employer-employee relationships

Under the Ontario Ministry of Labour's Employment standards act, an "employee" includes,

- A person who performs work for an employer for wages
- A person who supplies services to an employer for wages,
- A person who receives training from a person who is an employer, if the skill in which the individual is being trained is a skill used by the person's employees.

Therefore, interns receiving training as part of the exchange are considered to be employees unless all of the following conditions are met:

- The training is similar to that which is given in a vocational school.
- The training is for the benefit of the individual.
- The person providing the training derives little, if any, benefit from the activity of the individual while he or she is being trained.
- The individual does not displace employees of the person providing the training.
- The individual is not accorded a right to become an employee of the person providing the training.
- The individual is advised that he or she will receive no remuneration for the time that he or she spends in training.

Section B Employment Standards Act

Detailed information about the Employment Standards Act is available at www.labour.gov.on.ca/english/es/guide/index.html

1. Minimum Standards

1. Minimum wage
2. Hours of work
3. Overtime
4. Time off
5. Rest periods
6. Eating periods
7. Paid public holidays
8. Vacation time with pay
9. Pregnancy, parental, family medical, and emergency leaves
10. Termination notice/pay, severance pay

2. Farm Worker/Harvester

A **farm worker** is "a person employed on a farm whose work is directly related to primary production of certain agricultural products including: eggs, milk, grain, seeds, fruit, vegetables, maple products, honey, tobacco, herbs, pigs, cattle, sheep, goats, poultry, deer, elk, ratites, bison, rabbits, game birds, wild boar and cultured fish. Primary production includes planting crops, cultivating, pruning, feeding and caring for livestock."

3. Time Off

As farm workers, interns are not eligible for vacation, vacation pay or holiday pay; however, they are eligible for time off in the following (albeit unlikely) situations: pregnancy leave, parental leave, family medical leave and emergency leave.

Pregnancy Leave

Farm workers have the right to pregnancy leave. This means that pregnant employees can take up to 17 weeks of job-protected unpaid time off work. In some cases, the leave may be longer. Employers do not have to pay wages to someone who is on pregnancy leave. A pregnant employee must be hired at least 13 weeks before her due date to be eligible for pregnancy leave.

Parental Leave

Parental leave is a right that new parents have to take job-protected unpaid time off work when a baby or child is born or first comes into their care. Birth mothers who take pregnancy leave are entitled to up to 35 weeks of parental leave. Birth mothers who don't take pregnancy leave and all other new parents are entitled to up to 37 weeks' parental leave. An employee must be working for at least 13 weeks prior to the start date of their parental leave.

Family Medical Leaves

Family medical leave is unpaid, job-protected leave of up to eight (8) weeks in a 26-week period. Family medical leave may be taken to provide care and support to a specified family member for whom a qualified health practitioner has issued a certificate indicating that the family member has a serious medical condition and there is a significant risk of death occurring within a period of 26 weeks. An employee does not need to be employed for any specified length of time before he/she is eligible for family medical leave.

Emergency Leave

Emergency leave is unpaid, job-protected leave of up to 10 days each year. It may be taken in the case of illness, injury and certain other emergencies and urgent matters. Emergency leave only applies when a business regularly employs 50 or more employees.

4. Employment standards applicable to harvesters (in addition to those that apply to farm workers)

Payment:

Minimum Wage

Minimum wage is the lowest hourly wage an employer can pay employees (covered by minimum wage standards). Minimum wage can be paid on a piecework basis, but the rate must be set at a level so that with reasonable effort they can earn at least the minimum wage for all the hours they work. The minimum hourly wage at time of printing is \$8.75. This rate usually rises annually. Different minimum wage standards may apply to students.

Time off:

Vacation Pay

Harvesters who have been employed for at least 13 weeks are entitled to two weeks of vacation time after each 12-month vacation entitlement year. These employees are also entitled to vacation pay, which must be at least four per cent of the "gross" wages earned in the 12-month vacation entitlement year. If an employee is not employed for a full 12-month period, they are not entitled to vacation time, but are entitled to the vacation pay that they earn while working. Vacation time and pay must be rendered within 10 months of the completion of the vacation entitlement year.

Paid Public Holidays:

Ontario has nine public holidays:

- New Year's Day
- Family Day
- Good Friday
- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving Day
- Christmas Day
- Boxing Day

Some employers give their employees a holiday on Easter Sunday, Easter Monday, the first Monday in August, and Remembrance Day. However, these days are not public holidays under the ESA.

Harvesters, who have been employed for at least 13 weeks, are entitled to take public holidays off work and be paid public holiday pay. Or they can agree in writing to work on the holiday, and will be paid either:

- Public holiday pay plus a premium rate of pay for the hours worked on the public holiday

or

- Their regular rate for hours worked on the holiday, plus they will receive a substitute holiday with public holiday pay.

5. Room and Board

In the case of a 'harvester' who is eligible for minimum wage, their gross pay before deductions has to add up to at least the minimum wage for all hours worked. Where the employee has been provided with room and/or board, the employer must pay the employee (before deductions for such things as CPP, EI or income tax) the difference between the minimum wage for all hours worked and the amount deemed to have been paid for room and/or board.

Maximum deductions for room and board are as follows:

House

Accommodations must be reasonably fit for human habitation, have a kitchen with cooking facilities, two bedrooms or a bedroom and a living room and a private toilet and washing facilities. Serviced (heat, light, fuel, water, gas or electricity provided at employer's expense) maximum weekly charge is \$99.35. Un-serviced maximum weekly charge is \$73.30

Room

Rooms must be reasonably furnished and reasonably fit for human habitation, supplied with clean bed linen and towels and have reasonable access to washroom facilities. Private (not shared) maximum weekly charge is \$31.70. Non-private maximum weekly charge is \$15.85.

Meals

Maximum charge per meal is \$2.55. Weekly maximum charge for all meals is \$53.55.

Room and Meals

Private room (not shared) and meals maximum weekly charge is \$85.25. Non-private room and meals maximum weekly charge is \$69.40.

Section C Occupational Health and Safety Act

1. Maintaining a safe workplace

Occupational Health and Safety Guidelines for Farms covers information on the following topics:

- Tractors and Other Self-Propelled Farm Equipment
- Farm Equipment
- Large Animal Handling
- Personal Protective Equipment
- Falls, Slips and Trips
- Lockout Procedures
- Hazardous Atmospheres and Confined Spaces
- Occupational Illness

2. Critical Injury

A “critical injury” is an injury of a serious nature that,

- Places life in jeopardy,
- Produces unconsciousness,
- Results in substantial loss of blood
- Involves the fracture of a leg or arm but not a finger or toe,
- Involves the amputation of a leg, arm, hand or foot but not a finger or toe,
- Consists of burns to a major portion of the body, or
- Causes the loss of sight in an eye.

3. Occupational Illness

An “occupational illness” is defined as a condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the normal physiological mechanisms are affected and the health of the worker is impaired. It includes any occupational disease for which a worker is entitled to benefits under the Workplace Safety and Insurance Act, 1997.

4. Occupational Health and Safety Policy and Procedure (Safety regulations for farms of 20-plus employees)

All farms with 20 or more regularly employed workers must have a Joint Health and Safety Committee consisting of representatives of both management and workers. The minimum committee size on farms with 20-50 employees is two. The minimum size on a farm with more than 50 employees is four. At least half of the committee must consist of workers (ie: not managers or supervisors). Together they identify workplace hazards and make recommendations to the employer to improve the health and safety of workers. All farms with 50 or more regularly employed workers must have a joint health and safety committee. Two of the employee representatives must be certified by the Workplace Safety and Insurance Board (WSIB) and have received special training in occupational health and safety. Detailed information about certification training is available from the WSIB. You can contact the WSIB by phone at 1-800-663-6639 or by email at prevention@wsib.on.ca.

5. Health and Safety Program

Employers with more than 5 employees must have a program in place to implement their Health and Safety Policy. This program will vary, depending upon the hazards encountered in a particular workplace.

Program elements may include all or some of the following:

1. Worker training e.g., new employees, new equipment, new job procedures
2. Workplace inspections and hazard analysis
3. Analysis of the accidents and illnesses occurring at the workplace
4. A health and safety budget
5. A formal means of communication to address promptly the concerns of workers
6. Confined space entry procedure
7. Lock-out procedure
8. Machine guarding
9. Material-handling practices and procedures
10. Procedures specific to the individual farming operation, e.g., harvesting fruit, large animal handling
11. Preventing occupational disease, e.g., preventing the transmission of diseases from animals to humans
12. Maintenance and repairs
13. Housekeeping
14. Personal protective equipment, e.g., respirators, hearing protection
15. Emergency procedures
16. First-aid and rescue procedures
17. Electrical safety
18. Fire prevention
19. Engineering controls e.g., ventilation

This is not a comprehensive list.