



Canadian Bison Association Mentorship Program

June 7, 2019

Acknowledgments

This program was made possible by the vision and support of producers and staff as well those in the livestock industry who have developed similar programs.

Although she has since moved on with her farming career, thank you to CoraLee Fisk for championing the idea and the program within the Canadian Bison Association (CBA).

Thank you to the Mentorship Committee and the CBA Board for their guidance and support.

Thank you to all those who supported this program through fundraising by providing or purchasing homemade goods at the November 18, 2019 fun auction.

A special thank you to Trent Schwitzer of Tatonka Ranch for donating the sale proceeds of a yearling bull. The money raised combined with the support of the Canadian Bison Association Industry Development Fund, demonstrates the commitment of the industry to work together to build leadership and production skills of young producers.

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Welcome to the Canadian Bison Association Mentorship Program!

The Canadian Bison Association Mentorship Program (CBAMP) provides industry-specific training and interest-specific mentorship to assist the bison industry into the future. Young bison enthusiasts between the ages of 18 and 35 have the opportunity to engage with industry leaders and participate in many events and meetings pertaining to the bison industry both at home and on a global scale.

Our Vision

To contribute to the sustainability of the Canadian bison industry by developing well-rounded, skillful, and knowledgeable young industry leaders

Our Mission

To build the leadership skills of young bison producers through a mentoring program that facilitates networking, organizational leadership skill development as well as acquiring industry knowledge.

Our Values

Program participants are expected to conduct themselves with the highest of standards.

Confidentiality – Through the program you may be entrusted with personal or private information that can only be disclosed when authorized or legally mandated.

Respect – Having a feeling of deep admiration for someone or something elicited by their abilities, qualities, or achievements.

Integrity – The quality of being honest and morally grounded.

Trust – Firm belief in the reliability, truth, ability, or strength of someone or something.

Initiative – The ability to act independently with a fresh approach.

Accountability – Expected to justify actions or decisions.

The Program

Each year mentors and mentees apply to participate in the CBA Mentorship Program. The online application process opens in June and the deadline for eligible candidates to apply is August 15th. The final mentor and mentee are to be announced in conjunction with the National Show & Sale Awards. Topics of interest can range from sustainable ranching to risk management, herd health, policy development research, genetic diversification, regenerative agriculture, and more. The five-year goal is to have at least one mentee identified in each region.

Once candidates are matched with their respective mentors, the mentor/mentee journey begins. A meeting of both the mentor and mentee should occur after the selection but could be within 30 days of the announcement to confirm the goals of both the mentee and mentor. The mentees are given an annual budget of up to \$3,000 for transportation and registration costs for their participation in activities, including conventions. During the first meeting, the mentor and mentee will establish a schedule for goal achievement and establish a budget to complete the tasks.

Through attendance at industry events and activities and meetings with their mentors, the mentees will build upon their knowledge base and become highly capable individuals to represent and lead the bison industry into the future. The program benefits the mentee by exposing a young person to many elements of the bison industry and provides a great educational experience for both the mentee and mentor. The experience is expected to motivate the young leader to become active in a bison operation or some other business that supports the bison industry. The completion of the Canadian Bison Association Mentorship Program takes one year.

Program Governance

Committee Members include: Brooks White, Steven Lundy, Merek Wigness, Dr. Gerald Parsons, and Robert Johnson. Terry Kremeniuk, Executive Director and Project Manager Joyce DuBois.

Program Management

Executive Co-ordinator – Terry Kremeniuk
Project Coordinator – Joyce DuBois

First Year

The program will begin with two candidates.

Program Duration

One year

Mentee Application Process

Utilizing forms developed and deadlines identified.
Opens June 15th and Closes August 15, 2019.

Mentor Application Process

The principal goal is to match the needs of the mentee with the skills and experience offered by the mentor. All Board members encouraged to participate
Applications available June 15, and close August 15, 2019

Selection Process

A selection matrix will be used to identify candidates. Included in the matrix could be factors with different weightings such as:

- a. Primary Producer
- b. Education
- c. Experience
- d. Clarity of Goals
- e. Strength of application

Program Specifics:

Requirements:

1. Public speaking - make a presentation at the National and /or Regional Convention on their business plans and goals at the beginning of program or what they achieved at the end of the program
2. Participate in a board governance activity

List of potential optional activities:

1. Pasture Management/Regenerative Agriculture
2. Business Planning/management
3. Bison Herd Health
4. Understanding Bison and Their Management
5. Bison Handling/Low stress Handling/Transportation
6. Sustainable Ranching
7. Regenerative Agriculture
8. Pasture Management
9. Bison Herd Health
10. Bison Nutrition
11. Bison Genetics
12. Risk Management
13. Bison Conservation
14. Bison Marketing
15. Social Media
16. Policy Development
17. Other

Program Promotion

E-letter

June Smoke Signals

Mentors and Mentees – Comments at convention

Website with dedicated page developed at a later date

First Meeting of Mentors and Mentee

At the first meeting the mentor and mentee, the project manager would outline the program, discuss expectations and answer questions. Although a face-to-face meeting is preferred, a conference call would be an option. During the first meeting the mentee would have a draft plan with goals for discussion and possible strategies. The mentee would also draft a budget. The mentor and mentee would refine the plan as necessary and forward a copy to the CBA office.

Reporting Requirements

The mentee would provide quarterly reports to the CBA office assessing progress against objectives. In addition, the work with the mentor would be summarized as well as any changes in plans.

Continual Feedback and Communications is Important

Conference calls between Mentors

Conference calls between Mentees

Conference call with CBA office

Program Funding

Mentees will be allocated up to \$3,000 each to cover expenses required to execute their plan.

Future Funding

Develop Strategy to obtain provincial government funding where available

Identify potential sponsors.

6. How far are you willing to travel to meet your mentor?

7. Preferences you would like in your mentor? Examples – Male or female? Specific field of interest?
Age?

8. Willing to accept costs to be a part of this program such as travel insurance if required?

9. Are you willing to commit to attend the CBA convention in 2019 and 2020 normally held the 3rd week of November?

10. Are you willing to commit to the Regional Convention for the province you are in?
 - Saskatchewan – End of February or beginning of March
 - Alberta - Middle of March
 - Manitoba – End of March or beginning of April
 - Ontario – Middle of September
 - British Columbia, - TBA
 - Quebec – TBA

11. Are you willing to submit progress report reports 3 to 4 times a year that can be published?

By signing this application, I _____ am willing to put forth the recommended time, and provide written updates on the program. I am also allowing my name, my photograph, updates etc. to be published by Canadian Bison Association.

Signature: _____

Date _____

Mentor Application

Full Name: _____

Address: _____

Phone: _____

Email: _____

Birthdate: _____

1. Describe your farm operation.
2. Why do you want to become a Mentor?
3. What aspects of the bison industry do you feel you excel in and could share with a mentee? (e.g. Marketing, Production, Animal Handling)
4. Briefly describe the type of arrangements you would have with your Mentee (On farm accommodation etc.)

By signing this application, I _____ am willing to put forth the recommended time, to ensure the Mentee achieves his/her goals.

Signature: _____

Date: _____

Program Agreement

BETWEEN:

CANADIAN BISON ASSOCIATION

(Hereinafter referred to as 'CBA')

- and -

(Hereinafter referred to as 'the Mentee')

- and -

(Hereinafter referred to as 'the Mentor')

Term of the Mentorship Program

Beginning date _____, 2019 to End date _____, 20____

1. Responsibilities of CBA

CBA is responsible for identifying the mentor and:

- a) providing coordinator to:
 - assist the Mentor and Mentee in establishing their mentorship relationship;
 - work with the Mentor and Mentee to develop mutually acceptable goals for the mentoring relationship; and
 - assist the Mentor and Mentee, as may be required, in the development of their mentorship plan and budget;
- b) approving the mentorship road map and budget developed by the Mentor and Mentee within the CBA Mentorship Program Guidelines;
- c) reviewing and approving for payment all invoices received from the Mentee in accordance with their mentorship road map and budget;
- d) assisting the Mentor and Mentee with any issues they may have with the Mentorship Program or the mentoring relationship.

2. **Responsibilities of the Mentee**

The Mentee is responsible for:

- a) identifying their goals for the mentoring relationship that are specific, attainable, and measurable forwarding same to the CBA-MP Coordinator prior to the first meeting with the mentor and the Coordinator;
- b) taking the lead in working with the Mentor to develop a mentorship road map and budget;
- c) Reporting quarterly on progress;
- d) submitting receipts for reimbursement of expenses in line with CBA and all required Mentorship Program paperwork within the deadlines set out by the Coordinator;
- e) creating a module on a key area of learning of your preference on the bison industry;
- f) completing the Mentorship Program questionnaire to report on the Mentee's mentorship experience, results of the mentorship road map along with three photographs documenting the mentorship experience;
- f) completing and submitting a Mentorship Program questionnaire, Peer Evaluation Form and Mentor Evaluation Form prior to the end of the Mentorship Program; and
- g) upholding the Canadian Bison Associations Mentorship Program's Code of Conduct.

3. **Responsibilities of the Mentor**

The Mentor is responsible for:

- a) reviewing the goals of the Mentee prior to the first meeting with the Coordinator and advising the Coordinator whether the Mentor can help the Mentee attain the goals identified or if modification of the goals is required;
- b) following the lead and work with the Mentee to develop a mentorship road map and budget;
- c) completing and submitting a Mentorship Program questionnaire and Mentee Evaluation Form prior to the end of the Mentorship Program.
- d) ensuring appropriate liability insurance on the farm for mentee activities.

4. **Joint Responsibilities of the Mentee and Mentor**

- a. The Mentee and Mentor must attend an introductory meeting with the Coordinator (in person or by conference call) to be held at a mutually agreed upon time and place to:
 - introduce the Mentee and Mentor;
 - answer any questions the Mentee and Mentor may have about the Program and their respective responsibilities;
 - discuss financial assistance available to the Mentee;
 - review the Mentorship Program requirements with respect to mentorship budgets and plans to be developed by the Mentee and Mentor
- b. With the Mentee taking the lead, the Mentee and the Mentor must develop a mentorship road map and budget which should include the following:

- at least 5 goals of the relationship objective areas;
 - at least one event/meeting that both parties will attend as part of the program;
 - the scope of responsibilities the Mentee and Mentor is assuming, including what the time commitments will be;
 - scheduling, cancelling, and rescheduling meetings or conference call;
 - the logistics of the relationship, that is, how, when and where meetings and communications will occur;
 - How to deal with confidential information;
 - what topics or issues are outside the scope of the relationship (boundaries);
and
- c. How obstacles or problems are to be dealt with.
- d. Submit the mentorship road map and budget to the Coordinator for approval.
- e. Implement the mentorship plan upon receipt of approval from the Coordinator in accordance with the approved mentorship road map.

5. Site Visits and Vehicle Transportation

- a. The Mentor and the Mentee agree that there is no obligation on either, as a participant in the Mentorship Program, to visit the other's place of business or to accept transportation from the other if the participant does not freely and voluntarily wish to do so.
- b. If the Mentee/Mentor visits the other's place of business, the visitor agrees to comply with all directions and policies of the owner with respect to matters relating to the visitor's health and safety while on the premises and, in particular

with all policies established by the owner pursuant to the *Occupational Health and Safety Act*.

- c. If the Mentee/Mentor visits the other's place of business, the Visitor shall comply with the *Occupiers' Liability Act* and the *Occupational Health and Safety Act* and to ensure that the visitor will be reasonably safe in using the premises for the purposes for which the visitor is invited by the owner to be there or is permitted by law to be there.
- d. If travelling together the vehicle owner shall comply with *Traffic Safety Act* to ensure that both will be reasonably safe.
- e. The Mentee and the Mentor acknowledge and agree that they are voluntarily entering into this Agreement and apart from the expenses to be reimbursed by CBA in accordance with the approved budget and mentorship plan, the Mentee and Mentor are responsible for the costs they incur in participating in the Mentorship Program.

6. **Waiver of Liability**

- a. The mentee and mentor acknowledge that bison and farm livestock are unpredictable and that handling of bison involves the risk of serious personal injury or death. The mentee and the mentor are aware of this risk and accept this risk in choosing to participate in the Canadian Bison Association Mentorship Program.
- b. The Mentee waives all claims against the CBA whether for serious personal injury, death, damage or loss of property and wholly releases the CBA from all liability therefore. The Mentee fully understands the effect of this waiver and release.

- c. The Mentee agrees that neither the Mentor nor the CBA is responsible for any loss or damage sustained by the Mentee, including any loss or damage caused by injury to the person or property or by the death of the Mentee, howsoever caused and notwithstanding that same may be caused by or contributed to by the negligence, act or omission of the Mentor or the CBA. Notwithstanding the foregoing, this waiver of liability with respect to the negligence of the Mentor does not apply to any personal injury or death of the Mentee as a result of the negligence of the Mentor in transporting the Mentee in the Mentor's motor vehicle.
- d. The Mentor agrees that neither the Mentee nor the CBA is responsible for any loss or damage sustained by the Mentor, including any loss or damage caused by injury to the person or property or by the death of the Mentor, howsoever caused and notwithstanding that same may be caused by or contributed to by the negligence of the Mentee or the CBA.
- e. The Mentee and Mentor further agree that paragraphs 6(c) and 6(d), respectively, are binding on the estate, beneficiaries, personal representatives, successors and assigns, as the case may be, of the Mentee and Mentor.

7. **Contact Information**

a. Any questions with respect to the Mentorship Program can be address to the CBA at the address noted below.

b. The contact information for the parties is as follows:

- For the CBA Canadian Bison Association
Box 3116 STN Main
1660 Pasqua Street, Suite 200
Regina SK, S4P 3G7
Attention: Project Coordinator
Phone: (306) 522 - 4761
E-mail: cbmc@sasktel.net

- For the Mentee: _____
Name

Address

City, Province, Postal Code
Phone: _____
E-mail: _____

- For the Mentor: _____
Name

Address

City, Province, Postal Code
Phone: _____
E-mail: _____

The CBA has signed this Agreement this _____ day of _____, 20 ____.

CANADIAN BISON ASSOCIATION

Per: _____

Print Name

The MENTEE has signed this Agreement this _____ day of _____, 20 ____

Signature

Print Name

The MENTOR has signed this Agreement this _____ day of _____ 20 ____

Signature

Print Name

Canadian Bison Association Mentorship Program

Oath of Conduct

We agree that:

We have an obligation to conduct ourselves, at all times, in a manner consistent with the objectives of the Canadian Bison Association Mentorship Program.

We will conduct ourselves, at all times, in a manner that does not bring ourselves, our fellow members, the Mentorship Program, or the CBA into embarrassment or disrepute.

We have an obligation to abide by this Code of Conduct in addition to a high standard of integrity and professionalism required by the program values.

As general rules of conduct

We will contribute in a constructive, courteous, and positive way to enhance the Canadian Bison Association Mentorship Program.

We will practice active listening and discretion in working with fellow mentees, mentors, CBA staff and directors, the Mentorship Program Manager and/or Coordinator, and others involved with the program.

We will treat everyone with respect, courtesy, honesty, and fairness, and have proper regard for their interests, rights, safety, and welfare.

We will respect confidences shared in working relationships.

Any misconduct by a mentor or a mentee could result in removal from the program by a decision of the CBA Board on the recommendation of the Canadian Bison Association Mentorship Program.

I, _____ have read and agree with the Canadian Bison Association's Mentorship Program Code of Conduct and I do hereby solemnly swear to fulfill to the best of my ability the duties of my position with the Program.

Signed,

Name _____

Date _____

Canadian Bison Association's Mentorship Program Travel Policy

Canadian Bison Association will cover travel plans up to the \$3000.00 as part of the mentorship program. The Association will cover the lowest travel between the air fare, car rental or cab fares and time or driving.

Please complete a Mentorship expense claim form along with receipts that must be forwarded to the Regina head office for processing. Only travel expenses will be covered; any extra expenses will be up to the mentor and mentee. Ways to submit would be through email, fax, or regular mail. Eligible expenses may be claimed as follows:

AIR TRAVEL ARRANGEMENTS

Booking Guidelines for Air Travel

1. CBA will reimburse for the most economical fare available. Claimants are expected to book tickets at least 21 days prior to travel to take advantage of advance booking discounts. It is recognized that for some meetings there is insufficient notice to make advance bookings.

Travelling Out of Canada

2. If part of your program requires travel outside of Canada, medical insurance and travel insurance are required. A travel agent can arrange medical insurance for your trip.

A copy of the travel certificate will need to be provided to the program to travel outside of Canada.

TRAVEL EXPENSES

Mileage.

3. CBA will pay an allowance of 54 cents per kilometer for the first 5,000 kilometers, and 49 cents per kilometer after (per CRA rates) to Candidates who use their personal vehicle for business purposes. Please indicate the number of kilometers travelled on the expense claim form.
4. **Parking**
Please submit receipt with expense claim.
5. **Taxi**
Please submit receipt with expense claim.
6. **Hotels & Accommodation**

- a. Please submit the original receipt with expense claim.
- b. CBA will not reimburse claims for laundry expenses except in the event of an unforeseen extension to your stay.

Meals

- a. When accompanied by the original receipt, CBA will reimburse claims for:
 - Personal meals (excluding liquor).
 - Meals purchased with good judgment for others (names to be noted).
 - Maximum \$51 per day.

Note: original receipt means itemized meal bill (not just the Visa bill).
The original bill is required to claim GST.

We ask that claims be submitted within 10 days of the expenses incurred. Please submit original receipts for audit purposes and keep a photocopy for your records, if required.

Claims submitted more than one month after the date the expense was incurred will not be reimbursed.