

Eat Local Grey Bruce Co-operative

Member Information Package for Producers 2016

ABOUT EAT LOCAL GREY BRUCE - Your co-operative on-line retailer

Eat Local Grey Bruce was incorporated in January 2016 as Eat Local Grey Bruce Co-operative Inc. The Eat Local Grey Bruce online store and distribution centre will be open for business in June 2016

Vision:

We envision a local food distribution system, which efficiently connects food buyers with food suppliers in the area of Grey Bruce. We envision a local economy that provides meaningful employment, enhances the environment and biodiversity, supports healthy living throughout the entire food chain, and vitalizes a food culture.

Mission:

Consumers commit to supporting a local distribution system that provides access to food that is healthy for food buyers, supports a diverse environment, and provides fair wages to farmers and other food suppliers.

Producers commit to be considerate of consumer concerns when producing food, improving their environmental stewardship, in balance with production efficiency to provide food that is accessible to all.

As a community, we recognize that efficient distribution is required to maintain acceptable prices for producers and consumers. We commit to

- balancing the aspirations of consumers, producers, and co-op workers in a respectful manner and based on transparent communication,
- Promoting education on food-related issues in the understanding that all parties deserve mutual respect,
- developing mechanisms that improve access to healthy, nutritious food for those who face barriers, due to constraints in mobility, money, time, skills, or awareness.

Purpose:

Eat Local Grey Bruce Cooperative serves to increase the amount of locally grown food products purchased in the Grey Bruce region.

Values:

Eat Local Grey Bruce shares the cooperative principles and values held by all cooperatives throughout the world: self-help, self-responsibility, democracy, equality, equity and solidarity. Cooperative members also believe in the ethical values of honesty, openness, social responsibility and caring for others. Additionally, Eat Local Grey Bruce Cooperative shares values related to the environment, health, community and the local economy.

DECISION MAKING

Decisions regarding the operation of Eat Local Grey Bruce are influenced by members who are involved and interested in the co-op. We want to hear from you about how the co-op should be run. We will be holding an Annual General Meeting where major decisions and policies are decided upon— each shareholder receives one vote. Between these meetings the volunteer Board of Directors has the authority to make operating and policy decisions. If you are interested in a particular area or project, contact distribution@gbcae.com to find out how you can get involved. Members are welcome to attend Board of Directors' meetings, which happen each month.

Producer representation and committees

Eat Local Grey Bruce operates as a multi-stakeholder co-op, which means we have two classes of membership, consumer and producer memberships. Each member class has representation on the Board of Directors and is able to have a committee.

As a producer member you are entitled to be a part of the committee, or run in the elections to be a producer representative on the Board of Directors. To find out more, contact the Managing Director or the President of the Board.

We are happy that you have become a member owner of Eat Local Grey Bruce. May together, we build a resilient local food system one bite at a time.

ADDRESS AND HOURS

The warehouse location is 396 - 14th Street W, Owen Sound, On N4K 3X8. The hours will be posted on website and times for drop-off will be communicated directly with producers.

ABOUT YOUR MEMBERSHIP

Producer memberships cost \$200 per farm/business and is required by any producer who sells through the Eat Local Grey Bruce website and distribution. The membership is valid for one year from the time of sign-up.

All Producer Members receive the following benefits:

- Able to sell products through Eat Local Grey Bruce
- Producer write up on the website
- The opportunity to pitch information and story ideas for the newsletter
- 1 Vote at our Annual General Meeting and member meetings
- Open invitation to Board of Directors' meetings
- Opportunity to get involved on a project or committee
- Producer/ Community Sessions – You're invited to come and promote your business and products at events and to meet some of your customers.
- Third Party Delivery services

WORKING MEMBERSHIPS

At this time we do not offer working memberships but we will be looking into this option in the future.

Standard Vendor Protocols

Product Policy

Eat Local Grey Bruce has an established product policy, that outlines our standards that we uphold as a value to our members in an effort to support the growth and development of a sustainable local food system. Each producer member is required to read and understand the product policy, and to adhere to its guidelines. We expect producers to be honest with us about their production practices and content in their product.

Failure to disclose items or practices not in conformity with the product policy can result in the complete removal of the right to sell through the co-op.

Deliveries

Eat Local Grey Bruce Co-op will only accept deliveries **at designated delivery times**. If those times do not work, we can make other arrangements on a case by case basis, but must be confirmed by the manager. We need to stick to these times in order to coordinate our labor and time used well at the coop to make us cost effective. All deliveries must be made to the designated product arrival door.

Invoices Procedures

1. Invoices must be included with the order.
2. Please include the following on your invoice:
 - a. Business or Producer
 - b. Unit price of each item
 - c. Invoice Number
 - d. Date
 - e. Address
 - f. Who to address the check to

Payment

Payments for order will be issued after the order has been received and will be mailed in a timely manner. COD is only available on a case by case basis and must be agreed to with the manager.

Third Party Deliveries

Eat Local provides the services of making deliveries for our producers if we can in-conjunction with other delivery/pick-ups on our route. We would like to make it easier for our producers to access new markets.

If Eat Local Grey Bruce is shipping an order for a third party, we reserve the right to charge a

shipping and handling fee. To receive an up to date shipping fee rate chart, contact our manager at distribution@gbcae.com.

Packaging and Labeling

All products sold through the coop must be properly packed and labeled. This includes the following

- Each order must arrive at the coop in a box or container that can either be recycled or returned to the producer the following week. Orders cannot arrive, to then be repacked into an alternate container on site with the assistance of staff.
- If a bin/container needs to be returned to a producer at another time, it **MUST** be labelled with the producer name
- All products must be ready to sell, with packaging and labeling intact at the time of arrival
- Boxes over the weight of 50lbs cannot be accepted unless properly labelled with a weight warning sticker
- Boxes, bins or containers must have the following labelling on each:
 - o Producer Name
 - o Products contained in the box
 - o Quantity
 - o Packing or harvesting date

Meat

All meat sold through ELGB must come from a provincially inspected abattoir and have the Ontario stamp of inspection on the labels.

Note: At this time, ELGB is only able to carry poultry from producers with the right to produce poultry issued by the Chicken Farmers of Ontario. We also can only sell graded chicken eggs.

Produce

It is in the producers' best interest to sell high quality produce through the co-op. All produce should be generally clean and require minimal cleaning/washing/rinsing by the consumer. How produce is grown, packaged and purchasing quantities must be stated clearly in the product description on the co-op's website.

Eat Local Grey Bruce reserves the right to reject produce that has not been properly represented by the producer.

Value –Added

Labelling as required by the Grey Bruce Health Unit.

Produce Orders

Ready to Sell

Eat Local Grey Bruce requires that all produce is ready to sell. We do not have the resources to bunch or bag products. This means that produce should be reasonably clean, washed, packaged and ready to be packed into the delivery container.

Eat Local Grey Bruce Co-op reserves the right to refuse produce that has not been properly represented by the producer. The produce will be returned during the next scheduled delivery route to your area. If you have any questions in regards to standards please communicate with our manager distribution@gbcae.com.

Eat Local Grey Bruce Producer Agreement

Standard Requirements:

- Up-to-date producer membership
- Submitted inspection certificate (valid for value-added food producers)
- Signed Environmental Commitment
- Submitted digital business logo and picture (if available)
- Have read and fully understand and agree to our product policy (Appendix A)

Online Contact Agreement

I _____, authorize Eat Local Grey Bruce to list me as a producer member on printed material and through social media and online. This includes the following:

Name of Business:

Name of Owners or Operators:

Location:

Phone:

E-Mail:

Website:

Environmental Commitment

I _____, as a producer member of Eat Local Grey Bruce, am committed to using ecological business and production practices when possible, and will continue to integrate methods and practices into my business that will decrease the ecological footprint. I understand that as a member of the coop, I am as responsible as any other member to be conscious of my impact on the environment and to make changes to improve the sustainability for all.

Business Name _____

Printed Name _____

Signature _____

Date _____

Appendix A

Eat Local Grey Bruce Co-operative Inc.

Product Policies

Exceptions/changes can be made to this policy only with ELGB board approval.

All local producers must commit to the objectives of the coop as stated in the by-laws.

Preferential Levels

Products sold on the Eat Local Grey Bruce online store are given preference based on the following hierarchy:

Level 1: Ecologically-produced local food

Level 2: Locally-produced food

Level 3: Certified Organic Ontario-produced food

Level 4: Ecologically-produced Ontario food

Level 5: Ontario-produced food

Level 6: Imported - Certified organic food.

Definitions:

1. Locally-produced food: Whole food products (i.e. vegetables, meat, etc) grown within a **120km radius** from Owen Sound. OR value-added food products (i.e. jams, pickles, pies) that are made within 120-km radius of Owen Sound AND contains at least one main ingredient grown within a 120-km radius of Owen Sound.

2. Ontario-produced food: Whole food products grown within the province of Ontario OR value-added food products that are made in Ontario AND contain at least one main ingredient grown within Ontario unless the main ingredients are not commercially grown within Ontario. Preferential treatment for products that do not contain GMOs.

3. Certified organic food: Food products that have been certified by a regulatory body as meeting all the requirements of organic food production and that are labelled as such.

4. Ecologically-grown food:

a) Meat:

. Humanely-raised (i.e. access to pasture during the summer months and adequate space over the winter)

. Free of growth hormones and sub-therapeutic antibiotics

. Non-GMO feed

b) Produce:

. Free from Genetically Modified Organisms (GMOs)

. Free from chemical pesticides and fertilizers

Additional Product Policies:

1. Vegetables & Fruit:

a. Eat Local Grey Bruce Co-operative will sell **only locally-grown vegetables & fruit from June 1st to October 31st or as they are available.**

2. Meat Products:

a. Eat Local Grey Bruce Co-operative will sell only locally-grown meat products year-round.

3. Non-food Products:

a. Non-food products (i.e. wool, books, preserving equipment, ELGB promotional items) may be sold with board approval. Preference will be given to products of Ontario first, then to products of Canada, then to Internationally-made products.

4. Food additives:

a. Products containing food additives (such as artificial sweeteners, high glucose corn syrup or MSG) will not be sold at the co-op UNLESS those food additives are more or less essential to the preservation of that product (i.e. nitrites in deli meat) OR UNLESS otherwise deemed appropriate by the Board of Directors.

b. Flours that were desiccated with a glyphosate product shall not be allowed.

Food Labelling Policies

1. Informational sheets about ELGB producers and their products will be made available on the website as soon as possible (pending staffing) after a new product enters the online store.

2. Other labelling that provides an educational benefit to members and customers will be completed as time and staffing allows.

3. Must be labeled in accordance with Local Health Unit standards - i.e. ingredients and contact info.