

Eat Local Sudbury Co-operative Member Information Package for Farmers & Producers

The Eat Local Sudbury Co-operative Store is located at 176 Larch Street in downtown Sudbury. Our hours of operation are:

Monday	Closed
Tuesday	11:00am - 6:00pm
Wednesday	11:00am - 6:00pm
Thursday	11:00am - 8:00pm
Friday	11:00am - 6:00pm
Saturday	9:00am - 4:00pm
Sunday	10:00am - 4:00pm

ABOUT YOUR MEMBERSHIP

Farmer & Producer memberships cost \$50 per farm/business. The membership is valid until the next Annual General Meeting, which is typically held in April.

All Farmer/Producer Members receive the following benefits:

- *Able to sell products through Eat Local Sudbury*
Pending approval at the April 24th 2013 Annual General Meeting. Please note that the proposed motion is that all **local farmers/producers (within a 150 mile radius of the store) must purchase a membership. Farmers outside that distance are encouraged but not required to have a membership.*
- Featured write-up in the e-flyer
- Listing on our website as a member producer
- Opportunity to place flyers and pamphlets in the co-op store about their production system or related events
- 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
- A 4% discount on all products at the co-op (with the exception of produce and sale items)
- Meet Your Farmer Sessions – You're invited to come and promote your business and products in the store and to meet some of your customers.
- Third Party Delivery services and online wholesale distribution access

WORKING MEMBERSHIPS

We offer to farmers & producers the option of volunteering 30 hours towards receiving a membership. If a farmer has a membership and volunteers 30 hours, the hours will be applied to next year's membership. Volunteering can be working in the store, working on projects or on the producer committee or board.

You can apply your volunteer hours towards discounts on store products depending on the number of hours worked in the previous month:

- 1% discount per hour worked to a maximum (this is over and above your regular 4% discount as a member, to maximum of 15% cumulative)

- If you would like to help out and participate in a working membership, please contact info@eatlocalsudbury.com

Note: All volunteer hours must be recorded in the store

ABOUT EAT LOCAL SUDBURY- Your co-operative grocer

Eat Local Sudbury was incorporated in November 2007 as Eat Local Sudbury Co-operative Inc. The Eat Local Sudbury Co-operative store opened for business in Market Square on June 28th, 2008. Since then we have outgrown our Durham Street location and now run our year-round grocery store on Larch Street.

Vision:

Working with cooperative members to responsibly provide a dependable supply of locally grown and locally processed food to an increasing number of members and other local food eaters in Sudbury and the surrounding region.

Mission:

Eat Local Sudbury (ELS) will reach this shared vision by strengthening the cooperative membership both in terms of numbers and engagement as member-owners.

ELS will strive to provide consistent and convenient local food by sourcing new suppliers of local food products according to the following hierarchy: locally, regionally and across Ontario. ELS will provide a range of products so that members can utilize ELS as a 'one stop shop' for their grocery needs.

ELS will only sell food that falls within the product guidelines and will strive to make sure that all retail staff and volunteers can provide accurate and knowledgeable information on the source of the products. These product guidelines will ensure that ELS continues to sell food that is grown, raised or processed ecologically and ethically.

Eat Local Sudbury will succeed by being the most convenient and knowledgeable provider of a range of local foods in the Sudbury region to both member-owners and the general public as well as to institutions and to larger commercial buyers ie restaurants.

Purpose:

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

Values:

Eat Local Sudbury 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 Sudbury Cooperative shares values related to the environment, health, community and the local economy.

DECISION MAKING

Decisions regarding the operation of Eat Local Sudbury 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 info@eatlocalsudbury.com to find out how you can get involved.

Members are welcome to attend Board of Directors' meetings, which happen each month.

Farmer & Producer representation and committees

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

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

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

Standard Vendor Protocols

Product Policy

Eat Local Sudbury 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 Sudbury Co-op will accept deliveries Tuesday to Friday from 11am to 5pm. If those times do not work, we can make other arrangements on a case by case basis, but must be confirmed by a staff person. 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.

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. If you require COD, you must verbally confirm with staff 24 hours in advance.

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 Sudbury 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 one of the staff and they will make sure you get one.

Labeling

Meat

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

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

Value –Added

The province of Ontario is pushing for all value added products sold in Ontario to carry Nutritional labeling. We ask that producers have this labeling for their product. If you don't have that at this time, the Northern Agri-food Marketing Board offers the labeling service to its members. We don't expect that it will be possible for everyone to do this right away, but more importantly that you will work towards it over time.

Produce Orders

Minimum units

Due to our labor costs, and time required to receive and merchandise produce, we have established the need to establish a standard minimum order for produce. Therefore we can only receive orders of 10 units or more of any given item. This refers to items sold by specific units (i.e. bunches, quarts, bags etc)

Example:

Unacceptable - 5 bunches of radish and 2 quarts of snap peas

Acceptable - 10 bunches of radish and 10 quarts of snap peas

Ready to Sell

Eat Local Sudbury 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, and shelf ready.

Attach Product Policy

Eat Local Sudbury Producer Agreement

Standard Requirements:

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

I _____, as a producer member of Eat Local Sudbury, 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 _____