



2016 MEMBERSHIP APPLICATION PRODUCER CATEGORY

Valid until 2017-01-31

Applicant Contact Information

Proper Business name (English): _____

Proper Business name (French): _____

Mailing address: _____

City: _____ Province: _____ Postal code: _____

Main contact person: _____ Title: _____

Contact tel: (_____) _____ Ext. _____ Contact email: _____

Information available to the public on www.savourottawa.ca

Location address for public (if different from above): _____

Public tel: (_____) _____ Public email: _____

Website: _____

Eligibility

- Yes, my farm is located in Savour Ottawa's "buy local region".** Check the city, county or region in which your farm is located:
- | | | | |
|---------------------------------|---|---|---|
| <input type="checkbox"/> Ottawa | <input type="checkbox"/> Prescott Russell | <input type="checkbox"/> Stormont, Dundas & Glengarry | <input type="checkbox"/> Leeds & Grenville |
| <input type="checkbox"/> Lanark | <input type="checkbox"/> Renfrew | <input type="checkbox"/> Frontenac | <input type="checkbox"/> Outaouais & City of Gatineau |

* Local food means food produced or raised in the "buy local region".

Criteria & Notes

- Savour Ottawa member producers must be verified by the Farmers' Markets Ontario (FMO) MyPick™ Verified Local Farmer™ program.
 - This includes the following :
 - **Filling out a Savour Ottawa-MyPick™ Agriculture Production Plan** which can be found at www.mypick.ca. The Agricultural Production Plan * indicates crops grown, livestock raised, quantity, harvest times, etc. The Plan will be used by Inspectors during the farm/operation verification visit conducted by Farmers' Markets Ontario. A link to the Production Plan will be sent to you electronically. Assistance to fill out the form can be provided if required.
 - **Undergo a farm verification, conducted by Farmers' Markets Ontario**, using the Agricultural Production Plan *, as indicated above.
- The timing of the verifications depends on when the application is received and the type of agricultural product requiring verification. For example, vegetable production cannot be verified until there is product in the field.
- **For new members, no marketing materials will be distributed until the farm verification has successfully been completed.** Therefore, if your vegetables are verified in June or July, you will receive marketing materials in July or August, even if you have applied in February.
- If you decide not to purchase (at cost) farm trading cards, and your cards are required for inclusion in the farm restaurant booklets, you will be charged for the cost of producing the cards – approximately \$30. (*Cards will only be required if you are selling to a restaurant using the booklets*).

Savour Ottawa c/o Just Food, 2389 Pepin Court, Ottawa, Ontario K1B 4Z3

Tel: 613-699-6850 x13 Fax: 613-699-6851

savourottawa@justfood.ca

www.savourottawa.ca

Fees & Payment

My farm/ operation has:

- | | | |
|--------------------------|---|------------------|
| <input type="checkbox"/> | gross sales of less than \$50,000 annually | \$100 fee |
| <input type="checkbox"/> | gross sales of more than \$50,000 annually | \$200 fee |

All membership fees are non-refundable.

- Pay online through Pay Pal

OR

- Pay by cheque payable to "**Just Food**", and mail your completed application to:

Savour Ottawa
c/o Just Food
2389 Pepin Court
Ottawa K1B 4Z3

Applications are accepted until February, 2016. If you are applying as a new member after Feb 28th, 2016, call us at 613-699-6850 x13.

A late fee will apply for renewing members who are applying after Feb. 28, 2016.

*** The newly hired Savour Ottawa coordinator will contact you after March 15, 2016 to discuss your Agricultural Production Plan.**

Mail or fax your application to the contact information listed below.

Signature

By signing this application I am confirming the following:

Please check each box as you read, understand and agree to it.

- I understand that my membership in Savour Ottawa is dependent upon a successful inspection of my farm and will allow an inspector to come onto my farm.
- I verify that I grow, raise or produce the products identified on my 'Agricultural Production Plan' and will therefore be sold as 'Savour Ottawa verified' products.
- I verify that if I sell product that is not produced on my farm, that the product is clearly identified to all buyers as a product from another farm and / or distributor, and that I do not use Savour Ottawa marketing materials (stickers, etc) on these products.
 - **At farm gate:** I clearly identify the originating farm and location (ie. region) of the products that have not been grown, raised and produced on my land. Those products are physically separated, and clearly differentiated (through signage) from my on-farm products.
 - **When selling to restaurants, retailers or microprocessors:** I clearly identify the originating farm and location (ie. region) of the products that have not been grown, raised or produced on my land.
- I understand and, if required, will follow the Savour Ottawa complaint process when issuing a complaint or when receiving a complaint against myself or my operation. The complaint process is outlined below.
 - *All complaints against another Savour Ottawa member must be issued in writing by the individual making the complaint (email submissions are sufficient).*
 - *The letter will be reviewed and if it is deemed appropriate, a letter from Savour Ottawa will then be issued to the individual against whom the complaint is lodged. The letter will be a reminder of Savour Ottawa regulations and will ask for a written response within 4 days of having received it (an email response is satisfactory).*
 - *The Savour Ottawa Steering Committee will review the written response and make a decision as to next steps and appropriate actions. Appropriate actions may involve sharing some of the information with Farmers' Markets Ontario (FMO), FMO inspectors, Board of Directors (of partner organizations) and / or the Savour Ottawa Advisory Committee. All information will be kept confidential, where possible.*
 - *Savour Ottawa reserves the right to alter or change the complaint process. If this is done all Savour Ottawa members will be notified of the changes.*
- I understand that this membership is valid between January 1 and December 31 annually. Any application received after August 31st will automatically be used for the following year of membership. Membership eligibility, criteria, fees and benefits will be reviewed, and may be modified, annually. All reviews and modifications will be completed only with feedback and consultation with Savour Ottawa members.
- If my Savour Ottawa membership is revoked at any time, or I cease to become a Savour Ottawa member, I will return all of my Savour Ottawa marketing materials, including my: Savour Ottawa posters, trading cards, stickers and any other materials I have printed with the Savour Ottawa logo.
- I understand and support all of the terms of my Savour Ottawa 2016 membership.
- I understand that if I violate any terms of the Savour Ottawa membership, that my membership can be revoked, effective immediately.

Name

Signature

Date