



## **POTLUCK FOOD CO-OP PRODUCER POLICY**

A producer of the Co-op is someone who grows or processes<sup>1</sup> products for sale at the Co-op.

Producers can refer to the *Producer Information Page* as well as the *Purchasing Directive* for more information on how the Co-op will source the food that it sells.

### **Standards and Regulations**

High quality, healthy and safe food is a core value of the Co-op and the same is expected of our producer members.

All products must comply with federal, territorial and local health regulations, licensing, and labeling requirements. Producers are expected to inform themselves on issues governing the production, display, distribution, sampling and sale of their products. Anyone wishing to sell through Potluck Food Co-op should research the rules and regulations regarding products they are wishing to sell prior to filling out the *Producer Questionnaire*.

The Co-op will also comply with all federal, territorial and local regulations.

Producers must provide the Co-op with copies of all relevant documentation such as licences, certificates, and permits.

The Co-op has chosen the Canadian Horticultural Council's Good Agricultural Practices (CanadaGAP) program as a standard for its producers supplying fruits and vegetables. All producers for which the CanadaGAP process applies to are required to follow these guidelines and ultimately work towards certification.

All other products outside the CanadaGAP program such as meat, eggs, dairy, fish and processed foods will adhere to all applicable regulations as discussed above.

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<sup>1</sup> Value must be added to processed products by the producer, simply repackaging the ingredients is not adding value. No one can buy wholesale and retail through the Co-op.

## **Labelling and Certifications**

Knowing how and where our food is produced is another core value of the Co-op. Members want to make informed purchases and be able to “vote” with their food dollar. Therefore clear and accurate labelling of food is an important aspect of the Co-op's sourcing commitment on both a local and regional scale.

All producers are required to disclose growing practices by filling out the Producer Questionnaire for review by management. Producers must submit a written statement of any changes to the information provided in the *Producer Questionnaire* form if there growing practices change. Information about producer growing methods will be made readily available to members.

Food sold at the Co-op will be labelled according to the labelling procedure. This procedure will reflect the information members wish to know about their food and will be based on the information provided in the *Producer Questionnaire form*.

Producers who wish to use the term ‘organic’ must be currently certified organic and submit a copy of their certification. Producers who identify themselves as ‘sustainable’ can submit their practices to the Co-op. Producers who do not submit certification or sustainable growing practices to the Co-op will be considered ‘conventional’. The Co-op will purchase from producers in the order specified in the Purchasing Directive.

Any value added products must include a complete list of ingredients.

*The Co-op will consider false statements on the Producer Questionnaire about the origin or production standards of products listed to constitute fraud. To protect the integrity of our marketing system, the cooperative reserves the right to verify the claims of everything sold through our online ordering system.*

## **Retail and Pricing**

The Co-op wishes to make healthy local and sustainable food accessible to its members at a price that is fair to both the consumer and producer. As the Co-op opens and evolves, the model chosen to sell food and how pricing is determined will also evolve.

The Co-op's Retail and Pricing Procedure will outline the process of how food is delivered to the Co-op, sold to members and how the prices of the products are determined.

## **Complaints and Conflict Resolution**

The Co-op will strive to provide its members with high quality food and exemplary customer service. In the case that a member or producer has a complaint regarding the Co-op or products that Potluck sources, the Co-op's Complaints and Conflict Resolution Procedure will be followed.

## **Losses and Damages**

The Potluck Food Co-op is not responsible for any loss or damage incurred by members. In the event of a lawsuit, the Co-op's insurance will cover the Co-op. However, individuals are not covered under this policy. It is up to each producer to insure themselves to the level they feel appropriate.

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