



OTTAWA VALLEY
FOOD CO-OPERATIVE

PRODUCER APPLICATION

Thank you for your interest in becoming a producer member of the **Ottawa Valley Food Co-operative (OVFC)**. Our members value locally sourced and sustainably produced products that reflect a commitment to environmental stewardship.

Upon approval, this form will officially register you as a seller on the OVFC's online platform, allowing you to connect with consumers who prioritize high-quality, local goods.

Please review our **Mission & Vision Statement**, and if you align with our values, complete the following application and submit it via email to: manager@ottawavalleyfood.org.

1. PRODUCER INFORMATION

Business Name: _____ Email Address: _____

Primary Contact Name: _____ Phone Number: _____

Business Address: _____

Mailing Address (if different): _____

Website and Social Media (if applicable): _____

How long have you been in business and/or making these products? _____

2. PRIVACY INFORMATION

The privacy settings below determine which aspects of your membership information will be publicly visible on your producer page. Please indicate with an "X" any details you prefer to keep private.

Address: _____ Phone Number: _____ Social Media: _____
Email Address: _____ Website: _____

3. OUT-OF-PROVINCE FOOD PRODUCERS

Out-of-province food producers are required to obtain a license by the Canadian Food Inspection Agency (CFIA) to lawfully sell food products interprovincially.

Are you an out-of-province food producer? Yes ____ (answer this section) No ____ (skip to next section)
Do you have a license to sell your food products in Ontario? Yes ____ No ____



4. PRODUCT INFORMATION

1. Products

What type of products do you produce? (Check all that apply)

Apparel	_____	Household Supplies	_____
Baked Goods & Desserts	_____	Meats:	
Beeswax	_____	Beef	_____
Beverages	_____	Bison	_____
Candles	_____	Goat	_____
Condiments, Sauces, Spices	_____	Lamb	_____
Dairy & Eggs	_____	Poultry	_____
Fermented Foods	_____	Pork	_____
Fish & Seafood	_____	Turkey	_____
Fruits	_____	Music	_____
Garden Supplies	_____	Nuts & Seeds	_____
Gift Baskets/Boxes	_____	Paper Supplies & Notecards	_____
Grains, Flours, & Pastas	_____	Pet Supplies	_____
Health & Beauty	_____	Processed Foods (prepared meals)	_____
Herbs	_____	Spreads	_____
Honey & Maple Syrup	_____	Vegetables	_____
Other (please specify):	_____		

2. Product Attributes (Check all that apply)

Antibiotic Free	_____	Grass-Fed and Finished	_____
Artisanal Product	_____	Hormone Free	_____
Certified Organic	_____	Local	_____
Non-Certified Organic	_____	Nut-Free	_____
Dairy Free	_____	Pastured	_____
Free Range	_____	Pesticide/Fertilizer Free	_____
Gluten Free	_____	Soy Free	_____
Gluten Friendly	_____	Vegan	_____
GMO Free	_____	Vegetarian	_____
Grain-Fed	_____	Wild Harvested	_____
Other (please specify):	_____		

3. Product Packaging

Please provide details on how your products are packaged (such as packaging materials, container types, sizes, etc.).



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4. Product Availability

When would you be ready to begin selling your products through the Ottawa Valley Food Co-operative? _____

What is your estimated monthly supply capacity for the Ottawa Valley Food Co-operative? _____

Please list any other locations where your products are currently sold:

5. FARM PRODUCTION

Are you a farmer? Yes ____ (answer all questions in this section) No ____ (skip to next section)

Total acres in production _____

Is your farm registered? Yes ____ No ____

If no, do you have an approved exemption? Yes ____ No ____

Do you intend to sell chicken eggs? Yes ____ No ____

If yes, where are they graded? Please include the business name, address, and telephone number.

Do you intend to sell poultry other than whole chicken (legs, wings, etc)? Yes ____ No ____

If yes, do you have a license from the Artisanal Chicken Program? Yes ____ No ____

Please provide a detailed description of your farming practices (such as crop rotation, alternate crops, pest management, feeding and grazing practices, water management, source of fertility, etc.).

Please list any certifications (organic or certified grass-fed for example):



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Animal Products: Please specify your herd size and whether birthing occurs on your farm or if young animals are purchased for finishing.

6. FOOD PRODUCERS

Are you a food producer? Yes ____ (answer all questions in this section) No ____ (skip to next section)

Have you passed a Food Safety Course (from your local public health unit)? Yes ____ No ____

Is your business inspected by your local public health unit? Yes ____ No ____

Do you process or prepare food in any way? Yes ____ No ____
If yes, do you use an inspected kitchen? Yes ____ No ____

Please list your local public health unit: _____

Do you agree to provide a copy of your most recent health unit inspection upon request? Yes ____ No ____

7. COMMODITY FOOD PRODUCERS

Are you a commodity food producer (dairy, fish, or meat)?
Yes ____ (answer all questions in this section) No ____ (skip to next section)

Do you use a licensed facility to produce your commodity food products? Yes ____ No ____

Please list the facilities you use to produce your commodity food products (business names, addresses, telephone numbers):

8. REFERENCES

Please provide one or two references who can speak to the quality of your products and/or the strengths of your business.



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9. PAYMENT

The Ottawa Valley Food Co-operative retains a 12% commission on the revenue from customer orders. This commission helps support essential operations, such as rent, insurance, and other overhead costs.

How would you like to be paid? Cheque ____ E-transfer ____

If cheque, please specify the name to which the cheque should be made payable: _____

If e-transfer, please list the email address that accepts e-transfers: _____

10. TERMS & AGREEMENT

Please initial each statement to acknowledge that you have read, understand, and agree to its terms.

I have read and agree with the OVFC's Mission & Vision statement. ____

I have reviewed the Producer Policy Manual and agree to comply with its guidelines. ____

I affirm that all information provided in this application is accurate, complete, and truthful. I have given an honest representation of my operation, practices, and the origin of my products. ____

I affirm that I am fully complying with all applicable laws and regulations in relation to my products/business. ____

If I have indicated that my operation is certified in any way (such as organic, certified grass-fed etc.), I affirm I am in compliance with the regulatory bodies definition of "certified" and will provide a copy of my certification upon request. ____

I confirm that I maintain appropriate liability insurance, including both general and product-related coverage. ____

I understand that the OVFC's website is the property of the Ottawa Valley Food Co-operative, and the OVFC reserves the right to modify website content, including the information I have provided, without my prior consent. ____

I understand that if any questions arise about my operation, I may be subject to an inspection by the Ottawa Valley Food Co-operative and/or your local public health unit. ____

I agree ____

Signature: _____

Name: _____

Date: _____