



MEMBERSHIP INFORMATION – FOOD SERVICE CATEGORY (Restaurants, caterers, hotels, conference centres)

Savour Ottawa

Savour Ottawa develops and promotes Ottawa and area as a premier year-round culinary destination, with robust offerings of local foods and experiences for both locals and visitors to the area

Savour Ottawa is a joint initiative of Ottawa Tourism, Just Food and the City of Ottawa.

Visit www.SavourOttawa.ca for additional information.

Benefits of Membership

Savour Ottawa highlights and provides official recognition of your food establishments' commitment to use local food and support local farmers.

Promotion

- Individually profiled on www.savourottawa.ca
- Profiled at events, in media opportunities, the Dining Guide, Savour Ottawa advertisements, and much more! *Savour Ottawa, and its members, have received significant media coverage over the last year, and it is continuously increasing*
- Receive a window decal and tabletop easel (8.5" x 6.5") indicating your membership, and opportunity to purchase other promotional materials for your business
- Use of the Savour Ottawa logo and other promotional materials to promote your local business
- Opportunity to participate in seasonal media promotions (ie. maple syrup, berries, BBQ, harvest & winter delights)
- Part of a provincial initiative, Savour Ontario and the Ontario Culinary Tourism Alliance.

Business Development

- Exclusive access to the online inventory – a tool to facilitate the buying & selling of local food
- Opportunity and assistance to connect directly with local farmers
- Invited to participate in business opportunities, promotions, events and meetings

Verification

- Verified as meeting the minimum membership criteria, and therefore supporting local farmers.

Savour Ottawa's 'buy local' definition

Savour Ottawa's 'buy local region' includes the City of Ottawa, its neighbouring counties and the Outaouais. This includes the counties of Prescott Russell; Stormont, Dundas & Glengarry; Leeds & Grenville; Lanark; Renfrew; and Frontenac; and the Outaouais. This definition is based on the Canadian Food Inspection Agency's geographic definition of local. Food service members of Savour Ottawa must operate within this 'buy local region'.

About Savour Ottawa food service memberships

- The membership criteria for Savour Ottawa Food Service Members were developed in consultation with local chefs and with feedback from the Savour Ottawa Membership Working Group (2007). Membership criteria will be reviewed, and may be modified, annually.
- The 2010 membership criteria reflect both our short growing season and the reality of our currently limited supply of local food. However, as it is expected that the supply of local food will increase, membership criteria will be reviewed annually.
- Applicants will be asked to submit background documentation to validate their membership. See the membership application form for details.

Savour Ottawa c/o Just Food, 501-280 Metcalfe Street, Ottawa, Ontario K2P 1R7
Tel: 613-236-9300, ext. 305 Fax: 613-236-7060 heather@justfood.ca www.savourottawa.ca



MEMBERSHIP APPLICATION – FOOD SERVICE CATEGORY
(Restaurants, caterers, hotels, conference centres)

valid until 2010-12-31

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

Please describe your business:

Restaurant Hotel or other accommodation Caterer Conference centre

Other _____

(Businesses falling into this category will be individually evaluated as to their suitability.)

Yes, my business is located in Savour Ottawa's "buy local region". Check the city, county or region in which your business 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

Criteria / membership level

MEMBER – Food service members in this category **must meet one of the criteria** below, and are asked to **submit a list of their local food* providers accompanying this application.**

Minimum 15% of food purchases from Jan – Dec are local food* (recommended for those with gross food costs < \$166,700)

Minimum of \$25,000 spent on local food* from Jan – Dec (recommended for those with gross food costs > \$166,700)

If applicants do not meet either of the criteria above, the application will be considered by Savour Ottawa if currently buying from a **minimum of five (5) local food* producers.**

DISTINGUISHED MEMBER – Food service members in this category **must meet one of the criteria** below, and are asked to **submit a list of their local food* providers accompanying this application.**

Minimum 25% of food purchases from Jan - Dec are local food* (recommended for those with gross food costs < \$200,000)

Minimum of \$50,000 is spent on local food* from Jan - Dec (recommended for those with gross food costs > \$200,000)

If applicants do not meet either of the criteria above, the application will be considered by Savour Ottawa if currently buying from a **minimum of ten (10) local food* producers.**

**Savour Ottawa local food is defined as food being grown, raised and harvested from within the City of Ottawa; the counties of Prescott Russell, Stormont, Dundas & Glengarry, Leeds & Grenville, Lanark, Renfrew, and Frontenac; or the Outaouais.*

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Fees, payment & signature

The following Savour Ottawa food service member fee options are available to businesses that have met the preceding eligibility and criteria. **Remember to attach a list of your current local food* providers to this application.**

My food service business is: (check one only)

- Small to medium food business **\$150 fee**
- Large food business (gross retail sales over \$1million) **\$250 fee**

- Pay by cheque payable to "Just Food"**, write 'JF – Savour Ottawa' in the Memo, and mail your completed application form to the Savour Ottawa address below, OR
- Pay by credit card, and fax your completed application form to 613-236-7060. Please note that the fees will be processed by the 'Social Planning Council of Ottawa' and will appear on your statement as such.

Credit Card Type (Please circle one)

Visa Mastercard

Card Number: _____ Expiry Date: _____

Cardholder Name: _____ Cardholder Signature: _____

- **This Savour Ottawa membership is valid between January 1, 2010 and December 31, 2010. Membership eligibility, criteria, fees and benefits will be reviewed, and may be modified, annually.**
- **Applications will be validated during 2010, and food service applicants may be contacted to submit:**
 - an updated list of their local food* producers.
 - receipts from these local food* producers to validate the selected membership level.
 - information confirming the gross retail sales of the business as noted above.
 - to an on-site visit of the premises at the request of Savour Ottawa.
- **By signing this application, I am confirming the following:**
 - I understand that my membership in Savour Ottawa is dependent upon a successful verification of my businesses use of local food products.

- 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, 2010 and December 31, 2010. 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.

- I understand and support all of the terms of my Savour Ottawa 2010 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