



# Local food listing application

**Agricultural Services**  
 101-1101 5 St., Nisku, AB T9E 2X3  
 p: 780-955-4593 f: 780-979-0032  
 ag@leduc-county.com

Date \_\_\_\_\_

## Applicant information

Applicant name				Phone	
Applicant address				Fax	
Town/city		Postal code		Email	

## Business information

Business name				Phone	
Business address				Fax	
Town/city		Postal code		Email	

## Business legal land description

¼		Section		Township		Range		West of		Roll #	
Lot		Block		Plan				Subdivision/hamlet			

## Producer/business profile

Provide a brief description of your business.

Website URL	
Social media accounts: Please provide web address(es)/account names for each account	
<input type="checkbox"/> Facebook	
<input type="checkbox"/> Twitter	
<input type="checkbox"/> Instagram	
<input type="checkbox"/> other	

Please proceed to Section 1 or 2 to fill out your business details. All applicants **must** complete Section 3 of this form.

**Section 1:**  
**For producers**

*(This section is for local food producers, those that sell other direct-market agriculture products, or host agritourism events).*

If you are a producer and/or host agritourism events, please check each category in the table below that relates to your business. Also, please list the items/products available for each category. This can include fresh, frozen and packaged products.

Category	Please list the type of items for each checked category
<input type="checkbox"/> fruit/vegetables	
<input type="checkbox"/> meat/poultry products	
<input type="checkbox"/> specialty food (honey, mushrooms, herbs)	
<input type="checkbox"/> greenhouse (vegetables, annuals, perennials)	
<input type="checkbox"/> landscape/nursery (deciduous/coniferous)	
<input type="checkbox"/> on-farm craft beverages	
<input type="checkbox"/> preserves/ready-made products	
<input type="checkbox"/> other	

Where are your products available?	Please indicate specific locations (if applicable)
<input type="checkbox"/> farmers' markets	
<input type="checkbox"/> u-pick sales	
<input type="checkbox"/> community shared agriculture (CSA) box program	
<input type="checkbox"/> online sales (indicate which products)	
<input type="checkbox"/> on-farm retail (indicate which products)	
<input type="checkbox"/> other retail (list locations)	
<input type="checkbox"/> food service/grocery/specialty retail	
<input type="checkbox"/> other	

**When are your products available?** List product and seasonal availability (e.g, specific months, year-round)


**Agritourism**

Do you host agritourism activities? This can be on a regular basis or seasonally.

- Yes       No

If yes, what type of events do you host? What season do you host these events (specific months, year-round)?

<input type="checkbox"/> farm-to-table dinners	
<input type="checkbox"/> public tours	
<input type="checkbox"/> school tours	
<input type="checkbox"/> other	

**Certification for all producer activities**

Do you have any of the below certificates, permits, or approvals? Check all that apply.

- Inspected Meat – by a provincial or federal facility
- On-Farm Slaughter Operation License (OFSO) for the sale of an animal (uninspected meat for a single household)
- Organic Certification, listed for Alberta under the Canadian Organic Regime
- CanadaGap Certification – see certification bodies
- Alberta Health Services Food Handling Permit
- Canada Food Inspection Agency (CFIA) Licence
- Other, please list: \_\_\_\_\_

*It is up to individual businesses to ensure they have the appropriate licenses, permits or certificates needed.*

## Section 2:

### Sourcing local food ingredients – for non-farm businesses

(If this section does not apply to you, please proceed to Section 3)

This section is for non-farm businesses that source local ingredients from producers to create value-added food and beverage products. (Note: This section can also apply to farms that source from other local farmers to create value-added food or beverages.)

#### Definitions:

**Main ingredients:** the key ingredient(s) needed to make your final product. For example, berries purchased to produce jams and jellies; hops to produce beer; grain to produce spirits, etc.

**Local sourcing:** businesses that purchase their main ingredients from local producers. This includes ingredients grown or produced in the Leduc region, or from Alberta.

1. Please describe your business and types of products you produce. (If you are operating a business which sources local product).

2. There are six categories noted below. Please select your business category, list the products/ingredients you source and the value-added products you produce from locally sourced ingredients.

Business Type	What local products/ingredients do you source?	What value-added products do you produce from these ingredients?	How many of your products have their main ingredients locally sourced? (e.g., 10 menu items, 30 different alcoholic beverages, etc.)
<input type="checkbox"/> Catering business			
<input type="checkbox"/> Manufacturer of craft beverages (e.g., brewery, distillery, winery, meadery...)			
<input type="checkbox"/> Foodservice (e.g., coffee shop, bakery...)			
<input type="checkbox"/> Restaurant owner			
<input type="checkbox"/> Retail			

<input type="checkbox"/> Other			
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**Source of main ingredients**

In order to promote businesses that support local producers, please provide us with the following information to help quantify the amount or volume of locally sourced product. Please identify the main ingredients you source locally by **category**, by **volume** and by **quantity**, as noted below.

1. **Category:** Which main ingredients do you source to produce your value-added products? Please check all that apply.

<input type="checkbox"/> Fruit	<input type="checkbox"/> Meat (beef, pork, bison, etc.)	<input type="checkbox"/> Grains/ pulses
<input type="checkbox"/> Vegetables	<input type="checkbox"/> Poultry	<input type="checkbox"/> Hops
<input type="checkbox"/> Honey	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

Comments

2. **Volume:** Using this list of main ingredients, select the top three ingredients/categories that you source locally. Within each of the three categories, please provide a breakdown of the percentage that comes from within Leduc County, or from other sources.

*Examples:*

- Vegetables for menu items: 10% volume purchased from farmers within Leduc County, 10% from Alberta, and 80% from other sources.
- Grain used to make distilled products: 50% comes from Leduc County, 50% from Alberta, and 0% from other sources.

**Main ingredients purchased - breakdown by volume**

Ingredient A: _____		Ingredient B: _____		Ingredient C: _____	
By % Volume	Source	By % Volume	Source	By % Volume	Source
%	From Leduc County	%	From Leduc County	%	From Leduc County
%	From Alberta	%	From Alberta	%	From Alberta
%	Other/unknown	%	Other/unknown	%	Other/unknown
100%		100%		100%	

3. **Quantity:** Please indicate the total number of value-added product types that you produce (SKUs or types of products). Of this total, please indicate the number of products that use main ingredients that are “locally sourced.”

Total number of value-added products (SKUs or types) that you produce?	# _____
How many of these value-added products use main ingredients that are locally sourced?	
Number of ingredients using within Leduc County	# _____
Number of ingredients using within Alberta (outside of County)	# _____
Number of ingredients using from other/or unknown locations	# _____

4. Do you have any other comments?

**Agritourism**

Do you host agritourism activities? This can be on a regular basis or seasonally.

- Yes       No

If yes, what type of events do you host? What season do you host these events (specific months, year-round)?

<input type="checkbox"/> farm-to-table dinners	
<input type="checkbox"/> public tours	
<input type="checkbox"/> school tours	
<input type="checkbox"/> other	

**Certification for all food and beverage manufacturing activities**

Do you have any of the below certificates or permits? Check all that apply.

- CanadaGap Certification
- Alberta Health Services Food Handling Permit
- Canada Food Inspection Agency (CFIA) Licence
- AGLC Licences
- Other, please list: \_\_\_\_\_

*It is up to individual businesses to ensure they have the appropriate licenses, permits or certificates needed.*

**Please proceed to Section 3 to complete your application.**

## Section 3:

### Agreement and images

(All applicants must complete this section).

#### Visual assets

If available, provide your logo and a photo of your business via email to [ag@leduc-county.com](mailto:ag@leduc-county.com).

#### Applicant agreement

I, (first and last name) \_\_\_\_\_, agree that:

- I am the owner of the business listed on this application form.
- I live in Leduc County or one of the municipalities within its boundaries (such as the City of Leduc)
- I meet one (or more) of the following criteria:
  - I am a producer of food, horticulture, other agriculture products, or raise animals/products, which are sold into local market channels (listed on above).
  - I host agritourism activities on this farm.
  - I source local products from Alberta as main ingredients to produce my value-added products.
- All of the information provided on this application form is true.
- Leduc County may use the information listed on this form to be shared on the Discover Leduc Region interactive map.
- I may be contacted by Leduc County staff to discuss information listed on the form.
- I will provide Leduc County with annual updates to ensure all information about my business is correct and up to date.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

*Your personal information is collected by Leduc County under the authority of section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act. It will be used for the purposes for which it is collected. Questions concerning the collection and use of this information can be directed to Leduc County's FOIP coordinator at [FOIP@leduc-county.com](mailto:FOIP@leduc-county.com).*