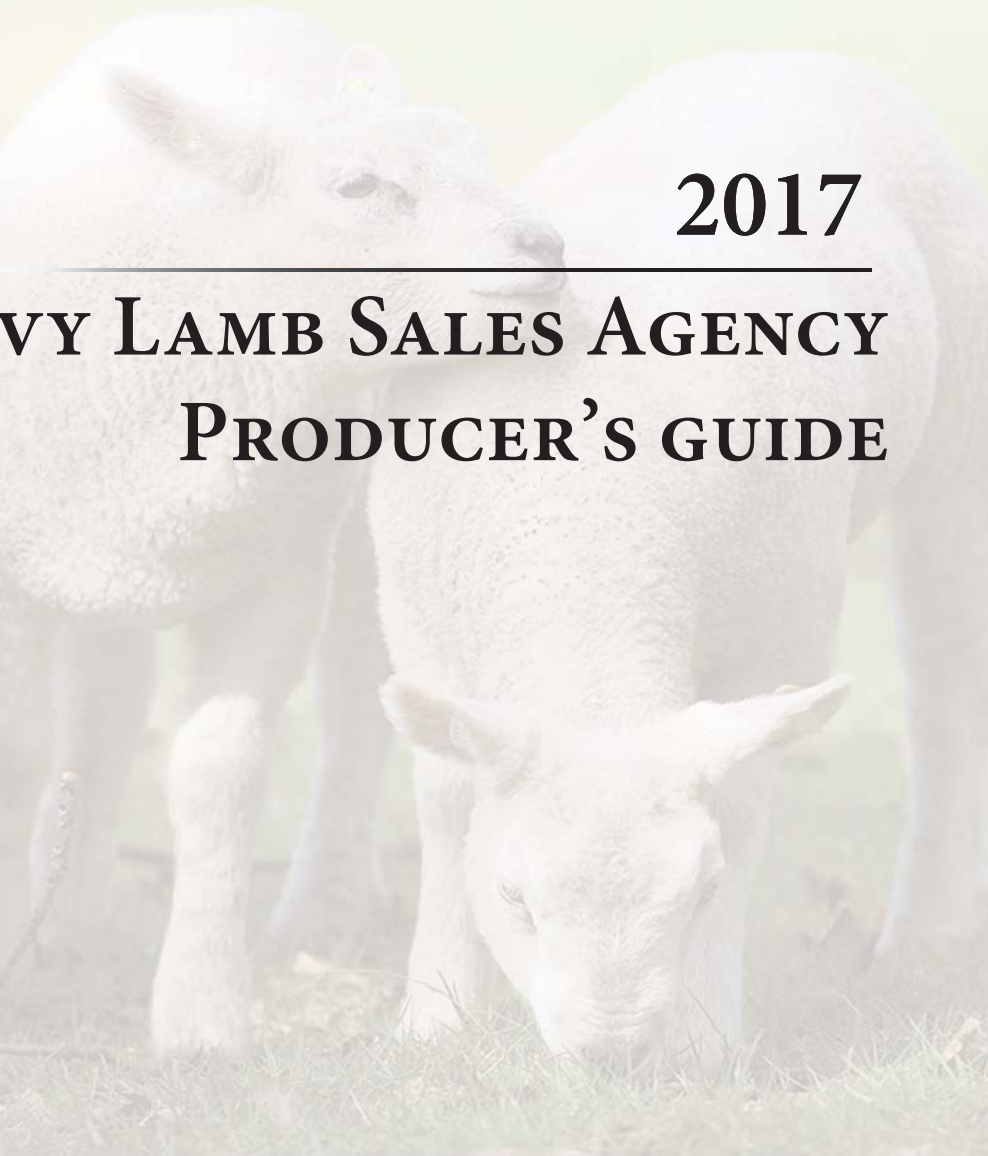




AGENCE DE VENTE DES
**AGNEAUX
LOURDS**

2017

**HEAVY LAMB SALES AGENCY
PRODUCER'S GUIDE**





Les Éleveurs d'ovins du Québec (LEOQ)

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LEOQ® **Heavy Lamb** Sales Agency



TABLE OF CONTENTS

SECTION I.	<i>Purpose of the Guide</i>	4
SECTION II.	<i>Mission of the Heavy Lamb Sales Agency</i>	4
SECTION III.	<i>Legal Aspects</i>	5
	<i>General Aspects</i>	6
SECTION IV.	<i>Products Covered by the Sales Agency</i>	6
	<i>Producer Registration</i>	7
	<i>Method of Communication</i>	7
	<i>Marketing Methods</i>	8
	<i>Annual Contract</i>	8
	<i>Marketing Heavy Lamb Schedule</i>	9
SECTION V.	<i>Weekly Sales</i>	9
	<i>Marketing Methods Workflow Diagram</i>	10
	<i>Direct Sales to Consumers</i>	11
	<i>One-time Sale</i>	11
SECTION VI.	<i>Lamb Transportation and Delivery</i>	11
	<i>Lamb Classification</i>	12
SECTION VII.	<i>Classification Grid</i>	13
SECTION VIII.	<i>Pricing and Payment of Heavy Lambs</i>	14
SECTION IX.	<i>Surplus Management</i>	16
SECTION X.	<i>Marketing Projections</i>	16
SECTION XI.	<i>Declaration of Breeding Stock</i>	17
SECTION XII.	<i>Complaint</i>	17
SECTION XIII.	<i>Summary</i>	18



SECTION I

Purpose of the Guide

THIS guide is a tool aimed at helping heavy lamb producers to better understand the marketing procedures in place. It explains the duties and obligations of a producer in relation to the Sales Agency for marketing their heavy lambs.

Please note: The information in this guide is aimed at facilitating a better understanding of how the Agency functions and does not, in any circumstance, replace legal documentation.

Heavy lamb producers can consult the Joint Plan and the different regulations on the website:

www.agneauduquebec.com



SECTION II

Mission of the Heavy Lamb Sales Agency

COLLECTIVE marketing is an economic and social tool that introduces the notions of fairness and balance into the process of commercial exchange. In Quebec, the market is regulated by a law that facilitates commercial relations between producers and buyers to be built in a harmonious and efficient manner. Since 2007, Les Éleveurs d'ovins du Québec (LEOO) has administered the Heavy Lamb Sales Agency, a single-desk marketing channel for heavy lamb products throughout the entire province.

The Agency's objectives are to organize and improve the marketing conditions for producers by focusing on common values such as:

- ➔ the development of and accessibility to the market for all producers;
- ➔ equity amongst producers;
- ➔ transparency;
- ➔ guaranteed payment to producers.

The Heavy Lamb Sales Agency allows a producer to pool his/her resources and production volume in order to obtain stable revenues from the market. For the buyer, collective marketing also plays an important role because it allows for an optimal quality-price ratio, supply stability through access to a secure volume of lambs, quality control for the product thanks to classification, and a rationalization of marketing costs.

The Sales Agency offers several possible sales methods in order to adequately meet both producer and buyer needs. In addition, it supervises and promotes local initiatives and short distribution channels thanks to the possibility of direct sales to consumers. When facing sporadic market demand, the Heavy Lamb Sales Agency organizes sales in a timely manner through a specialized auction system. Finally, it recognizes the different types of specifications that have been developed and certified. Recognized types of heavy lamb are put in market independently from conventional heavy lambs.





SECTION III

Legal Aspects

THE development and application of the Sales Agency is based on several legal tools, in particular the *Loi sur la mise en marché des produits agricoles, alimentaires et de la pêche* (Act respecting the marketing of agricultural, food and fish products) from which emanates the Quebec sheep producers' joint plan, the *Règlement sur la vente en commun des agneaux lourds* (Regulation on the collective sale of heavy lamb), the Heavy Lamb Marketing Agreement, the *Règlement sur les contributions des producteurs d'ovins* (Regulation on sheep producer check-offs) and the *Règlement sur la garantie de responsabilité financière* (Regulation on guarantee of financial responsibility).

The Agreement with the buyers of heavy lambs determines the marketing regulations and methods between LEOQ and the buyers as a group. The *Regulation on the collective sale of heavy lamb* sets the marketing regulations for producers.

By virtue of the regulations adopted and agreements approved by the *Régie des marchés agricoles et alimentaires au Québec* (RMAAQ), heavy lambs are marketed under the management and surveillance of the *Éleveurs d'ovins du Québec*.

- ➔ **A producer must market his/her heavy lambs according to the regulations and the heavy lamb marketing agreement in effect.** ⬅
- ➔ **A producer can sell his/her heavy lambs directly to consumers.** ⬅

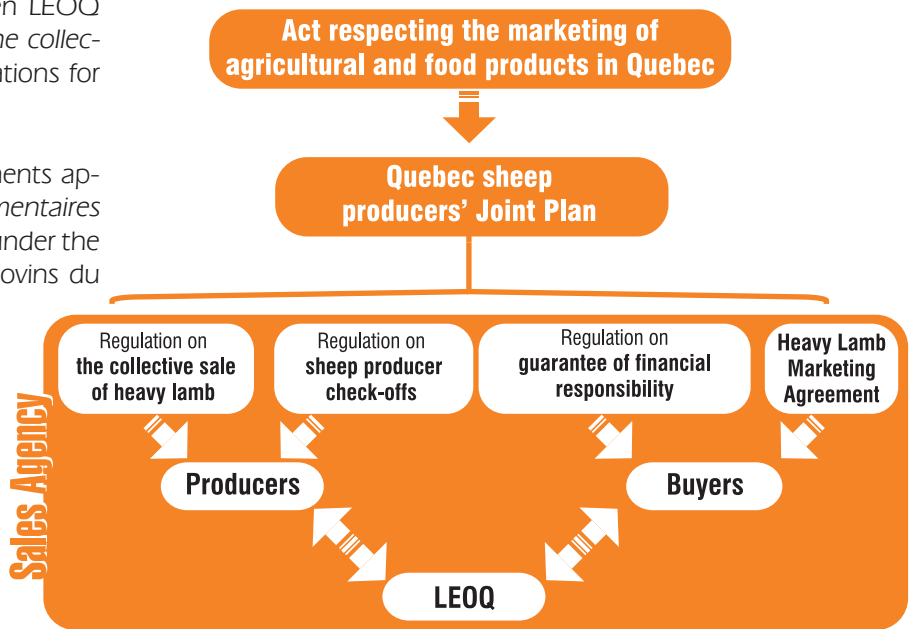


Diagram 1: Regulatory Aspects

LEOQ markets heavy lambs on behalf of the producer. LEOQ does not, under any circumstance, buy heavy lambs from producers to resell them to a buyer.



SECTION IV

General Aspects

THE Heavy Lamb Sales Agency is a centralized tool that facilitates the marketing of heavy lambs in Quebec. The Regulation on the collective sale of heavy lamb allows LEOQ to be the exclusive sales and marketing agent for heavy lamb producers across all of Quebec. **All heavy lamb producers in Quebec are covered by the Sales Agency.**



Covered Products

The Sales Agency covers **all heavy lambs produced in Quebec as described in Table 1.**

Table 1. Products Covered by the Sales Agency

<i>Product</i>	<i>Covered by the Agency</i>	<i>Characteristics</i>
<i>heavy lamb</i>	<i>yes</i>	<i>less than one year old intended for slaughter having less than two permanent incisors live weight of at least 36.3 kg (80 lbs) or hot carcass weight of at least 16.4 kg (36 lbs).</i>
<i>Specific type of heavy lamb</i>	<i>yes</i>	<i>heavy lamb born and raised in Quebec conforming to type specifications</i>
<i>light lamb</i>	<i>no</i>	<i>whose live weight is between 50 lbs and 79 lbs</i>
<i>milk lamb</i>	<i>no</i>	<i>whose live weight is less than 50 lbs</i>

To meet market needs, heavy lambs are divided into two categories according to their hot carcass weight:

- ➔ **Category 1 :** 16.4 kg to 19.9 kg;
- ➔ **Category 2 :** 20 kg or more

A hot carcass is a non-cooled, slaughtered, heavy lamb carcass without the following elements: skin, head, fore and hind legs, respiratory, digestive, reproductive and urinary systems, thoracic and abdominal organs and all parts which must be removed for pathological reasons.



SECTION IV

General Aspects

Producer Registration

LEOO keeps an up-to-date register of producers. Producers must complete **Form P1** "Producer Information Form" to indicate, confirm or modify information about the producer and return the form to LEEO. Information contained in the form is:

- ➔ **First and Last Name**
- ➔ **Company name**
- ➔ **Address**
- ➔ **Number of ewes in inventory**
- ➔ **Date of inventory count**
- ➔ **Signature and date**
- ➔ **Direct deposit and bank details**
- ➔ **ATO PRO number**
- ➔ **ATO site number**

The producer must notify LEEO as soon as possible of any changes regarding his/her situation in order to maintain the file up-to-date.

Methods of Communication

1. **Internet:** The Sales Agency's exclusive website is available to producers. A username and password allows producers to allow the on-line seizure. LEEO recommends this method in order to ensure the rapid processing of data.

www.agenceagneaux.qc.ca

2. **Email:** Producers can send forms in via email to the following email address:

agenceagneaux@upa.qc.ca

3. **Fax machine:** Producers can fax forms into the following number: **450 463-5294**

4. **Mail:** This option is not recommended due to the very short amount of time available to process certain information and return the information back to producers. For example, every week, producers must send their weekly supply forms to the Agency which must then confirm deliveries for future dates. **Therefore, it is recommended for producers to have access to at least one of the following three methods of communication: Internet, email, or fax.** Nonetheless, producers can mail certain information transfers such as the annual sales offer and projections at:

Les Éleveurs d'ovins du Québec (LEOO)
555 boulevard Roland-Therrien, Office 545
Longueuil (Québec) J4H 4E7

5. **Telephone:** For more information about the heavy lamb marketing or to provide corrections to their file, producers can contact the Agency's staff by calling **450 679-0540 ext. 8804**. **The Agency does not accept offers to sell from producers by telephone.**





SECTION V

Marketing Methods

There are different methods by which producers can market their heavy lambs. They can sell:

- ➔ **Through the Sales Agency by:**
 - ➔ agreeing to market their heavy lambs throughout the year via an annual contract;
 - ➔ offer heavy lambs for sale on a weekly basis;
 - ➔ offer heavy lambs for a one-time sale organized by LEOQ; or
- ➔ **Directly to the consumer**

These marketing methods are complementary and allow producers to choose amongst several at the same time. Each of these marketing methods is explained in the following sections.

Annual Contract

THE annual contract is a commitment that the producer signs with the Sales Agency for a period of one calendar year. Under this type of contract, the producer makes a commitment to a number of heavy lambs and the delivery periods according to the conditions established in the annual contract. The annual contract is available to all producers.

The contract can be taken individually or as part of a group of producers (joint annual contract:). The offer is defined by weighty category, period of delivery and volume. The contract volume must be for a minimum of five (5) heavy lambs by delivery period of from 1 to 3 weeks. Producers can divide up the total volume to which they committed within a chosen delivery period. If, for example, a producer commits to delivering six (6) lambs over a period of two weeks, he/she can deliver one portion of the lambs in the first week and the rest in the second week.

The heavy lambs declared as part of the annual contract are given marketing priority as part of the weekly allocation offered by the Sales Agency. Depending on the specific needs of the market, the Sales Agency has, however, the latitude to target the week in which the producer will deliver his/her contract volume within the delivery period chosen by the producer.

Why choose an annual contract?

- ➔ The annual contract guarantees the sale of marketed heavy lambs throughout the chosen delivery periods for the whole year;
- ➔ Producers receive a bonus on the price to be paid for heavy lambs sold by annual contract;
- ➔ Heavy lambs supplied as part of the annual contract are exempt from any surplus management mechanisms;
- ➔ A dividend is paid biannually for heavy lambs sold as part of the annual contract.

Why choose a joint annual contract:

- ➔ To access to an annual contract for a producer with a small volume of heavy lambs;
- ➔ For the possibility for the producer to individually deliver an amount that differs from one delivery period to another (depending on available volume for each producer) provided that the joint volume is respected within the contract.

Allocation of annual contract

- A. The Agency receives purchase requisitions from buyers each October for the following year. The Agency notifies producers about buyer requests;





SECTION V

Marketing Methods

- B. Producers complete **Form P2** “Sales Offer, Annual Contract”, and return it to the Agency in October of the year preceding the contract. The Agency proceeds to allocate and confirm the volume established for the annual contract of each producer;
- C. If supply is greater than demand, the Agency will proceed with proportional adjustments to each producer’s offer according to the regulations established by the Regulation on the collective sale of heavy lamb.

Producers must respect the volume of lambs according to the conditions of his/her annual contract. Producers who do not respect their annual contract in more than two non-consecutive delivery periods every six months will lose their contract along with the biannual bonus.

Marketing Heavy Lamb Schedule

The Sales Agency’s schedule starts every Sunday. Thus, one delivery week is identified by the date of the Sunday at the start of the week or by the number that is designated for that week. The schedule is then sub-divided into delivery periods of 1 to 3 weeks. Therefore, there could be 52, 26 or 17 delivery periods within a year.

Table 2. Example of a schedule: June 2014

P2*	P3*	Week #	S	M	T	W	T	F	S
16	11	23	01	02	03	04	05	06	07
16	11	24	08	09	10	11	12	13	14
17	11	25	15	16	17	18	19	20	21
17	12	26	22	23	24	25	26	26	28
18	12	27	29	30	01	02	03	04	05

* 2 or 3 weeks periods

Weekly Sales

Weekly sales include all heavy lambs declared to the Sales Agency in addition to the heavy lambs sold as part of an annual contract. However, the marketing of heavy lambs offered to weekly sale is not guaranteed.

This type of sale does, however, provide some advantages:

- Offers for the weekly sale is open to all producers;
- There is no fixed limit on the volume of heavy lambs to be declared;
- There are no constraints issued on the delivery period.

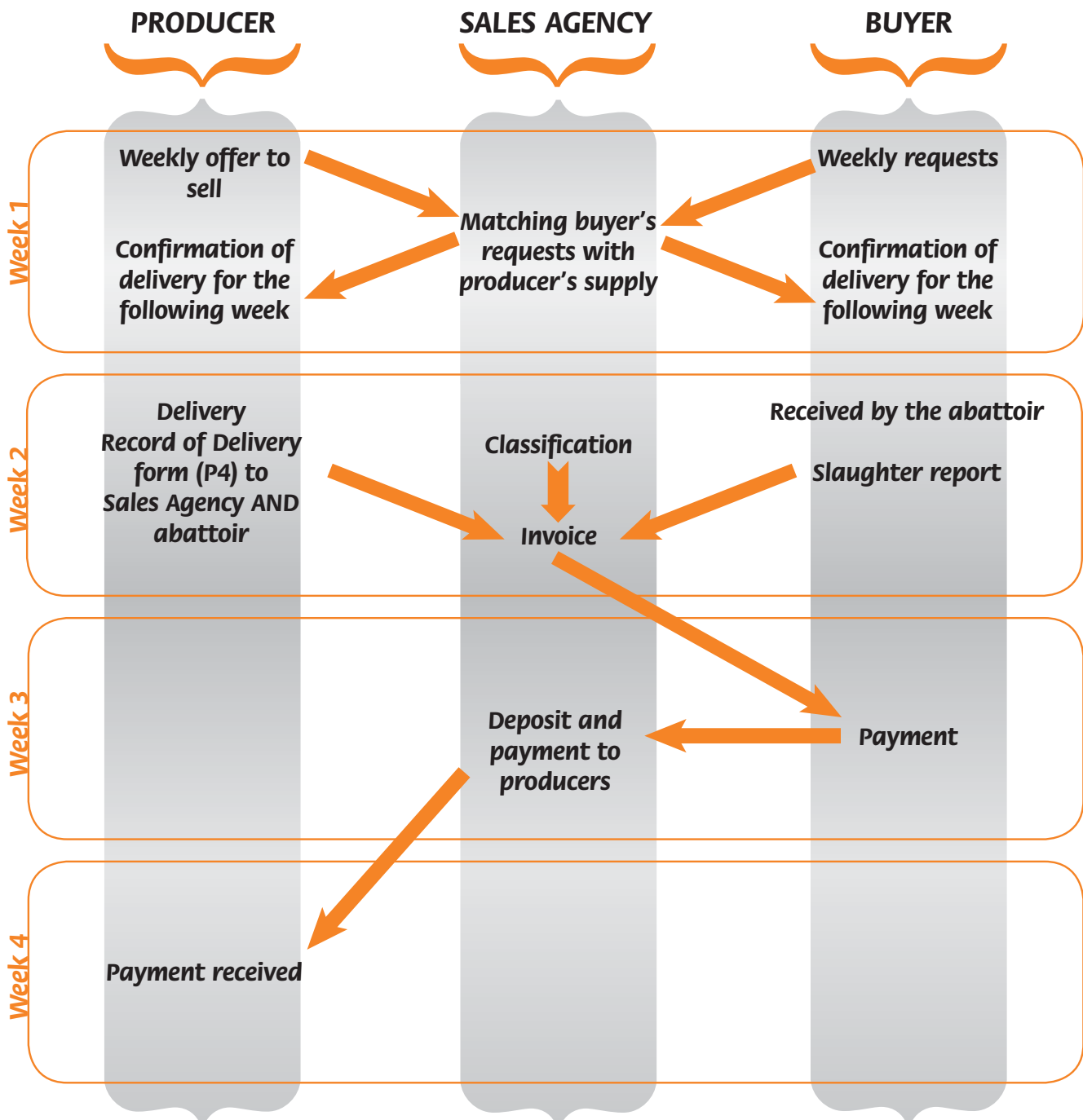
Conducting Weekly Operations

- Monday of each week, producers inform the Sales Agency the numbers of heavy lambs he want to put to market for the following week. So, he send a duly completed **Form P3**, “Weekly Sale Offer”, by email or fax. He can also do it using the Agency’s website. The volume registered in the annual contract must also be indicated.
- The Agency matches these and then confirms with each producer the day, time, number of heavy lambs to be delivered, the name of the buyer, the delivery location and the weight category requested by the buyer, no later than the Friday before the week of sale.
- **The producer makes the necessary arrangements to deliver the heavy lambs to the indicated location, or checks with LEOQ about available transportation organized through the Sales Agency.**



SECTION V

Marketing Methods Workflow Diagram





SECTION V

Marketing Methods

Direct Sales to Consumers

Producers can sell their heavy lamb carcasses or cuts directly to consumers (**selling at the farm gate**). They must record their sales in a sales registry. Every month, producers must then pass along information regarding direct sales to consumers to the Sales Agency through **Form P6**, “*Registre des ventes directes aux consommateurs*” (Record of Direct Sales to Consumers). These producers must also send along payment of the required fees.

In this situation, producers who sell directly to consumers must keep a proof of sale for two years and, if applicable, the slaughter receipt, and send them in to LEOQ when requested. The proof of sale must indicate the name and address of the buyer as well as total monthly sales.

All heavy lambs left undeclared to the Agency will appear on the account statement of the Financière agricole du Québec as “*Agneau non confirmé par l’Agency*” (Lambs unconfirmed by the Agency), so it is therefore important for producers to make their sales declarations as quickly as possible in order to avoid this situation.

Heavy lambs sold to restaurants, butcher shops or other small markets are not considered as sales from the farm. Producers who want to market their lambs this way must sign the Buyer’s Agreement (*Convention de mise en marché des agneaux lourds*).

One-time Sale

LEOQ can resort to a one-time sale once a year to meet the date specific needs of the market. For example, an auction takes place to meet the demand of the Feast of the Sacrifice (*Eid al-Adha*). The methods and conditions of sale agreed for the one-time sale applies only to that event. Any heavy lamb volumes planned in the annual contract must be declared and delivered to the Heavy Lamb Sales Agency according to the schedule in effect. The heavy lambs delivered to a one-time sale are not counted as part of the annual contract or weekly deliveries. The methods for this type of sale are provided to producers before the event.



SECTION VI

Lamb Transportation and Delivery

THE Agency coordinates the delivery of heavy lambs by taking into account, as much as possible, the producer’s choice. Producers are responsible for transportation and assume the costs.

Producers can use a representative to coordinate the transportation of their heavy lambs. This service is at the cost of the producer.

Upon arrival at the delivery destination, producers must complete and send a record of delivery (**Form P4**) indicating their name, their producer number, the delivery date and the ear tag numbers of the delivered heavy lambs to the Agency within 24hrs of delivery. Producers must also send in a copy of the abattoir summary form.



SECTION VII

Lamb Classification

LEOQ is responsible for classifying marketed heavy lambs. In order to establish the payment for heavy lambs in terms of their weight and quality, all heavy lambs are classified at the abattoir where a classifier is assigned. The costs associated with classification are assumed by the producer.

The producer is responsible for any defects identified and confirmed during inspection of heavy lambs.

The buyer can refuse a heavy lamb if it is in poor shape or if it does not conform to the requested weight category.

Classification Index

The classification index has been established as follows:

- A. The **carcass is evaluated in order to establish an average conformation index**. This index is based on three measures: leg, loin, and shoulder on a scale from 1 to 5 (1 being muscular deficiency, 3 being good muscle structure and 5 being excellent muscle structure) (see **Table 3**, next page).
- B. Back fat is measured on the twelfth rib, 11 cm from the centerline of the carcass.
- C. These two results are used in the Classification Table and at the intersection of these two figures is the classification index. (see **Table 4**, next page).

Unclassified Lambs

In the case of a heavy lamb not being classified, the Sales Agency, due to its responsibilities, will determine the reasons for the situation.

If the responsibility falls with the buyer, the classification index for the lamb will be set at 105. Otherwise, the classification index will be as follows:

% of not classified heavy lamb of a lot	Classification set at:
A. Less than 25 %	Based on the average classification of the other heavy lambs in the lot
B. More than 25 %	Based on the average classification of the producer's previous lots (Delivered during the last 12 months)
If neither A nor B is applicable	Average provincial index from the previous week



Classification Grid



Table 3. Conformation Index

Conformation (leg/loin/shoulder)	Equivalence
1-1-1 et 1-1-2	1
2-2-1; 2-2-2; 2-2-3	2
2-3-3; 3-3-3; 3-3-4	3
3-4-4; 4-4-4; 4-4-5	4
4-5-5 et 5-5-5	5

Table 4. Classification Grid, according to the weight of a heavy lamb

Lamb whose weight is less than 20 kg and is more than 24 kg $x < 20$ ou $x > 24$							Lamb whose weight is from 20 kg to 24 kg inclusive $= 20 \leq x \leq 24$						
		Average conformation							Average conformation				
		1	2	3	4	5			1	2	3	4	5
Fat (millimeter)	1	80	85	90	90	90	1	80	85	90	90	90	
	2	80	90	93	93	95	2	80	90	93	93	95	
	3	80	92	95	95	100	3	80	92	95	95	100	
	4	80	93	100	100	101	4	80	93	100	100	101	
	5	80	95	101	101	102	5	80	95	101	101	102	
	6	80	98	102	103	103	6	80	98	102	103	103	
	7	80	100	103	103	104	7	80	100	105	105	106	
	8	80	100	103	104	104	8	80	100	105	106	106	
	9	80	100	103	104	104	9	80	100	105	106	106	
	10	80	100	103	104	104	10	80	100	105	106	106	
	11	80	98	103	104	104	11	80	98	105	106	106	
	12	80	97	102	103	104	12	80	97	104	105	106	
	13	80	95	101	102	103	13	80	95	103	104	105	
	14	80	95	100	101	102	14	80	95	100	101	102	
	15	80	93	100	100	101	15	80	93	100	100	101	
	16	80	93	97	97	100	16	80	93	97	97	100	
	17	80	90	95	95	98	17	80	90	95	95	98	
	18	80	90	90	93	95	18	80	90	90	93	95	
	19	80	85	85	90	90	19	80	85	85	90	90	
	20	80	80	80	80	80	20	80	80	80	80	80	
	21	80	80	80	80	80	21	80	80	80	80	80	
	22	75	75	75	75	75	22	75	75	75	75	75	
	23	75	75	75	75	75	23	75	75	75	75	75	
	24	75	75	75	75	75	24	75	75	75	75	75	
	25	70	70	70	70	70	25	70	70	70	70	70	

Example:

• A 21 kg heavy lamb with 7 mm of fat and an average conformation of 4 will have a classification index of 105.

• A 25 kg heavy lamb with 21 mm of fat and an average conformation of 3 will have a classification index of 80.



SECTION VIII

Pricing and Payment for Heavy Lambs

Payment

LEOQ will collect the amounts owed from buyers for their purchases of heavy lambs. Every Thursday, LEOQ will send payment for the heavy lambs that were sold in the previous two weeks to the producer.

Method of Payment

All payments are made by bank transfer unless otherwise indicated by the producer. A \$5-fee is applicable for payments sent in the form of a cheque. Producers, who market their heavy lambs at the farm gate, will receive their payment directly from the consumer.

Pricing

The sale price for heavy lambs is based on the price negotiated with the buyer based on a weight index of 100 (see **Table 5**).

The buyer pays for the purchased heavy lambs according to their classification and weight index as presented in the *Convention de mise en marché des agneaux lourds*. Therefore, the price of a heavy lamb corresponds to its hot carcass weight multiplied by the price per kilogram, after which the classification and weight indexes are applied (see **Table 6**).

Table 5. Weight Index

WEIGHT CLASS	INDEX
26kg and less	100
26.01 to 27kg	97
27.01 to 28kg	94
28.01 to 29kg	90
29.01 to 30kg	88
More than 30kg	85

$$\left\{ \text{Weight} \times \left(\frac{\text{Price} \times \text{Weight Index}}{100} \right) \times \left(\frac{\text{Classification index}}{100} \right) \right\}$$

Table 6. An example of calculating the amount to be paid for a heavy lamb (Weekly sales)

lamb #	Hot carcass weight (kg)	Price \$/kg base on weight	Classification index	Total (\$)
1	22.00	7.85	103	177.88
2	22.00	7.85	100	172.70
3	22.00	7.85	95	164.06
4	28.50	7.05	80	160.74



SECTION VIII

Pricing and Payment for Heavy Lambs

Bonus – Heavy Lamb Delivered as Part of an Annual Contract

A bonus is granted for heavy lambs delivered as part of an annual contract. The price established with buyers is reduced by \$0.15/kg for all heavy lambs delivered throughout the whole year. Thus, the amount withheld serves to create a premium pool for heavy lambs sold as part of an annual contract. The cumulated total will be paid out twice a year to producers who have respected their annual contract. The first installment is planned on August 1st for heavy lambs delivered as part of an annual contract during the first 24 weeks of the year. The second installment for the balance will be paid out on February 1st of the following year based on the total volume of heavy lambs delivered as part of the annual contract throughout the second half of the year.

Marketing & Collective Management Fees

LEOQ deducts marketing and collective management fees from all payments made to producers.

Penaltie

Producers who deliver heavy lambs that do not meet the criteria requested by the buyer may be penalized according to the *Regulation and the Agreement*.

Type-specific Heavy Lambs

A type-specific heavy lamb is a heavy lamb that was born and raised in Quebec in accordance with the specifications defining the conditions of production and certified by an accreditation authority recognized by the *Conseil des appellations réservées et des termes valorisants (CARTV)*.

Type-specific heavy lambs are paid at a price per kilogram negotiated with the prospective buyers. An agreement signed by the parties defines the product characteristics, the duration of the agreement and the bonus to be offered.

Table 7. Marketing and collective management fees

	<i>Marketing fee</i>	<i>Collective management fee</i>
<i>Heavy lamb</i>	<i>\$6.00/lamb</i>	<i>\$1.75/lamb</i>
<i>Heavy lamb sold directly to consumers</i>	<i>\$0/lamb</i>	<i>\$1.75/lamb</i>



SECTION IX

Surplus Management

WHEN the number of heavy lambs offered for sale by producers exceeds the demand from buyers, LEOQ has a mechanism available to manage the surplus by adjusting the quantities offered for sale. LEOQ can also agree to market the surplus heavy lambs depending on the needs of interested buyers and according to the arrangements made with the buyers and modalities outlined in the Agreement.

In the case of a surplus of heavy lambs, LEOQ will market heavy lambs based in the following order of priority:

- 1° Heavy lambs as part of an annual contract;
- 2° Heavy lambs in weekly sales for which the producer has completed **Form P5, Projections for Heavy Lamb Production**;
- 3° All other heavy lambs offered for sale.



SECTION X

Market Projections

IN order to anticipate and organize deliveries as well as manage the volume of heavy lambs to be marketed, the producers must complete **Form P5, "Projections for Heavy Lamb Production"**. This form gathers information about the projected sale of a producer's heavy lambs over a period of three months.

Purpose of marketing projections:

- ➔ To better understand the market and market trends;
- ➔ To help develop the market;
- ➔ To better manage any potential surplus;
- ➔ To facilitate the allocation of heavy lambs during a period of surplus.

Process:

- ➔ Producers send **Form P5** to the Sales Agency or enter their information directly online during the week prior to January 1st, April 1st, July 1st, and October 1st.
- ➔ Producers who anticipate direct sales to consumers must indicate on the form the number of heavy lambs that they expect to market by this means.
- ➔ Producers who complete their sales projections will be prioritized for the order of heavy lamb deliveries in the case of a market surplus.

IMPORTANT
Producers who stop or reduce
their production must notify Les
Éleveurs d'ovins du Québec.



SECTION XI

Declaration of Breeding Stock

IN order to receive compensation from the *Assurance stabilisation des revenus agricoles* (ASRA) program (Farm Income stabilization insurance), producers must have a minimum of 10% purebred sheep in their flock which are registered with the Canadian Livestock Records Corporation or are recognized by La Financière agricole du Québec (FADO) and are intended for the production of purebred, hybrid or cross-bred sheep (ASRA program, Art. 28.2). Producers must also take part in the GenOvis program for testing domestic sheep by the Centre d'expertise en production ovine du Québec (CEPOQ) and must evaluate all animals that are sold (ASRA program, Art. 28.2, 48.0.1).

In order to ensure the conformity of sales and respect the defined requirements within the ASRA program, producers must send a duly completed “*Proof of Ownership of Registered Purebred Stock & Participation in the GenOvis Program*” to the Sales Agency as soon as it is received at the beginning of the year and must submit the form for the sale of breeding stock (**Form P8**) to the Sales Agency.

SECTION XII

Complaint

AS part of the Regulation on the collective sale of heavy lamb, if a producer believes that certain regulations were not correctly applied to his/her situation, he/she can ask LEOQ to make the necessary corrections within 30 days following the act or the alleged omission by using **Form P7**, “*Complaint Form*”.

Summary



Table 8. Summary of the forms used by producers:

P1 <i>Producer Information Form</i>	<i>General information about the producer (to keep the Sales Agency informed of all changes)</i>
P2 <i>Sales Offer, Annual Contract</i>	<i>Contract of a volume of heavy lambs and delivery periods for one year</i>
P3 <i>Weekly Sale Offer</i>	<i>Offer to sell which is sent in every monday for the following week</i>
P4 <i>Record of Delivery</i>	<i>A copy goes to the Sales Agency and a copy to the abattoir after every delivery</i>
P5 <i>Projection for Heavy Lamb Production</i>	<i>Heavy lamb delivery projections including heavy lambs as part of an annual contract, in the weekly sale or in direct sales to consumers</i>
P6 <i>Record of Direct Sales to Consumers</i>	<i>Sales at the farm gate with payment of the collective management fee</i>
P7 <i>Complaint Form</i>	<i>Description of the problem/issue</i>
P8 <i>Sale of Breeding Stock Form</i>	<i>Declaration of breeding stock sales</i>
<i>Proof of Ownership of Registered Purebred Stock & Participation in the GenOvis Program</i>	<i>Acknowledgement of sales of purebred stock</i>



SECTION XII

Summary

When you call the Sales Agency, please have ready your:

LEOQ producer number _____

FADO number _____

ATQ site number _____

Internet - Personal information: Contact the Agency's principal clerk at 450-679-0540 ext. 8804 to get your username and password.

Username _____

Password _____

Every week before a delivery week:

- **Monday:** Producers send in their offer to sell for the following week
- **Friday:** Producers receive confirmation of weekly sales

Every 3 months:

Producers make their projections for heavy lamb deliveries including the heavy lambs that are part of an annual contract, in the weekly sale or as direct sales to consumers:

- Before January 1st: Projections for January-February-March
- Before April 1st: Projections for April-May-June
- Before July 1st: Projections for July-August-September
- Before October 1st: Projections for October-November-December

Once a year, a producer:

- Agrees to the quantity to be offered as part of an annual contract, as an individual or as part of a group, for the upcoming year;
- Agrees to the delivery periods within the annual contract, that is once a week, every two weeks or every three weeks;
- Completes the P2 form *Sales Offer, Annual Contract*, and returns it to the Sales Agency.
- Completes the *Proof of ownership or registered purebreds under the GenOvis program* form and sends it to the Sales Agency.

Sales Agency contact information

Website: www.agenceagneaux.qc.ca

Email: agenceagneaux@upa.qc.ca

Telephone: 450-679-0540

Coordinator: ext. 8320

Agency principal clerk: ext. 8804

Agent: ext. 8973

Fax: 450-463-5294

Personal notes:
