

## Semi-structured interview guide for key informants

Interview questions, depending on the key informant and the community	
<b>1-Informant's role</b> <ul style="list-style-type: none"> <li>- What is your connection to the coop/project?</li> </ul>	
<i>Citizen member of the board of directors or provisional committee :</i> <ul style="list-style-type: none"> <li>- <b>What is their role in the creation and development of the cooperative project</b></li> </ul>	<i>Other types of informants :</i> <ul style="list-style-type: none"> <li>- <b>What is their role in the project?</b></li> </ul>
<ul style="list-style-type: none"> <li>- How long have you been involved?</li> <li>- Why did you get involved in the project?</li> </ul>	
<b>2-Description of the project</b> <ul style="list-style-type: none"> <li>- <b>What does the project consist of?</b> <ul style="list-style-type: none"> <li>o Other goods and services offered to the co-op (were they an integral part of the project from the beginning?)</li> </ul> </li> <li>- <b>What need(s) are being met? How were these needs identified?</b> <ul style="list-style-type: none"> <li>o Food accessibility</li> </ul> </li> <li>- <b>Food offer at the coop?</b> <ul style="list-style-type: none"> <li>o Convenience store style, small grocery store, etc?</li> </ul> </li> </ul>	
<i>Citizen member of the board of directors or provisional committee :</i> <ul style="list-style-type: none"> <li>- <b>Why is the cooperative project important to the community?</b></li> <li>- <b>Why did you choose the cooperative model?</b></li> <li>- Food offer at the coop :               <ul style="list-style-type: none"> <li>o <b>Types of food available?</b></li> <li>o How were the foods sold selected?</li> <li>o Local food?</li> </ul> </li> <li>- Number of members and/or % of residents of the municipality who are members of the coop?</li> <li>- Choice of location, land?</li> <li>- Employees? Volunteers involved?</li> </ul>	<i>Other types of informants :</i> <ul style="list-style-type: none"> <li>- <b>Why is this project important to the community? And for the municipality?</b></li> </ul>
<b>3-Project creation process</b> <ul style="list-style-type: none"> <li>- <b>Please describe the process of creating the project.</b></li> </ul>	

<p><i>Citizen member of the board of directors or provisional committee :</i></p> <ul style="list-style-type: none"> <li>- <b>Can you tell us what the major steps were</b> (survey of the population, formation of a provisional committee, feasibility study, business plan, financing, formation of the board, etc.)?</li> <li>- <b>Did you have access to a guide describing the various steps to be taken to guide you in the process of setting up the cooperative</b> (information and methods)? If so, <b>which one?</b> Ask about the relevance of having one.</li> <li>- Need for a project manager (government or non-profit funded)?</li> <li>- Did you have the information you needed, when you needed it?</li> </ul>	<p><i>Other types of informants :</i></p> <ul style="list-style-type: none"> <li>- <b>What were the major steps and what were you involved in?</b></li> <li>- <b>Discuss the administrative process.</b></li> </ul>
<p><b>4-Community mobilization</b></p> <ul style="list-style-type: none"> <li>- <b>Can you tell me about the mobilization of citizens around the project?</b></li> <li>- <u>What is the context</u> of the project's creation</li> <li>- How did the initiative start? Who initiated the project?</li> <li>- Were the needs raised by the community? <ul style="list-style-type: none"> <li>o Community survey</li> </ul> </li> <li>- Role of the population in the creation process?</li> </ul>	
<p><b>5-Collaboration</b></p> <ul style="list-style-type: none"> <li>- <b>Partnerships</b> <ul style="list-style-type: none"> <li>o <b>Are there any key players or organizations that are also associated with this project?</b></li> </ul> </li> <li>- Is the city or the- Regional County Municipality involved in any way in the project?</li> <li>- How did you work together on the project?</li> <li>- Did the project create new <u>relationships</u>links between the actors?</li> <li>- Are there any partnerships with other businesses around?</li> <li>- <b>Have the public health actors been involved or solicited?</b></li> <li>- Did the local production and distribution actors collaborate in the project?</li> <li>- Are there other actors who did not collaborate? And how do you think their contribution could have benefited the project? How could they be brought together?</li> </ul>	
<p><i>Citizen member of the board of directors or provisional committee :</i></p> <ul style="list-style-type: none"> <li>- How were the links created between you and the municipality?</li> <li>- <del>E</del>Any external support?</li> </ul>	<p><i>Other types of informants :</i></p> <ul style="list-style-type: none"> <li>- How were the links created with the instigators of the project?</li> </ul>

## 6-Facilitating factors

- **In your opinion, what are the most important elements that explain why the cooperative's project is progressing (or has progressed well)?**
  - o *Political climate, role of the media, external support, social networks, leadership, complexity, adaptation, knowledge, resistance to change, strategy, capacity and skills, funding, shared vision\_2*
- **For the steps already taken, what elements could have helped you develop your project more easily, more quickly?**

## 7-Barriers

- **What would you say are the main barriers or obstacles to your project? How have you been able to overcome them so far?**
- In your opinion, what means could/should be put in place to limit the barriers and to better support coop projects?

## 8-Anticipated impacts of the implementation of the coop on the community

- How can such a project benefit its community?
- What are the impacts of the coop on the food supply of the citizens? On the well-being of the citizens? On the vitality of the community? On the economy of the region? On the population in general?
- What is the more general role of the coop in the community?

## 9-The project in the context of COVID-19

- In your opinion, what are the impacts of COVID on the coop's project (mobilization, motivation, deadlines, etc.)? (In the case of an open coop: functioning, role in the resilience of the population)
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## 10-Sustainability of the project

- In your opinion, how do you ensure or will you ensure the sustainability of the coop ?
- -What mechanisms and resources have been put in place (recruitment of new leaders, ongoing training of members, partnerships, etc.)?

## 11-Other

- Are there any other issues related to the coop project that you would like to raise? (relocation, renovation, collaboration, solicitation of actors, etc.)
- **Do you have other elements in mind that are related to the coop that we have not discussed?**
- Do you have any advice to give to a group that wants to set up a cooperative in their community?
- **Do you know of any actors who could provide their point of view on the process of a cooperative project?**