



## **Alberni-Clayoquot Regional District**

### **Terms of Reference Coastal Foods Roundtable**

#### **1. Purpose**

- 1.1 The Coastal Foods Roundtable (CFR) was convened as a project advisory group in 2019 based on the recommendations of the Coastal Addendum to the Alberni Valley Agricultural Plan (2018). The CFR is a multi-stakeholder working group that will guide the ongoing implementation of agricultural and food security initiatives in the coastal communities of the ACRD: the District of Tofino, District of Ucluelet, Electoral Area “C” (Long Beach), Electoral Area “A” (Bamfield) and the First Nations communities on the West Coast.

#### **2. Duties/Mandate**

- 2.1 The CFR is a permanent working group of the ACRD, and, if possible, will be co-hosted by a West Coast-based facilitator.
- 2.2 The purpose of the CFR is to:
- i. Foster collaborative relationships, network-building, and synergy between members; to reduce segregation and silos between land-based, marine, and forest-based food industries by providing an opportunity for direct affiliation; and to reduce redundancy in activities and allow cross-referencing of projects;
  - ii. Support distribution of information and opportunities to member organizations and to the public, and to act as a platform for primary producers and processors to engage with local government through staff and the Agricultural Development Committee;
  - iii. Discuss and form recommendations for policy and program options to consultants, facilitators, ACRD staff, ACRD Board of Directors, and the Province;
  - iv. Act as a coordinated group for grant opportunities, lobbying, and project development, where agreed upon by Members; and
  - v. Provide a platform for evaluation and monitoring of coastal food security and agricultural growth.

#### **3. Membership**

- 3.1 The CFR shall endeavor to include representation from the following:
- Representation from Hesquiaht First Nation, Tla-o-qui-aht First Nation, Toquaht Nation, Ahousaht First Nation, Yuułu?if?ath Government, Huu-ay-aht First Nations, Ditidaht First Nation, and Uchucklesaht Tribe Government (8 total)

- Alberni-Clayoquot Regional District Electoral Area Directors ‘A’ and ‘C’ or their alternate (2 total)
- District of Tofino
- District of Ucluelet
- Eat West Coast/Clayoquot Biosphere Trust
- Tofino Community Food Initiative
- Nuu-chah-nulth Tribal Council
- ACRD Agricultural Development Committee
- Marine Producer or Processing Representative/s
- Terrestrial Producer or Processing Representative/s
- Forest Harvesting Representative/s
- Restaurant, Retail, or Distribution Representative/s
- Others, as deemed appropriate by members

3.2 The ACRD Sustainability Planner or their delegate will serve as lead coordinator.

3.3 Other experts, knowledge keepers, and stakeholders will be invited to attend meetings or offer short presentations as desired.

3.4 New members will be recruited by working group members, the facilitator, and the ACRD to fill vacancies or address emerging needs.

#### **4. Appointment and Term**

4.1 Members of the Coastal Foods Roundtable are appointed for a one-year term with the option of annual extension.

#### **5. Chairperson**

5.1 The CFR will be chaired by the West Coast facilitator, the lead coordinator or their delegate.

#### **6. Meeting Procedures**

6.1 The CFR will meet a minimum of twice per year, at a time/date agreed upon by members. Meetings may include activity components such as work-bees or education modules, where agreed upon by members, and may be held in-person, remotely, or in hybrid format.

6.2 Agendas and meeting summaries will be prepared and distributed electronically to Members by facilitators. Members are encouraged to contribute to agendas.

- 6.3 A majority of members present shall represent a quorum.
- 6.4 Members are responsible for conducting themselves in a professional, respectful, engaged, and objective manner. Coordinator and facilitator will help ensure that efficient and productive dialogue occurs.

## **7. Decision-Making**

- 7.1 Where decisions are required, motions shall be brought forward, discussed and improved upon if indicated; assessed against established group priorities and the Strategic Plan; and assessed as per available resources and expected outcomes.
- 7.2 Members shall allow decisions to emerge from that process, trusting and expecting that this structure for decision-making will lead to good decisions.
- 7.3 Final decisions will be made by consensus. If consensus cannot be reached and appropriate time has been dedicated to thoughtful discussion, a majority vote shall be utilized.

## **8. Reporting and Recommendations**

- 8.1 ACRD staff and/or Electoral Area Director members will report to the Agricultural Development Committee on the activities of the CFR.
- 8.2 Recommendations from the CFR will be presented to the Agricultural Development Committee for consideration.
- 8.3 Members are responsible for reporting out to their respective community or organization.

## **9. Resources**

- 9.1 ACRD staff will provide additional support where required.

<b>Endorsed by the Agricultural Development Committee:</b>	April 16, 2024
<b>Revised by the ADC:</b>	