
Community Stories Committee Terms of Reference

Mandate:

The role of the Community Stories Committee is to assist the project team with the delivery of a Community Benefits Plan initiative. The Windsor-Detroit Cross-River Tour will create an international walking/cycling tour highlighting the unique culture and history of Sandwich and Delray communities through interpretive signage to be placed along pedestrian and cycling paths leading to the Ports of Entry in Windsor, Ontario and Detroit, Michigan. The Community Stories Committee will support the development of content for the interpretive signs.

Membership:

The Community Stories Committee will be composed of twelve members representing the project's Local Community Group, First Nations, local historical and cultural organizations in Windsor-Essex County and the Greater Detroit Area, as well as residents of Sandwich, Windsor-Essex County, Delray/Southwest Detroit, and the Greater Detroit Area. The committee will include:

- Open roles
 - Canada
 - Two representatives of cultural and historical associations within Windsor-Essex County
 - One representative that is a resident of the Sandwich community
 - One representative that is a resident of Windsor-Essex County
 - One representative from the Local Community Group
 - US
 - Two representatives of cultural and historical associations within the Greater Detroit Area
 - One representative that is a resident of the Delray/Southwest Detroit community
 - One representative that is a resident of the Greater Detroit Area
 - One representative from the Local Community Group
- By appointment
 - A representative from Walpole Island First Nation
 - A representative from Caldwell First Nation

The committee members selected to represent the Local Community Group in Canada and the US will be selected through an Expressions of Interest process, separate from the open call for applications used to select members of the other open roles.

Member Responsibilities:

Members of the Community Stories Committee are expected to participate in the following activities:

- Participate in quarterly meetings, anticipated to be scheduled on Thursday afternoons
- Correspond with the project team between meetings, as required
- Suggest historical and cultural content for inclusion in the Windsor-Detroit Cross-River Tour
- Review and comment on historical content being considered for inclusion in the Windsor-Detroit Cross-River Tour

Term:

It is anticipated that the activities of the Community Stories Committee will take place between fall 2022 and fall 2024. Committee members are requested to serve two-year terms.

Scope:

The Community Stories Committee will provide suggestions of historical or cultural people, places or events that are relevant to the Sandwich, Windsor or Delray, Detroit communities for the project team to consider for inclusion in the Windsor-Detroit Cross-River Tour. Committee members will also be engaged to provide feedback and commentary on historical and cultural content that is under consideration to ensure the content is accurate, reflects the unique characters of the Sandwich and Delray communities and complements existing historical and cultural infrastructure in the area. Members of the Community Stories Committee will not be responsible for researching or drafting content.

Feedback and recommendations solicited through this committee will be shared with relevant project staff that are responsible to approve of the final sign content and design for the Windsor-Detroit Cross-River Tour.

Operations:

Meetings dates and times are still to be confirmed, however, it is anticipated that meetings will take place on a quarterly basis on Thursday afternoons and be scheduled for up to two hours. Meeting dates, times and locations will be communicated to members with ample notice. An agenda for each meeting will be sent out at least one week in advance of each meeting.

Most meetings will be divided by country; however, some meetings may include members from both Canada and the US. Meetings will take place virtually via Microsoft Teams but may change to an in-person or hybrid format depending on COVID-19 related protocols. Members should be prepared to attend meetings in Windsor and Detroit and because international travel may be required, successful applicants will require a valid passport. Group members will be responsible for their own travel to the meeting locations. A travel allowance compensating for tolling and mileage costs will be offered to Community Stories Committee members that attend in-person committee meetings.

Administrative Lead:

WDBA's Manager Community Benefits with support from WDBA's Community Benefits Coordinator and Bridging North America's Community Benefits Coordinator.