



The African Community Organization of Windsor African-Centered Partnership Project: Building Bridges Across Differences



Terms of Reference/Partnership Plan

BRIEF DESCRIPTION OF PROJECT:

The Building Bridges Across Difference (BBAD) Steering Committee is a partnership between the African Community Organization of Windsor (ACOW) and key community partners working together to develop a bilingual strategy to build capacity and foster meaningful relationships between African, Black, and newcomer communities and the service providers who support these communities.

OUR VISION: A robust, cooperative network of services and supports, both formal and informal, that will promote the health, well-being, and civic engagement of diverse African, Black and newcomer communities in Windsor and Essex County.

OUR MANDATE: To promote, monitor and advise on the organizational planning processes, policies, and services which will result in positive and lasting outcomes.

PROJECT GOALS:

Project partners and stakeholders will work collectively to achieve the following outcomes within African, Black, and newcomer communities:

- To bring communities together to foster mutual trust and learning.
- To build a network of support within the community.
- To share resources and build capacities across the diversity of the African, Black, and newcomer serving communities.
- To foster a sense of community pride and promote civic engagement with the broader community.
- To promote equitable access to services and supports for diverse groups within the community, particularly for those groups with less access to resources.
- To raise awareness of the existing resources, supports, and services amongst the African, Black, and newcomer communities.



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DELIVERABLES:

Short Term Results:

- To develop a Terms of Reference/Partnership Plan that includes a framework to establish the partnership and guide capacity building efforts;
- To develop a project brand and working relationship based on primary common values, goals, and objectives among core steering committee members;
- To develop and launch a pilot webpage hosted by ACOW as the lead organization, with links to partnering organizations;
- To develop and publish an African-Centered Service Map;
- To conduct needs assessment research amongst key stakeholders in partnership with academic researchers;
- To develop a final research report with key findings and present it back to the community partners and stakeholders;
- Needs assessment focus groups to be held:
 1. November 2, 2019, 11am – 2pm, YMCA of Southwestern Ontario Learning Centre
 - Group 1: High School Students-English
 - Group 2: College & University Students—English
 - Group 3: Francophone Parents Group—French/English
 2. December 7, 2019, 11am – 3pm, YMCA of Southwestern Ontario Learning Centre
 - Group 4: African Community Leaders—French/English
 - Group 5: Men's Group—English
 - Group 6a: Francophone Youth Group—French
 3. December 11, 2019, 4pm – 5:30pm, CCFWEK Centre d'orientation des adolescents
 - Group 6b: Francophone Youth Group—French
 4. December 14, 2019, 1pm – 2:30pm, Caboto Club
 - Group 7: Women's Group—English
 5. December 21, 2019, 11am – 3pm, ACOW Office
 - Groups 8: African Language Group—Swahili
 - Group 9: African Language Group—Yoruba
 - Group 10: Newcomers Group—English

Mid Term Results:

- To utilize research findings and to develop recommendations for an African-Centered Strategic Plan. The Strategic Plan will:



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- Outline core partners to continue in the long-term capacity building efforts
- Identify potential new partners to engage in addressing service gaps
- Develop recommendations for future capacity building and resource sharing projects
- Explore funding opportunities for second phase of the CSMARI capacity building and resource sharing project

Long term objectives:

The partnership recognizes the following long term objectives that can be addressed and measured with additional funding to African-centered community partnership projects:

- Heighten awareness of existing supports amongst community members;
- Create additional supports, services and programs to address existing gaps;
- Promote the development of more community-led programs;
- Promote more cultural competence in delivery of mainstream services;
- Increase use of African centred programs (# of service users);
- Increase involvement of African communities at all levels of service delivery;
- Improve resource sharing between African community service providers and mainstream service providers;
- Increase sense of pride among African Canadians;
- Increase self-sufficiency of newcomer African communities to meet their own needs.

MEMBERSHIP:

Membership will be comprised of the following key community partners:

- African Community Organization of Windsor (ACOW)
- Windsor Essex Local Immigration Partnership (WE LIP)
- Workforce WindsorEssex (WFWE)
- Centre Communautaire Francophone Windsor-Essex-Kent (CCFWEK)
- University of Windsor (UW)
- Windsor-Essex Children's Aid Society (WECAS)



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It is the understanding that committee members who sit at the table will be informed by and accountable to the respective communities and organizations which they represent.

Attendance is crucial to ensure that all voices are adequately represented throughout the process. If members are unable to attend in person, a call in to the meeting can be arranged. If a member has three (3) consecutive unexplained absences, a discussion will be initiated, and the member may be asked to step down from the committee. If they are unable to attend on a regular basis, members will be encouraged to find an alternative representative from their agency/community.

From time to time, the committee may invite guests to attend meetings. These will be coordinated prior to meetings through the co-chairs.

MEETINGS:

There will be a minimum of twelve (12) steering committee meetings during the active project period (start date – March 31, 2020).

These meetings will be:

1. September 9, 2019 at Workforce WindsorEssex
2. October 10, 2019 at Workforce WindsorEssex
3. October 17, 2019 at the African Community Organization of Windsor
4. October 22, 2019 at Centre Communautaire Francophone Windsor-Essex-Kent
5. October 30, 2019 at the University of Windsor
6. November 13, 2019 at the African Community Organization of Windsor
7. November 27, 2019 at the African Community Organization of Windsor
8. January 13, 2020 at the African Community Organization of Windsor
9. January 16, 2020 at the University of Windsor
10. January 27, 2020 at Centre Communautaire Francophone Windsor-Essex-Kent
11. February 19, 2020 at Workforce WindsorEssex
12. February 26, 2020 at the African Community Organization of Windsor
13. March 9, 2020 at Workforce WindsorEssex
14. March 23, 2020 at Workforce WindsorEssex

Post Project Legacy Phase: The post project meeting schedule and membership list will be guided by recommendations contained in the Strategic Plan.



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MINUTES AND AGENDA:

Minutes will be taken at each meeting by the assigned Administrative Assistant or member present.

Minutes will be sent via email to the committee for approval prior to the next committee meeting. Agenda will be distributed via email for review prior to the meeting

ROLE OF CHAIRS:

The lead partner on the project (ACOW) will act as Committee Chair. The Chair will ensure effective and appropriate communication between the committee members.

- Lead agency will appoint a chair or co-chairs for meetings.
- At least one Chair should be present at each meeting. If neither can attend, a designate will be appointed to chair the meeting.
- Chair(s) will facilitate review of the minutes and assist in developing agendas for meetings.
- Chair(s) will facilitate agenda at meetings and act as spokesperson of the committee.
- Chair(s) will liaise with the funder and oversee completion of the final report.

ROLE OF MEMBERS:

Members represent diverse community partners located in Windsor-Essex and are committed to the principles of partnership and collaboration.

- Members serve as ambassadors for the community initiatives of ACOW and the Building Bridges Across Differences partnership.
- Members provide in kind expertise to assist in building the capacity of ACOW to professionalize and expand the scope of their services.
- Members promote BBAD initiatives and programs to their organizations, and in return function as liaisons to broader community partners.
- Members increase awareness of BBAD initiatives and projects throughout Windsor-Essex county.
- Members increase knowledge of issues related to the pan-African community in Windsor-Essex.



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- Members provide information about programs and services available to the ACOW and BBAD communities.
- Members offer feedback, support, and guidance to BBAD and ACOW on current and future projects.

QUORUM AND DECISION-MAKING PROCESS:

Quorum will be defined as 50% plus 1 of committee members.

In order to reflect the principle of inclusiveness, it is recommended that decisions be made through a process of reaching consensus of the members. Consensus does not require full agreement by all members to all aspects of the decision made, but rather involves the ability of all members to abide by and work with the decision. Dissenting opinions will be noted if desired.

If consensus cannot be reached a vote will be taken. A simple majority of those present is required to pass a vote. When quorum is not met, decision items will be deferred to the next meeting. Time sensitive matters may be circulated by email with a deadline to respond. It is noted that all final decisions must align with terms and conditions outlined by the funding body.

REVIEW OF TERMS:

Terms of Reference will be reviewed as required as new members join.