

# **St. John's United Church Community Liaison Group:**

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## **Terms of Reference for the Design of Spirit Place**

### **Introduction**

This Community Liaison Group's purpose is to provide input to St. John's United Church's Project Management Team on specific matters as they pertain to the preliminary design of Spirit Place, an enriched, independent living facility for seniors to be developed by St. John's United Church.

The Congregation, resident on this site for 92 years, wishes to maintain harmonious relations with the neighbourhood, while at the same time preserving St John's heritage, community outreach and open and inclusive theology.

### **Background**

Spirit Place, to be located on the present site of St. John's United Church in the north-end of Halifax, (corner of Windsor and Willow Streets) will function as a seniors' apartment building and will encompass a much smaller version of St. John's United Church. The facility will offer a combination of rental units (actual size and number to be determined) and services in order to provide enriched independent living options for seniors and others who need a small amount of assistance in day to day activities such as laundry or medications. Joint use of meeting spaces by the church and the tenants could also enable some social and fitness programming to take place.

### **Purpose of the Community Liaison Group**

The overall purpose of the group is to liaise with stakeholders in the immediate and adjacent area to facilitate community relations and to have stakeholders' interests represented during the creation of the preliminary design of Spirit Place. The Group will provide input to St John's United Church on matters relating to:

- ❖ Aspects of the design and construction of Spirit Place that may interact with the neighborhood
- ❖ Spirit Place's role in the community
- ❖ Consultation with residents and other stakeholders
- ❖ Other issues of importance to the neighborhood as they may relate to the presence of Spirit Place in the community

### **Role of the Community Liaison Group**

The role of the Group is to provide a link with the neighborhood and community stakeholders to obtain their input and to have their interests articulated during the creation of the complex.

The Group will share opinions and perspectives and offer collective input to the Project Management Team of St. John's United Church.

The Group's input will enable a planning process that is open, transparent and meaningful to the community. Input will flow from the Group through to the Project Management Team throughout the planning process in the form of information, feedback and suggestions which will be considered by the Project Management Team in developing the design of Spirit Place.

In addition, the Group will be instrumental in providing commentary to the Project Management Team on the best avenues for broad community engagement and communication of critical information.

### **Responsibilities of the Community Liaison Group**

- ❖ Meet on a monthly basis or as required. St. John's Implementation Team members will act as facilitator and provide secretarial support in recording meeting minutes. The Group will review the minutes for accuracy and comment on the results of public consultation exercises and findings
- ❖ Be subject to United Church conflict of interest policies

### **Membership of the Community Liaison Group**

- ❖ Three or four residents of the immediate neighborhood (living within 1-2 blocks of the project site)
- ❖ One representative of the Halifax Community Health Board
- ❖ Municipal Councilor for District 14 (ex-officio)
- ❖ Project Manager for Spirit Place
- ❖ Two or three representatives of St. John's United Church Spirit Place Implementation Team, one of whom will facilitate the meetings and the other to act as secretary
- ❖ The Minister of St John's United Church (ex officio)

## **Criteria for Selection of Representatives for the Community Liaison Group**

- ❖ Willingness and ability to commit the necessary time to the work of the Group. Estimated time-line is six months (Mid November 2009 to early 2010 or as otherwise determined through an extension of the time-line); possibly 6-10 meetings in total
- ❖ Support in good faith the objectives of the process
- ❖ Interest in the redevelopment, informed by a balanced neighborhood and regional perspective
- ❖ Skills and experience related to previous work with community-based and/or planning projects would be an asset

### **Selection of Representatives**

Interested neighbors are invited to submit a letter of interest (addressing the criteria for selection listed above) by regular post, hand delivered to:

The Implementation Team of St. John's United Church  
6233 Willow Street,  
Halifax, B3L 1P1

or emailed to [stjohnsunity@hfx.eastlink.ca](mailto:stjohnsunity@hfx.eastlink.ca)

Subject line: to the Implementation Team, St. John's United Church

The chosen representatives will be notified one week after the deadline for submissions. Only selected representative may attend the meetings; alternates will not be accommodated. Members must realize that their names and outcomes of meetings will become public knowledge and be referenced on the St. John's United Church website (<http://www.stjohnsunity.com/future.html>) and perhaps elsewhere.

### **Meetings**

Meetings shall be held monthly (or as determined by the project requirements) as agreed by the Community Liaison Group. All meetings will take place at St. John's House, 6233 Willow Street at

regularly scheduled times to be agreed upon by the Community Liaison Group at the initial start-up meeting. A member of the Implementation Team will facilitate all meetings.

### **Meeting Minutes**

A written summary of discussion and comments from each meeting will be prepared by the secretary to the group, reviewed by the Group and then made public.

The minutes will describe highlights of the meeting, areas of agreement or disagreement, decisions, recommendations or options. The minutes will be regularly circulated to the Project Management Team, the Community Liaison Group and other interested persons upon written request. Minutes will be published on the Church website (<http://www.stjohnsunited.com/future.html>).

### **Reporting**

Careful consideration will be given to all views and opinions expressed. The group will be encouraged to reach consensus where possible. If consensus cannot be reached the full range of views will be forwarded from the group to the Project Management Team.

### **Speaking to the Media**

Individual members are free to speak to the media in reference to their own views on matters relating to the Community Liaison Group, but should not speak on behalf of St. John's, nor speak to views expressed by other members during meetings.

A representative of St. John's United Church Implementation Team will answer media enquiries about the process (as opposed to the substance of the meetings).

### **Resources**

St. John's United Church will provide staff resources to the Community Liaison Group including the coordination of meetings, agendas, note taking (summary and action items), distribution of materials, and other administrative functions as required. Community representatives will serve without remuneration.