

Missing Middle Design Competition

Terms of Reference: Community Advisors

Background:

The Missing Middle Design Competition hopes to spur important conversation about Edmonton's urban shift and will help turn theory into action. With the new City Plan underway, we want to spark innovative ideas and demonstrate that good mid-density design can work in our city. One of the goals of the competition is that the winning design is not only creative but also feasible and able to be built by a developer. As such, the design competition will lead into a second phase where the City sells a piece of property near Kingsway Mall to allow for the winning design to be built.

There are four main goals for this competition:

1. Continue to create and propel positive conversations about infill, innovative ideas, and constructive discourse around the urban shift;
2. Simultaneously demonstrate an economically feasible medium-scale infill development that includes good design;
3. Work with the community to better understand desirable community criteria for medium scale infill development and foster relationships; and
4. Raise awareness of the City Plan and Zoning Bylaw Renewal projects that are starting, and highlight the connection between innovative new housing forms and the urban shift that will be integral to the future of our city.

Goal:

- To create two Community Advisor positions to serve as liaisons between the Spruce Avenue Community League, residents and the City of Edmonton's Missing Middle Design Competition team (consisting of City of Edmonton staff).
- To involve the community in the selection of Missing Middle Design Competition winners.

Objectives of the Community Advisors:

- To ensure that the community perspectives provided by the Spruce Avenue Community League and Spruce Avenue residents are considered during the Missing Middle Design Competition jury deliberations.
- To communicate with the Spruce Avenue Community League with Missing Middle Design Competition updates.
- To liaise with the City of Edmonton with feedback from the Spruce Avenue Community League.

Missing Middle Design Competition

Terms of Reference: Community Advisors

General Eligibility

- Must be a resident of the [Spruce Avenue neighbourhood](#).
- Must be aged 18 or over.
- Acknowledge cannot have a connection to those who enter the competition.

Roles and Responsibilities of the Community Advisors:

- The Community Advisors will serve an important role, as liaisons between the Spruce Avenue Community League and residents to the City of Edmonton's Missing Middle Design Competition team and jury. While the Community Advisors will not serve as voting jury members, who are tasked with deciding the winners of the Missing Middle Design Competition, they will be present during the jury deliberations to act as a resource to the jury, share community perspectives, and ensure that the evaluation criteria for submissions are upheld and considered.
- Review and refine developed Community Criteria for inclusion in the Missing Middle Design Competition Brief.
- Provide suggestions on how Community Criteria and Spruce Avenue may be introduced in the Competition Brief.
- Attend and serve as a resource/advisor to the jury during the Missing Middle Design Competition Jury deliberations. This will require attendance at two full day meetings in April of 2019. The Community Advisors will not be voting members of the jury, but will be called upon to advise the jury by offering local knowledge and community perspectives.
- Help maintain a system for communicate (e.g. email, social media, print) to Spruce Avenue Community League members (before, during, and after Missing Middle Design Competition)
- Distribute Missing Middle Design Competition updates to Spruce Avenue Community League members.
- Prepare a final memorandum outlining how Spruce Avenue Community League's feedback and the Community Criteria were considered/maintained throughout the Missing Middle Design Competition process.

Missing Middle Design Competition

Terms of Reference: Community Advisors

Terms of Involvement:

- Between November 2018 and September 2019 (for approximately 2 full days of jury meetings and 3-5 hours of work per month between November 2018 to September 2019).
- If at any time one of the appointed Community Advisors is no longer able to fulfill their commitments as mutually agreed upon at time of hiring, they will be asked to step down and a new advisor will be appointed, drawing upon the list of other applicants.
- Successful applications will be stored in a locked digital folder for 6 years, only accessible by the Missing Middle Design Competition project manager, and later destroyed after the six-year period.
- All unsuccessful applications will be stored in a locked digital folder for 1 year, only accessible by the Missing Middle Design Competition project manager, and later destroyed after the one-year period. This folder of applications will be accessed in the event that a new advisor is required.

Honorarium:

- The honorarium per Community Advisors will be \$500 each (paid in two installments, on April 30, 2019 and on September 30, 2019). Recognition of the Community Advisor's participation and contributions will be made throughout all Missing Middle Design Competition marketing materials.
- Meals will be covered during full-day jury deliberations.

Confidentiality and Ethical Conduct

- Community Advisors shall not:
 - Use confidential information for the profit or benefit of themselves or any other person.
 - Communicate confidential information to anyone not entitled to receive it. The City of Edmonton will clearly communicate when confidential information is allowed to be presented.
 - Use their position to secure special privileges, favours, or exemptions for themselves or any other person.

Missing Middle Design Competition

Terms of Reference: Community Advisors

- Represent the Jury directly to Edmonton City Council or its committees, or the media. Please direct any media inquiries to City of Edmonton staff via karen.burgess@edmonton.ca.
- Community Advisors shall preserve the integrity of the Jury and its work, and govern themselves accordingly. If in doubt about any actions or conduct, members are encouraged to seek advice from the Jury facilitators, which may include City of Edmonton staff or external consultants.
- Outcome of the Jury's deliberations (rationale for why the first, second, and third prizes were chosen) will be documented and shared publicly, both electronically and at in-person public event(s).
- Documentation may be in graphic, written or video form and may be used in printed materials and/or on-line. All Freedom of Information and Protection of Privacy (FOIP) protocols will be followed.
- All records and materials associated with the Missing Middle Design Competition Jury are subject to the Freedom of Information and Protection of Privacy Act.
- If at any point a Community Advisor is found to be within, or perceived to be within a conflict of interest, or has committed an act contrary to this section, they shall declare the conflict or act immediately to the Project Manager of the competition and to the president of the Spruce Avenue Community League.
- The Project Manager of the competition has sole discretion in requiring a Community Advisor to vacate their position if they believe that a Community Advisor has committed an act contrary to the Confidentiality and Ethical Conduct section of this Terms of Reference.

Application Process

- Residents of Spruce Avenue will be encouraged to submit applications online, [here](#). The application form will be promoted by the Spruce Avenue Community League and the City of Edmonton through both in-person and online communications.
- The Community Advisors Terms of Reference will be added to the online application form, for residents to reference.
- The application period will be between October 20 and November 9, 2018.
- The Missing Middle Design Competition team (consisting of City of Edmonton staff) and a member of the Spruce Avenue Community League will review all applications. The two successful candidates will be contacted and appointed in November of 2018. Candidates will be assessed on whether they meet the general eligibility as outlined in the Terms of

Missing Middle Design Competition

Terms of Reference: Community Advisors

Reference and in the online application, and the quality of their answers to the questions asked, for example:

- demonstrated commitment to participate and implement the stated roles and responsibilities of the position
- well-written and creative response providing rationale as to their personal desire to support the Missing Middle Design Competition
- demonstrated knowledge of the community
- reflection on how their skills/perspectives will aid in the delivery of tasks listed under Roles and Responsibilities in the Terms of Reference
- The names of the successful candidates will be publicized, and acknowledged in marketing material throughout the duration of the competition. The names of unsuccessful candidates will not be made public, and will only be seen by the Missing Middle Design Competition team and a member of the Spruce Avenue Community League.