

<p>CityLAB Project Agreement 2019-2020 This is an optional resource that can help you work together to add more details about your project.</p>	
<p>Introduction: The role of the project agreement is to document the expectations for the project, define objectives, clarify constraints or limitations, and outline responsibilities to ensure clarity for the project.</p>	
<p>Project Description</p>	<p>City staff name: Trevor Imhoff Instructor name: Zobia Jawed Student names (if applicable):</p>
<p>Project Description (what is the problem you are trying to solve and what is the context?)</p>	<p>City of Hamilton has declared Climate Change emergency in 2019. City of Hamilton needs to ensure that they can identify and prioritize neighbourhoods based on how resilient/climate change ready these communities are. The goal is to provide them with tools and resources to make them future ready for Climate Change.</p>
<p>Challenge (summarize the challenge in plain language)</p>	<p>Implementation Program/Project detailed design</p> <p>Design of an initial Sustainable Neighbourhood Action Plan (at a selected neighbourhood) including a suite of strategic actions around buildings, transportation, water, waste and energy, as well as tailored marketing and engagement strategies.</p>
<p>In Scope (from original project description)</p>	<p>Design of Sustainable Neighbourhood Action Plan to improve neighbourhood climate resiliency and overall sustainability. Support hosting workshops with City of Hamilton in the neighbourhood Support design of Neighbourhood Actions Plans Amongst Municipal partners</p>
<p>Out of Scope (from original project description)</p>	<p>Policy Design</p>
<p>Background Research (what research will be required to pursue the challenge)</p>	<p>Understanding and researching what Climate Change is and understanding impacts of Climate Change on various neighbourhoods</p>

	Understand and research technologies that can be used to protect neighbourhoods
Goals (what are the objectives you aim to achieve within the timeframe)	<ol style="list-style-type: none"> 1. Collect and centralized background data on a variety of environmental, social and economic indicators 2. Complete a community neighbourhood workshop to provide neighbourhood consultation 3. Conduct 2-4 neighbourhood walk-about and neighbourhood audits 4. Complete detailed Sustainable Neighbourhood Action Plan 5. Final design of how a sustainable neighbourhood would look like
Timelines (Planning, Implementation, Installation, Report, Presentation, Reflection)	<p>Student Timelines:</p> <p>Stakeholder Kickoff meeting: September 2019 (meeting with staff and McMaster University staff)</p> <p>Student meeting: October 2019</p> <p>Research and Data collection Phase: November 2019 to July 2020</p> <p>Final deliverables and Presentations: August 2020</p>
Deliverables (what are the tangible outputs/outcomes that will be achieved)	Design of a detailed Sustainable Neighbourhood Action Plan that includes list of recommended implementable actions to improve climate resiliency and community engagement on climate change.
Learning Objectives	<p>We are hoping to learn more about:</p> <ul style="list-style-type: none"> - Specific neighbourhood concerns to identify potential co-benefits when developing actions - Unique climate resiliency actions that a variety of stakeholders can implement - Develop neighbourhood capacity to further climate change engagement

How we will work together	<p>Meeting Frequency: This can be flexible and negotiated as the project progresses. Meet once a week for a one-hour period but will be available through email for consultation throughout the day. If more meetings are necessary at the beginning that is manageable as well.</p>
	<p>Communication: Staff will be available through email on a consistent basis. Staff are at the branch for 35 hours per week so if students prefer to communicate in person that is workable as well. Meetings can be scheduled in consultation with students based on the availability and demands at the branch.</p>
	<p>Conflict Resolution: The staff will be in touch with the instructor if there are any issues that arise and would encourage the instructor to bring forward any issues that arise from their students as well.</p>
Roles	<p>Students: Conduct research, observations and ultimately develop the toolkit/action plan adhering to the outlined goals of the project and of the organization's overall vision and mission.</p>
	<p>City Staff: act as a resource and support, provide mentorship, provide context and background on the project and the organization's policies, mission and values to ensure the project outcomes align with Hamilton's vision on Climate Change.</p>
	<p>Instructors: To liaison with the city staff person and act as a resource for their students in the specific fields that they are studying in.</p>
	<p>Stakeholders: Trevor Imhoff</p>
Project Deliverable for the City of Hamilton	<p>Alignment with City of Hamilton Strategic Priorities: Clean and Green</p>

	Healthy and Safe Communities
	Deliverable(s) (e.g. size and type):
	Detailed Sustainable Neighbourhood Action Plan that includes list of recommended implementable actions to improve climate resiliency and community engagement on climate change.