



CityLAB Project Agreement Winter 2024

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.

CityLAB can help you and your partner complete this document, feel free to reach out for support at any time. Email us at citylab@hamilton.ca

Project Title: Supporting aging adults in changing times

Is this project continuing from a previous CityLAB project?

- Yes
- No

If yes, what was the project title:

<p>Challenge summary</p> <p>Please summarize the challenge you wish to work on solving in plain language in one sentence.</p>	<p>How can the Macassa Lodge Adult Day program ensure it is optimally meeting the needs of the communities it serves?</p>
<p>Project Description</p> <p>What is the problem you are trying to solve and what is the context?</p> <p>If applicable, use the original challenge description found on www.citylabhamilton.com/challenges.</p>	<p>Macassa Lodge is a facility run by the City of Hamilton, with both long term care beds and an adult day program that supports people (and their care partners/providers) to age well in their communities. The program currently has about 25 clients / day with capacity to serve up to 30 per day. The demographics of the population served include people with intellectual disabilities, low vision, early stages of dementia.</p> <p>Students working on this project will have the opportunity to visit Macassa’s program to meet with staff and observe programming; the final product will include a report with recommendations for the Lodge.</p>
<p>Background Research (optional)</p> <p>What kind of research will be required to pursue the challenge?</p>	
<p>Communication Plan</p>	<p>Communication: In-person meeting</p>



How frequently will partners from different institutions communicate, in what method and who will initiate.	Frequency biweekly communication Initiator students will contact the city staff member
Timeframe Will the project run for one or two terms?	Full Year Preparation – Work is primarily done March through May

City Staff Information

City staff details	City staff name: Denise Kendall City staff department: Healthy and Safe Communities City staff position: Supervisor of Resident Services
Additional City staff If applicable include names, emails, and positions of additional staff supporting the project.	Lisa Phepls, Administrator, Macassa Lodge & Holly Odoardi, Senior Administrator, Macassa Lodge
Intended Outcomes How will this work be used by City Staff once the project has been completed?	Research and recommendations will inform continuous improvements of the current Adult Day Program at Macassa and inform possible expansion of additional programs.

Instructor / Course Information

Instructor and student details	Instructor name: Lori Letts, PhD, OT Reg. (Ont.) Course name: MSc (OT) Program - Evidence Based Practice Project Application Form Number of students: 2 Student names (if known):
In Scope Clarify the components of the project that are feasible for this course/term.	Objective(s): 1. Conduct search of peer-reviewed and grey literature re best practices of adult day programs. 2. Conduct non-participant observations and document review of programming at Macassa Lodge



	3. Conduct key-informant interviews with stakeholders at Macassa Lodge and across other adult day programs to discern best practices
Out of Scope (optional) Clarify the components of the project that are not feasible for the course/term.	
Student Learning Objectives (optional) By the end of this project/term, students should be able to:	

Project Deliverables, Timelines, and Strategic Priorities

For the below table, please select all options that apply to your project. The dropdown boxes contain common checkpoints and milestones to help you envision the partnership. Please use the notes column for extra detail as needed and feel free to add in your own relevant items.

Timeline	Notes	Date
Choose an item.		
Choose an item.		
Choose an item.		
Choose an item.		
Choose an item.		
Final Deliverables – Please select from the drop-down menus below		
Primary Research (ie. conducting surveys and/or collecting data)		
Secondary Research (i.e. review of literature and finding information from books and online)		
Other (please specify)	Report and Recommendations	
Choose an item.		
Alignment with City of Hamilton Strategic Plan Priorities:		



- Community Engagement and Participation
- Economic Prosperity and Growth
- Healthy and Safe Communities
- Clean and Green
- Built Environment and Infrastructure
- Culture and Diversity
- Our People and Performance

Please submit your project agreement to CityLAB by emailing citylab@hamilton.ca before January 2024 for Winter semester projects.

CityLAB Deliverables and Semester Schedule

**PLEASE NOTE: If you are completing a project over two consecutive terms, students will only be required to participate in one of the Project Showcases.

Project Agreements Due	January 5, 2024
Mid-Semester Check-in (CityLAB and faculty)	February 19-23, 2024
Project Showcase Materials Due	March 28, 2024 (tentative)
Project Showcase	April 5, 2024 (tentative)
Project Data and Reports due (final day of classes)	April 12, 2024
Exit Surveys sent to faculty and City staff (to be completed by staff and faculty)	April 15-19, 2024
Post-Project Check-in with City staff	April 15-19, 2024