

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: School Safety Zones Policy Improvement

Is this project continuing from a previous CityLAB project?

Yes

No

If yes, what was the project title: **Getting Teens to School**

Challenge Summary

Please summarize the challenge you wish to work on solving in plain language in one sentence.

School Safety Zones (SSZs) policies need policy updates that are human-centred and evidence-informed.

Project Description

What is the problem you are trying to solve and what is the context?

If applicable, use the original challenge description found on www.citylabhamilton.com/challenges.

SSZs are currently defined in the *Highway Traffic Act* as 150m from the entrance/exit of schools and can be treated with decreased rate of speed. However, experts across Ontario perceive this definition to be insufficient (82%, $n = 73$). Based on expert insights and a plethora of evidence, community feedback (e.g., students, families, and school staff) and a policy framework are now warranted to increase the safety of SSZs for vulnerable road users (e.g., students, pedestrians, and cyclists).

Background Research (optional)

What kind of research will be required to pursue the challenge?

A report is available of the expert survey that proposes changes to the *Highway Traffic Act*. Students are encouraged to consider other policies and peer-reviewed literature that can inform their work.

Communication Plan

How frequently will partners from different institutions communicate, in what method and who will initiate.

Communication: In-person meeting
Frequency: once a term check-in
Initiator: students will contact the city staff member

Timeframe

Will the project run for one or two terms?

One term, Winter 2024

City Staff Information

City Staff Details

City staff name: Krystn Orr
City staff department: Healthy Environments
City staff position: Physical Activity Specialist
City staff phone number: x4015

Additional City staff

If applicable include names, emails, and positions of additional staff supporting the project.

Intended Outcomes

How will this work be used by City Staff once the project has been completed?

The **survey** will be distributed to the intended participants through the networks of the SSZs province-wide working group.

The **policy framework** will be integrated into the project plan the SSZs working group is using to effect change locally and provincially.

Instructor/Course Information

Instructor and Student Details	Instructor name: Léa Ravensbergen Course name: ENVSOCY4US3 Sustainable Cities Number of students: 1 – 3 Student names (if known): TBD in January 2024
In Scope Clarify the components of the project that are feasible for this course/term.	<ol style="list-style-type: none"> Survey development (with or without pilot testing) Policy framework to effect change of the <i>Highway Traffic Act</i> and associated local policies/guidelines Literature review of relevant policies, guidelines, reports, and peer-reviewed literature
Out of Scope (optional) Clarify the components of the project that are not feasible for the course/term.	<ol style="list-style-type: none"> Distributed of survey on a broad scale
Student Learning Objectives (optional) By the end of this project/term, students should be able to:	<ol style="list-style-type: none"> Develop a survey for a general audience (reading grade level 4) Develop a strategic plan for effecting change to provincial policies

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
Pre-semester meeting between faculty and staff		13 December 2023
Class visit #1	In-person	January 2024
Group meeting with staff		January 2024
Students share draft work		29 February 2024
Staff provides feedback		7 March 2024
Final Deliverables		
Other (please specify): Survey development with or without pilot testing		April 2024
Policy Framework Report		April 2024
CityLAB Deliverables		
Infographic and 3-minute Video		TBD
Presentation and/or video at Project Showcase		TBD

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