



CityLAB Project Agreement Fall 2022	
<p>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 help! Email us at <a href="mailto:citylab@hamilton.ca">citylab@hamilton.ca</a></p>	
<p><b>*COVID-19*</b> As you plan for your project, please consider how it can be adapted to adhere to physical distancing regulations if needed. Taking some time to think through contingency plans with your partner will help ensure a successful and meaningful project, no matter the circumstances.</p>	
<b>Project Title:</b>	<b>Pathways to Well-Being: Community Safety &amp; Well-Being System Map</b>
<p>Is this project continuing from a previous CityLAB project?</p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>If yes, what was the project title:</p>	
<b>City staff details</b>	<p>City staff name: Chelsea Kirkby Staff position: Senior Project Manager, Community Safety &amp; Well-Being</p>
<b>Instructor and student details</b>	<p>Instructor name: Shahad Al-Saqqar &amp; Jen Pearson Course name: HTHSCI 4DE3, 4D06, 4D09, 4D12 Number of students: TBD in collaboration with the City staff and their need. Likely 2-4 students Student names (if known):</p>
<p><b>Project Description</b> (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 <a href="http://www.citylabhamilton.com/challenges">www.citylabhamilton.com/challenges</a>. Please make any changes as needed or simply leave as is.</p>	<p>Hamilton's Community Safety &amp; Well-Being Plan (CSWBP) aims to ensure all residents in the community feel safe, have a sense of belonging and can meet their needs for education, healthcare, food, housing, income, and social and cultural expression. This plan supports safe and healthy communities through a community-based approach to address the root causes of complex social issues. In creating this plan, the team seeks to achieve a proactive, balanced, and collaborative approach to community safety and well-being across four key areas: social development,</p>

	<p>prevention, risk intervention, and incident response. Hamilton’s CSWBP has identified six local priorities where opportunities for action—including: hate incidents, violence, mental health and stigma, substance use, housing and homelessness, and access to income. The plan is guided by principles related to equity, diversity and inclusion, community engagement, data and evaluation, sustainable funding, and system collaboration.</p>
<p><b>Challenge summary</b> (summarize the challenge in plain language)</p> <p>If applicable, use the original challenge summary found on <a href="http://www.citylabhamilton.com/challenges">www.citylabhamilton.com/challenges</a>. Please make any changes as needed or simply leave as is.</p>	<p>How do various organizations, institutions, and collaborative tables in Hamilton intersect with the priority areas of Hamilton’s Community Safety and Well-Being Plan? How might we leverage these existing connections and/or create new pathways to support community safety and well-being?</p>
<p><b>In Scope</b> (from original project description)</p> <p>Clarify the particular elements that you will be taking on in this project.</p>	<p>Goal(s): The goal of this challenge is to develop a system map to illustrate the relationships between various organizations, institutions, and collaborative tables in Hamilton that have a common goal to improve safety and well-being related to the plan’s priority areas. The map will demonstrate how these groups interconnect, relate, and act in a complex system. This information and insights will be used to inform the actions and implementation of the Community Safety &amp; Well-Being Plan, including developing interventions, shifts, or policy decisions that help change the system in the most effective way.</p> <p>This challenge will include survey design, data analysis, report writing, and communication/knowledge translation tool development.</p>
<p><b>Out of Scope</b> (optional)</p>	

<p>Clarify particular elements from original project description that this project won't take on.</p>	
<p><b>Background Research</b> (what research will be required to pursue the challenge?)</p>	<p>Research and learning related to approaches to systems mapping will be necessary. This learning will be supported by City staff.</p>
<p><b>Communication with Staff</b></p>	<p>Communication: Other (please specify)  Faculty members will coordinate contact initially and then pass over regular contact to the student group. Faculty members will be CC'd and informed of all contact. They will reach out to staff member during key times in the project to check-in and will be available to be contacted by staff member at all times.</p>
<p><b>Roles</b></p>	<p>Students:</p> <p><i>First Semester:</i></p> <ul style="list-style-type: none"> <li>- Review and recommend method/approach to system mapping</li> <li>- Scope research based on needs and time available</li> <li>- Develop survey to collect necessary information for mapping</li> </ul> <p><i>Second Semester:</i></p> <ul style="list-style-type: none"> <li>- Collect data</li> <li>- Summarize/analyze data</li> <li>- Knowledge translation (develop practical communication tool to share system map)</li> </ul> <hr/> <p>City Staff:</p> <ul style="list-style-type: none"> <li>- Coordinate regular meetings to support students</li> </ul> <p><i>First Semester:</i></p> <ul style="list-style-type: none"> <li>- Provide resources and guidance related to approaches to systems mapping</li> <li>- Provide parameters and assist in scoping exercise</li> </ul>

	<ul style="list-style-type: none"> <li>- Provide guidance and approval of survey design</li> </ul> <p><i>Second Semester:</i></p> <ul style="list-style-type: none"> <li>- Supervise and support data collection</li> <li>- Provide guidance related to data summary and analysis</li> <li>- Provide resources and examples for effective knowledge translation methods</li> </ul>	
	<p>Instructors: supervise students and research. Facilitate initial communication between students and City staff</p>	
	<p>Stakeholders (if applicable):</p> <ul style="list-style-type: none"> <li>- Community Safety &amp; Well-Being Plan System Leadership Table – participate in dissemination of survey and encourage wide distribution through networks</li> <li>- End user of the system map</li> </ul>	
<p><b>Project Deliverables, Timelines, and Strategic Priorities</b></p> <p>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.</p>	<p>Alignment with City of Hamilton Strategic Priorities:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Community Engagement and Participation</li> <li><input type="checkbox"/> Economic Prosperity and Growth</li> <li><input checked="" type="checkbox"/> Healthy and Safe Communities</li> <li><input type="checkbox"/> Clean and Green</li> <li><input type="checkbox"/> Built Environment and Infrastructure</li> <li><input type="checkbox"/> Culture and Diversity</li> <li><input type="checkbox"/> Our People and Performance</li> </ul>	
<b>Meetings and Draft Work</b>	<b>Notes</b>	<b>Date</b>
Pre-semester meeting between faculty and staff		Aug 31st, 2022
Initial group meeting with staff, faculty and students		Sept, 2022
Group meeting with staff	Multiple meetings with staff and students to develop the action agreement, research question, ethics package, etc.	On an as needed basis throughout term 1 and term 2

First term Check-in (with staff and faculty)	Check-in on the status of the students' work and staff's experience as the first term wraps up	Dec 2022
Project wrap-up meeting (with staff, faculty, and students)		April 2023
Feedback meeting with staff	An opportunity for the staff to provide feedback on the whole experience and talk about potential next steps and future collaboration	Summer 2023
<b>Final Deliverables</b>		
Primary Research (ie. conducting surveys and/or collecting data)	First semester: Survey developed for community partners to collect pertinent information to inform the development of a Community Safety & Well-Being System map Second Semester: Data collection	TBD
Design	Second Semester: Knowledge translation - a practical communication tool to share system map	TBD
Report	Final report sharing all steps of the project	TBD
Choose an item.		
<b>CityLAB Deliverables</b>		
Infographic and 3-minute Video		<b>November 25, 2022</b>
Presentation at Project Showcase		<b>December 2, 2022</b>
<p><b>Where will the work go and what will it be used for:</b>  The end product will be a system map to be shared among community partners and the CSWBP System Leadership Table. The map will also be posted on the City's CSWBP web page for public access. This map will illustrate the relationships between various organizations, institutions, and collaborative tables in Hamilton that have a common goal to improve safety and well-being related to the plan's priority areas. The map will demonstrate how these groups interconnect, relate, and act in a complex system. This information and insights will be used to inform the actions and implementation of the Community Safety &amp; Well-Being Plan,</p>		



including developing interventions, shifts, or policy decisions that help change the system in the most effective way.

<b>CityLAB Deliverables and Semester Schedule</b>	
Project Agreements Due	September 12, 2022
Pre-Semester Student Survey link sent to faculty (to be completed by students)	September 16, 2022
Fall Mid-Semester Check-in (CityLAB and faculty)	October 17-21, 2022
Winter Project Showcase Materials Due	November 25, 2022
Winter Project Showcase	December 2, 2022
Student Exit Survey link sent to students	December 9, 2022
Project Data and Reports due (final day of Fall classes)	December 9, 2022
Exit Surveys sent to faculty and City staff (to be completed by staff and faculty)	December 16, 2022
Post-Project Check-in with City staff	January 9-20, 2023