CityLAB Project Agreement Fall 2023

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 citylab@hamilton.ca

COVID-19
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.

Project Title:	City of Hamilton Community Survey – Identifying opportunities to increase participation in Recruitment

Is this project continuing from a previous CityLAB project?
☒　　　Yes
☐　　　No
If yes, what was the project title: Inclusion, Diversity, Equity and Accessibility in Fire Services: A Thematic Review

City staff details	City staff name: Fire Chief David Cunliffe City staff name: Jodi Koch
Instructor and student details	Instructor name: Shahad Al-Saqqar Course name: TBD Number of students: TBD Student names (if known): TBD
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. Please make any changes as needed or simply leave as is.	Building off of a successful CityLab thematic review of Inclusion, Diversity, Equity and Accessibility relative to the Hamilton Fire Department, natural next steps would be to conduct a community survey to identify opportunities to increase participation in recruitment processes specific to the City of Hamilton. Led by Fire Chief Cunliffe the scope would be to collect recruitment data that impacts Inclusion, Diversity, Equity and Accessibility within

	the Hamilton Fire Department and cross-departmentally within the City. The methodology would include a survey-based approach, led by the McMaster students with consultation and guidance by City of Hamilton staff. Research questions and contextual considerations will need to be clarified in collaboration with City of Hamilton staff and the students.
Challenge summary (summarize the challenge in plain language) If applicable, use the original challenge summary found on www.citylabhamilton.com/challenges. Please make any changes as needed or simply leave as is.	Utilizing data from the survey that will be conducted, develop recommendations on identifying opportunities to increase participation within the City of Hamilton's and the Hamilton Fire Department's recruitment and hiring processes. This includes identifying opportunities in the application process, during competition/interviewing and what success looks like.
In Scope (from original project description) Clarify the elements that you will be taking on in this project.	What are the IDEA best practices to enhance diversity in the Hamilton Fire Department's recruitment practices.
Out of Scope (optional) Clarify particular elements from original project description that this project won't take on.	
Background Research (what research will be required to pursue the challenge?)	- Researching methods of engaging the public re: recruitment practices, with

	- specific focus on determining the non-represented population(s) and engaging with them - Updating the research tool (e.g., questionnaire and/or survey) based on best practice
Communication with Staff	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.
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.	Alignment with City of Hamilton Strategic 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
Will the project run for one term or two consecutive terms	2 terms

Meetings and Draft Work	Notes	Date
Pre-semester meeting between faculty and staff		September 2023
Initial group meeting with staff		October 2023
Group meeting with staff	Multiple meetings with staff and students to develop the action agreement, research question, ethics package, etc.	As needed
Faculty and Staff Check in	Check-in on the status of the students' work and	January 2024

	staff's experience as the first term wrapped up	
Project wrap up meeting (with staff, faculty and students)		April 2024
Feedback meeting with staff		Summer 2024
Final Deliverables		
Primary Research (ie. conducting surveys and/or collecting data)		TBC
Report		TBC
Other dissemination material	Based on needs	TBC
CityLAB Deliverables		
Infographic and 3-minute Video		**April 5, 2024**
Presentation and/or video at Project Showcase		**April 12, 2024**

Where will the work go and what will it be used for: Information and recommendations received will be presented first to the City of Hamilton staff sponsors of this project and then to the Hamilton Fire Department Senior Leadership Team, followed by the organization's Senior Leadership Team. This will be supported by the Human Resources Department and Corporate Communications to ensure alignment with City initiatives and guidelines. Identified survey findings/action items may be implemented directly with the Hamilton Fire Department recruitment strategy and may also be used to inform Talent and Development recruitment strategies that would impact recruitment practices organizationally.

Please submit your project agreement to CityLAB by emailing citylab@hamilton.ca before September 8, 2023 for Winter semester projects.

CityLAB Deliverables and Semester Schedule	
Project Agreements Due	September 8, 2023
Pre-Semester Student Survey link sent to faculty (to be completed by students)	September 16, 2023
Mid-Semester Check-in (CityLAB and faculty)	February 19-23, 2024
Project Showcase Materials Due	April 5, 2024
Project Showcase	April 12, 2024
Student Exit Survey link sent to students	April 15, 2024
Project Data and Reports due (final day of classes)	TBD
Exit Surveys sent to faculty and City staff (to be completed by staff and faculty)	April 15, 2024
Post-Project Check-in with City staff	April 15-19, 2024