



## 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](mailto:citylab@hamilton.ca)

### Project Title: Housing Options for Older Adults

Is this project continuing from a previous CityLAB project?

Yes

No

If yes, what was the project title:

#### Challenge summary

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

How can we make it easier for older adults to find information on various housing options and supports as they age?

#### 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](http://www.citylabhamilton.com/challenges).

The City's Seniors Advisory Committee (SAC) would like to update the housing guide for older adults. The goal is to include information on various types of housing options, housing supports, financial supports related to housing, and well as contact information for the above. SAC would also like to work with students to build an intergenerational and collaborative working relationship. Best practices and research will aid in the development of this publication. This project aligns with the 2021-2026 Hamilton's Plan for an Age-Friendly Community ([www.hamilton.ca/agefriendly](http://www.hamilton.ca/agefriendly))

#### Background Research (optional)

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

#### Communication Plan

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

Initial in person presentation by staff member about the project.

<b>Timeframe</b> Will the project run for one or two terms?	One Term
<h2 style="color: #4F81BD;">City Staff Information</h2>	
<b>City staff details</b>	Advisor name: Lisa Maychak, Project Manager Age-Friendly City/ Healthy & Safe Communities/Long-Term Care Homes Division
<b>Additional City staff</b> If applicable include names, emails, and positions of additional staff supporting the project.	
<b>Intended Outcomes</b> How will this work be used by City Staff once the project has been completed?	
<h2 style="color: #4F81BD;">Instructor / Course Information</h2>	
<b>Instructor and student details</b>	Instructor name: Léa Ravensbergen, PhD  Assistant Professor, School of Earth, Environment & Society  Course name: ENVSOCY 4US3: Sustainable Cities  Number of students: 54  Student names (if known): TBD in January
<b>In Scope</b> Clarify the components of the project that are feasible for this course/term.	<ul style="list-style-type: none"> <li>• Update the content of the 2015 Housing Options guide (<a href="https://www.hamilton.ca/sites/default/files/2022-07/HSAC-hamilton-housing-options-guide-seniors-older-adults.pdf">https://www.hamilton.ca/sites/default/files/2022-07/HSAC-hamilton-housing-options-guide-seniors-older-adults.pdf</a>)</li> <li>• Update the design of the 2015 guide that considers inclusion (for those without internet access, for those who do not speak English, etc.)</li> <li>• Develop a marketing and dissemination strategy for the guide that considers inclusion.</li> </ul>

	<ul style="list-style-type: none"> <li>• Develop policy briefs on a ‘hot topic’, e.g. Garden suites/ laneway homes, co-housing, long-term care, options for those experiencing dementia or Alzheimer’s, etc.)</li> <li>• Develop a creative and user-friendly compilations of all the organizations, agencies, government departments that work on these themes (including their contact info) which outlines the resources available.</li> <li>• Design a qualitative research project on a seniors and housing research question (please include a focus group and/or interview guide, if relevant)</li> <li>• Conduct a secondary data analysis focused on Hamilton on a seniors and housing research question.</li> <li>• Develop a policy brief outlining evidence-based actions the city could take to address this issue.</li> </ul>
<p><b>Out of Scope</b> (optional)</p> <p>Clarify the components of the project that are <b>not</b> feasible for the course/term.</p>	
<p><b>Student Learning Objectives</b> (optional)</p> <p>By the end of this project/term, students should be able to:</p>	

## 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
Class visit #1	Lisa introduces topic to class	January 26 <sup>th</sup>

Other	Léa sends update to Lisa / students might update senior’s advisory committee	February 29th
Choose an item.	Léa sends Lisa top final projects	April 1 <sup>st</sup> (approx. – due March 28 <sup>th</sup> )
Choose an item.		
<b>Final Deliverables – Please select from the drop-down menus below</b>		
Primary Research (ie. conducting surveys and/or collecting data)		March 28th
Secondary Research (i.e. review of literature and finding information from books and online)		March 28th
Choose an item.		
Choose an item.		
<b>CityLAB Deliverables</b>		
Infographic		March 28, 2024 (tentative)
Presentation at Project Showcase **		April 5, 2024 (tentative)
<b>Alignment with City of Hamilton Strategic Plan Priorities:</b>		
<input type="checkbox"/> Community Engagement and Participation <input type="checkbox"/> Economic Prosperity and Growth <input type="checkbox"/> Healthy and Safe Communities <input type="checkbox"/> Clean and Green <input type="checkbox"/> Built Environment and Infrastructure <input type="checkbox"/> Culture and Diversity <input type="checkbox"/> Our People and Performance		

**Please submit your project agreement to CityLAB by emailing [citylab@hamilton.ca](mailto: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