

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: Woodlots Health Assessment Tool

Is this project continuing from a previous CityLAB project?

Yes

No

If yes, what was the project title: PROTECT & GROW HAMILTON'S WOODLOTS

Challenge summary

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

Creating and testing a health assessment tool for publicly owned woodlots.

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.

As diseases and invasive species enter the City of Hamilton, we are unable to accurately protect publicly owned forested woodlots because we lack tools to assess and monitor the long-term health of these woodlots. In addition, without the knowledge of what the current state of these woodlots are, we cannot prioritize improving their health through different Forestry management initiatives (e.g., planting, invasive species removal). With a tool that streamlines and creates uniformity in collection and assessment, city staff will have the knowledge to make informed decisions.

Project Components:

The students will be required to build an assessment tool for City of Hamilton staff to examine 2 aspects of city owned woodlots. The two aspects are:

- Potential for expanding the woodlots with additional tree plantings.

	<p>➤ Need for monitoring and maintenance of invasive species within the woodlots.</p> <p>There are three tasks to be completed:</p> <ol style="list-style-type: none"> 1) Woodlot Health Assessment Tool: Building Criteria & Tool <ol style="list-style-type: none"> a. Assessing /scoring for priority level 1) planted, 2) invasive species monitoring and management, 3) Both. 1. Test the assessment tool within predetermined city owned woodlots. 2. Create a woodlot health assessment report with results from using the tool.
<p>Background Research (optional)</p> <p>What kind of research will be required to pursue the challenge?</p>	
<p>Communication Plan</p> <p>How frequently will partners from different institutions communicate, in what method and who will initiate.</p>	<p>Communication: zoom meeting</p> <p>Frequency Choose an item.</p> <p>Initiator Choose an item.</p>
<p>Timeframe</p> <p>Will the project run for one or two terms?</p>	<p>One term</p>
<h2>City Staff Information</h2>	
<p>City staff details</p>	<p>City staff name: Kristen Bill</p> <p>City staff department: Forestry and Horticulture</p> <p>City staff position: Project Manager of Forest Health</p>
<p>Additional City staff</p> <p>If applicable include names, emails, and positions of additional staff supporting the project.</p>	
<p>Intended Outcomes</p>	

How will this work be used by City Staff once the project has been completed?	
Instructor / Course Information	
Instructor and student details	Instructor name: Bill Docherty Course name: Number of students: Student names (if known):
In Scope Clarify the components of the project that are feasible for this course/term.	<ol style="list-style-type: none"> 1. Design and implement a long-term management tool to maintain and monitor woodlot health.
Out of Scope (optional) Clarify the components of the project that are not feasible for the course/term.	<ol style="list-style-type: none"> 1. Synthesize and compile current woodlot data (across the entire Hamilton Boundary) from stakeholder groups across Hamilton (i.e., Parks, Forestry, Hamilton Conservation Authority, Halton Conservation Authority) 2. Develop a layer of existing woodlot inventory with detailed information regarding woodlots. 3. Develop health assessment criteria including direction on next steps for woodlot improvement. 4. Analyze literature for key health information for publicly owned woodlots.
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		
Choose an item.		
Choose an item.		
Choose an item.		
Choose an item.		
CityLAB Deliverables		
Infographic		March 29 th 2024 (tentative)
Presentation at Project Showcase **		April 5 th 2024 (tentative)
Alignment with City of Hamilton Strategic Plan Priorities:		
<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 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 29 th 2024 (tentative)
Project Showcase	April 5 th 2024 (tentative)



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)	TBD
Post-Project Check-in with City staff	April 15-19, 2024