



CityLAB Project Agreement 2020-2021:

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 Patrick.Byrne@hamilton.ca

COVID-19 Update
 Due to the constantly changing nature of the COVID-19 pandemic, there is a strong possibility that in-person gatherings will be restricted and/or facilities will be closed during the Fall 2020 semester. 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:
 Is this project continuing from a previous CityLAB project?
 Yes
 No
 If yes, what was the project title: N/A

City staff details

City staff name: Sylvia Sadowski
 City staff email:
 City staff phone number:
 City staff work cell:

Instructor and student details

Instructor name: Karen Dieleman
 Instructor email:
 Instructor phone number:
 Course name: CTS 410 Core Capstone Experience
 Number of students: 5 or 6
 Student names (if known):

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.

- How can we ensure that natural spaces are not *'loved to death'*?
- How can we ensure a balance is struck between access to nature and overloading our natural spaces and the communities in which they may be found?

<p>Please make any changes as needed or simply leave as is.</p>	<ul style="list-style-type: none"> - What is the current trend for visitor management in natural spaces across Canada? - How can we offer the best visitor experience while protecting the environment, natural habitat, neighbouring communities, and mitigating safety/risk concerns?
<p>Challenge summary (summarize the challenge in plain language)</p> <p>If applicable, use the original challenge summary found on www.citylabhamilton.com/challenges. Please make any changes as needed or simply leave as is.</p>	<ul style="list-style-type: none"> - All natural spaces within the City of Hamilton are experiencing increased amounts of visitors (especially during fall colour season and a particularly popular area is the Spencer Gorge Conservation Area for three natural areas; Webster Falls, Tew Falls and Dundas Peak) - The increased volume in visitors has contributed to unwanted visitor behaviours which have been occurring at these natural spaces. Issues like increased garbage, littering, overcrowding, congested roadways and street parking as parking lots fill, trespass on private properties, accidental slips and falls - This is placing pressures on the environment, nearby residents, community, EMS services, City of Hamilton and Hamilton Conservation Authority staff
<p>In Scope (from original project description)</p> <p>Clarify the particular elements that you will be taking on in this project. The more particular the better!</p>	<ul style="list-style-type: none"> - #1. Secondary research: Conduct a Municipality scan of surrounding cities with similar nature issues (Niagara falls, The Grotto, Scarborough Bluffs, Credit Valley and Halton Conservation Authorities etc.) <ul style="list-style-type: none"> - many use reservation systems where you plan your day and purchase a limited number of tickets ahead of time. This takes away spontaneous day trips. Is there a balance? - #2. Secondary research: Conduct a Municipality scan of Canada-wide cities and how they manage with crowd control at

	<p>their respective natural spectacle locations (i.e., City of Vancouver/University of BC)</p>
<p>Out of Scope (from original project description)</p> <p>Clarify the particular elements that this project won't take on. Be explicit, even if it might seem obvious!</p>	<ul style="list-style-type: none"> - Students will not be expected to prepare actual policies or management systems. Rather the focus is on research, reporting, and recommendations. - Students will not be expected to do any type of 'field work' (i.e., visiting sites in groups) that is not consistent with current Provincial social distancing guidelines at the time due to Covid19
<p>Background Research (what research will be required to pursue the challenge?)</p>	<ul style="list-style-type: none"> - Current best practises in the industry regarding visiting natural spaces and not overcrowding these spaces - Historical analysis: Camping sites underwent a similar challenge back in the 90's before the implementation of their campsite 'reservation system' in Hamilton and across Canada as a whole
<p>Goals (what are the objectives you aim to achieve within the timeframe?)</p>	<p>To prepare recommendations for managing access to Hamilton's waterfalls that balance the protection of habitat and people with positive visitor experience.</p>
<p>Timelines (Planning, Implementation, Installation, Report, Presentation, Reflection)</p>	<p>Sept: match group, get grounded in the project, understand the issues, develop a team charter</p> <p>Oct: conduct research (municipality scans, best practises, historical analysis)</p> <p>Nov: complete research, prepare report and recommendations</p> <p>Dec: deliver report and presentation</p>
<p>Learning Objectives</p>	<p>Students will:</p> <ul style="list-style-type: none"> - become aware of the complexities of managing natural spaces within a city - develop/use skills in data collection and analysis

	<ul style="list-style-type: none"> - practice oral and written communication skills
<p>How we will work together</p>	<p>Meeting Frequency: Initial, midway, and near-completion meetings (city staff lead with entire student group), with one or two additional check-ins if required (possibly with student group leader only).</p>
	<p>Communication: email, Zoom/Webex, phone, or other online method as required. One student from the group will be designated as the point of contact with the city lead to handle all communication processes.</p>
	<p>Conflict Resolution: We will address any issues directly with the people involved in a timely, professional manner. Students will seek guidance and support from instructor and/or city lead as appropriate.</p>
<p>Roles</p>	<p>Students: Complete work as defined in project scope. Flag any challenges to achieving project outcomes to both faculty and staff and participate in troubleshooting any challenges that may arise.</p>
	<p>City Staff: Work with Faculty to support students in successfully achieving outcomes in scope of project and troubleshooting any challenges that may arise (includes: provide guidance around project expectations, participate in meetings, assist with city data as required).</p>
	<p>Instructors: Work with City of Hamilton staff to support students in successfully achieving outcomes in scope of project and troubleshooting any challenges that may arise (includes: teach teamwork skills; provide weekly supervision to students in project management; provide feedback on progress; facilitate connections with city staff).</p>

	Stakeholders: Hamilton Conservation Authority, City of Hamilton
Project Deliverable for the City of Hamilton	<p>Alignment with City of Hamilton Strategic Priorities:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Community Engagement and Participation <input type="checkbox"/> Economic Prosperity and Growth X 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
	<p>Deliverable(s) (e.g. size and type):</p> <ul style="list-style-type: none"> - Recommendation report or guidelines - Presentation to Waterfall Motion Working Group at end of course (possibly virtually due to Covid-19 pandemic restrictions) - Presentation at CityLab likely virtual
	<p>Where will the work go and what will it be used for:</p> <ul style="list-style-type: none"> - Hamilton Conservation Authority - Reservation System Pilot Project Update report (March/April 2021) - Waterfall Motion Working Group informative discussions on how to proceed forward in initiatives - Building a future 'City-Wide Waterfall Strategy' for majority of City of Hamilton Waterfalls

Please submit your project agreement to CityLAB by emailing to Patrick.Byrne@hamilton.ca before September 1, 2020 for Fall semester projects.