

Project Agreement - CityLAB Semester in Residence Fall 2023

Due Date: Draft Due Monday September 18, Final Document Due Monday September 25

Introduction: 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. Students are responsible for ensuring that all sections of this agreement are complete, with the knowledge that this agreement will be referenced throughout the semester. This agreement will form the structure of the final academic report.

Project Summary (50-100 words describing your project at a high level):

We will be addressing and recreating/updating the 10-12 bike routes listed on the city of Hamilton website, targeting those who are new to Hamilton and cycling in an attempt to get more people out of cars and onto bikes. This will entail a survey of current routes and suggestions of how both the actual routes and descriptions might be adjusted. We will be creating new routes based on new infrastructure, and incorporating features of Hamilton to be highlighted.

<https://www.hamilton.ca/home-neighbourhood/getting-around/biking-cyclists/cycling-routes-maps>

Project Team ()

Students: Esther, Ramona, Adam, Madhura, Fatima

Project Advisors (please note here 2 or 3 of our advisors who you feel may be most relevant to your project): Ciaran, Liz, Darina, Randy, Kojo

Project Overview (to be informed by working directly with project advisors and CityLAB SIR teaching team)

Context (100 words or less)

While cycling conditions in Hamilton have improved greatly over the last decade, the city has failed to properly promote cycling in the community. The city's official website includes trails that are out-of-date, clunky, and missing important information. The last update occurred in 2006, prior to much of the current biking infrastructure. In almost 20 years, demographics and the city itself have changed dramatically, requiring a similar change in the biking information currently available.

	<p>Problem (100 words or less)</p> <p>When the city only has out-of-date information readily available, prospective bikers have to do much of the route planning themselves. This could be a deterrent to biking, undermining the city’s current efforts to make biking easier (new infrastructure etc). Biking is a healthy, green alternative to cars, and increasing the number of bikers is an achievable task our team hopes to accomplish by some integrated research and planning.</p>
	<p>Design Challenge (50 words or less): How might we.....</p> <p>How might we update the biking maps in a way that is accessible and inclusive of the relevant stakeholders in the Hamilton community?</p>
	<p>In Scope (what fits within the resources and time we have available for this project?)</p> <ul style="list-style-type: none"> - Digital biking route updates - Increased accessibility of biking maps
	<p>Out of Scope (what doesn’t fit within the resources and time we have available for this project?)</p> <ul style="list-style-type: none"> - New bike lanes - Changing infrastructure - Updating google maps biking directions since the City of Hamilton has faced many challenges collaborating with Google
<p>Goals (what are three to five objectives that this project will aim to achieve within the semester)</p>	<ol style="list-style-type: none"> 1. Updating descriptions on City of Hamilton’s biking website 2. Adding more points of interest on bike routes 3. Changing routes that are no longer relevant 4. Create a ranking criteria including difficulty, safety to add for the biking maps

<p>Background Research (what research will be required to pursue the challenge)</p>	<ul style="list-style-type: none"> - Which other cities are using biking for tourism and how have they implemented it? How have they encouraged bikers and non-drivers? - History of biking in Hamilton: how has cycling changed in Hamilton? What kind of infrastructure and community is there now? - What are the needs of current and future bikers? How can the routes that we develop grow with the city of Hamilton?
<p>Relevant Stakeholders (Who are the key stakeholders that might be engaged in this process - *note that you are not expected to know all stakeholders at this point, but rather to begin thinking critically about who to engage)</p>	<ul style="list-style-type: none"> - Tourism Hamilton - James Street, downtown, Locke Street, Westdale, and Dundurn BIAs - Local Indigenous leaders (perhaps Danielle?) - Biking tourists (from Burlington, Oakville and surrounding area) - Residents of Hamilton - Community Advisors at McMaster - Metrolinx - GO trains, GO buses - HSR - McMaster Student Accessibility Services - Hamilton Deaf Blind community services office - The Rambling Hamiltonian

<p>Pursuing Equity Diversity and Inclusion (What are the key EDI considerations needed for this work? Are there equity deserving groups or voices missing from this work? What are the voices or groups we are already hearing from? What barriers or power imbalances need to be addressed?)</p> <p>What are the internal/external decisions and philosophies you will be using to adhere to anti-racism & anti-oppression?</p>	<ul style="list-style-type: none"> - Biking is typically an able-bodied exclusive activity, but by ranking trails based on difficulty we could make it easier for people with limited or reduced mobility to find trails they can use - We need to consider some accessible website options for newcomers to Hamilton who may not speak English - Create accommodations for individuals with visual impairments <ul style="list-style-type: none"> - Use personas to identify relevant demographics in order to account for a diverse population - Consider any negative consequences associated with changing biking routes - Translate into many languages to increase accessibility, - Use an accessible font for text
<p>Timelines (What needs to be done during Phase 2, Phase 3, and Phase 4 of the semester)</p>	<p>Phase 2 Priorities (September 18-October 6)</p> <ul style="list-style-type: none"> - Initial in-house research, meetings with relevant stakeholders - Identifying issues with the maps - Planning out process and schedule, with guided questions and prompts. <p>Phase 3 Priorities (October 16-November 17)</p> <ul style="list-style-type: none"> - Exploring the city, “building up” (asking what works) - Beginning and finalizing drafts, attempting to create and design - Meeting with stakeholders, addressing any issues that may arise <p>Phase 4 Priorities (November 20-December 8)</p> <ul style="list-style-type: none"> - Finalizing maps and routes - Submitting final copies to Rachel and other theoretical stakeholders

	<ul style="list-style-type: none"> - Prepare presentation for CityLAB
<p>Deliverables (what are the anticipated tangible outputs/outcomes that will be achieved by Phase 4)^[1]</p>	<p>Anticipated Outputs:</p> <p>10-12 PDF/JPEG documents with updated and easily read maps, descriptions, etc.</p> <p>Anticipated Outcomes:</p> <p>An improved biking culture in Hamilton with opportunities for new bikers to explore the city as well as promotion of biking tourism in Hamilton.</p>
<p>Resources (What resources, if any, are available to pursue this project – e.g. staff time, budget)</p>	<ul style="list-style-type: none"> - McMaster (CAs etc) - OPIRG grant - QGIS - CityLab - Active Transportation Hamilton
<p>Risk (What are some possible risks of this project? How might these risks be mitigated/addressed if they arise?)</p>	<ul style="list-style-type: none"> - Risks of getting people to ride bikes - Choosing some businesses over another when increasing biking routes <ul style="list-style-type: none"> - Some people may not want to be highlighted - Tourists can be nuisances - In order to mitigate these risks, we could consult with the BIA's and ensure a collaborative design process between our team, relevant stakeholders, and the city.
<p>Learning Objectives (What does your team want to learn through this process?)</p>	<ul style="list-style-type: none"> - Improving skills: how to work in a team, critical thinking, problem solving - Learning how to operate within a large institution such as the City of Hamilton, Tourism Hamilton, etc.

How we will work together?

Meeting Frequency and Process (How often will we meet? How will we delegate tasks? How will we share and rotate meeting roles?):

- Tuesday meetings to organize week
- Create agenda every thursday for the next week, so that we know where we left off and what we need to do in the coming week

Mon	Tues	Wed	Thurs	Fri
	First meeting of the week, go through agenda, make week to-do list	Work day	Progress update at 3 PM Create agenda for the next week	Theoretical team cycle

- We will delegate tasks by consensus (volunteer and need-based)
- Our meeting roles will be:
Secretary (has agenda open, takes notes based on conversation, informs deadlines): Ramona
- QGIS Consultant: Esther
- Liaison: Adam
- Research: Fatima
- Data: Madhura

Communication (How will we stay in touch? What platform will we use to share files, manage deadlines, etc.):
Whatsapp, google docs, google drive, weekly in person meetings

Conflict Resolution (How will we address challenges as they arise?):

	<ul style="list-style-type: none"> - Biweekly check in - using 2 stars 1 wish google form to mention 2 thing going well and 1 thing to be improved - Discussing the results of the form - If we are disagreeing on an issue, attempt a compromise. If all else fails, each side will prepare an argument, present it to the group, and then the group will vote.
	<p>Principles of Community Engagement (What principles will guide our work?):</p> <ul style="list-style-type: none"> ● True Radical Honesty ● Equity & Inclusion ● Conscientiousness ● Punctuality & Professionalism ● Communication
	<p>Principles of Equity Diversity and Inclusion (How will we reflect a commitment to EDI within our work together as a group?):</p> <ul style="list-style-type: none"> - Open-mindedness & Empathy - Acknowledgement of all experiences, even those unspoken - Multiple modes of communication for those who don't typically feel like they can speak up. Eg. 2 star 1 wish form.
Roles	Students: Adam, Esther, Fatima, Madhura, Ramona
	Instructors: Randy, Liz, Kojo, Darina
	Project Advisors: Rachel Johnson, Cairan Egan

[1] <https://www.bmc.com/blogs/outcomes-vs-outputs/>

