



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:	Getting Teens to School
Is this project continuing from a previous CityLAB project? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, what was the project title:	
City staff details	City staff name: Krystn Orr, Physical Activity Specialist, Public Health Services
Instructor and student details	Instructor name: Jen Pearson and Margaret Secord Course name: Child Health Specialization Thesis Number of students: 1-2 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.	Physical activity has been associated with numerous beneficial outcomes to physical, emotional, mental, and social health, academic performance, and climate benefits (e.g., reduced air pollution). For over 20 years, the City of Hamilton has conducted reviews, improvements, and policy development to create safer neighbourhoods for students to use active and sustainable modes of travel to get to and from school. For example, walking, cycling, skateboarding, school bus, and city bus. However, despite concerns for pedestrian safety and decreasing physical activity levels as we age, secondary schools have not been a primary focus. Therefore, there is a gap in the active and sustainable school travel program that must be

	<p>addressed. While parents are key influencers in the travel mode for elementary students, secondary students are more independent in their day-to-day lives. Therefore, understanding this unique population’s needs and challenges to using active and sustainable school travel, and how to best reach this population is warranted.</p>
<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>	<p>How do we get secondary school students to engage in active and sustainable modes of travel?</p>
<p>In Scope (from original project description)</p> <p>Clarify the elements that you will be taking on in this project.</p>	<p>Students will work with Public Health Services (specifically Krystn) to:</p> <ol style="list-style-type: none"> 1. Design a research project that includes a summary of the problem, data collection methods, analysis methods, and a deliverable or set of deliverables that will be used by Public Health Services (e.g., report, infographic). The design of the research plan will be informed by a review of the literature to ensure the methods chosen are rooted in evidence and are appropriate for the research question at hand. 2. Student(s) will complete McMaster’s Research Ethics Protocol for submission under McMaster’s Hamilton Integrated Research Ethics Board and (if required) HWDSB or HWCDSB’s ethics review boards. 3. Students will work with Public Health Services to collect and analyze primary data (e.g., surveys, semi-structured interviews and/or focus groups). Public Health will identify its desired school board partners for this project.

	4. Students will summarize findings in the form of the previously agreed upon deliverable.	
Out of Scope (optional) Clarify elements from original project description that this project won't take on.	Students will rely on the City to identify school board partners.	
Background Research (what research will be required to pursue the challenge?)	<p>Students will be required to conduct background research on:</p> <ol style="list-style-type: none"> 1. The City's previous campaigns for active and sustainable modes of travel. Students may benefit from conversations with Krystn about what has been successful about these initiatives and what could be improved in this next iteration with secondary students as the target demographic. 2. Successful initiatives for active and sustainable modes of travel with secondary school students that proved successful in comparable locations (e.g., sister cities, mid-sized cities, cities with similar demographics). 3. Research methods appropriate for implementation with this population. 	
Communication with Staff	Student and Faculty representatives to capture changes in students over the two semesters.	
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: <input checked="" type="checkbox"/> Community Engagement and Participation <input type="checkbox"/> Economic Prosperity and Growth <input checked="" type="checkbox"/> Healthy and Safe Communities <input checked="" type="checkbox"/> Clean and Green <input checked="" type="checkbox"/> Built Environment and Infrastructure <input type="checkbox"/> Culture and Diversity <input type="checkbox"/> Our People and Performance	
Meetings and Draft Work	Notes	Date
Pre-semester meeting between faculty and staff		13 July 2023
Class visit #1	Fall semester	



Class visit #2	Winter semester	
Group meeting with staff	Krystn available weekly for one-hour meetings	
Students share draft work		
Staff provides feedback	Can be ongoing/as needed	
Final Deliverables		
Primary Research (i.e., conducting surveys and/or collecting data)		
Secondary Research (i.e., review of literature and finding information from books and online)		
Feasibility Study		
Marketing Report		
CityLAB Deliverables		
Infographic or Poster and Video or PowerPoint		Friday December 1, 2023
Presentation at Project Showcase		Friday December 8, 2023
<p>Where will the work go and what will it be used for: The work will contribute to the quality improvement of the City of Hamilton’s active and sustainable school travel program, including school travel planning, student/parent/staff engagement, and community engagement efforts (e.g., social media).</p>		

Please submit your project agreement to CityLAB by emailing citylab@hamilton.ca before September 8, 2023, for Fall 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)	October 23-27, 2023
Project Showcase Materials Due	December 1, 2023
Project Showcase	December 8, 2023
Student Exit Survey link sent to students	December 8, 2023
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)	December 15, 2023
Post-Project Check-in with City staff	January 8-12, 2023