

## 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: Growing the Team Up to Clean Up Program

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.

Research and recommendations to expand the Team UP to Clean Up community clean up program, with a particular eye to attracting more volunteers and using the program to support equity in the delivery of city services.

#### 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).

Team Up to Clean Up (TUTCU) is a year-round city-wide community cleanup program. Approximately 25,000 volunteers participate in Team Up to Clean Up each year and invest more than 45,000 volunteer hours to help clean our community.

The program helps keep public places in your neighbourhood clean and safe for everyone. You can host a cleanup event on City property including parks, trails, alleyways, streets, and parking lots.

The team at Public Works Environmental Services would like to expand this program and attract more volunteers. There is a specific interest in how this program might be expanded to involve more people and projects in priority neighbourhoods. How could TUTCU be a vehicle to enhance equity in the environment of the city and in the delivery of city services?

Toward these goals, we would like to collaborate with IBH students to conduct a literature review (community cleanup/equity and community cleanup programs) and an environmental scan (how are other municipalities conducting similar programs) to result in a plain language report containing

	<p>recommendations that could be enacted with in the limited budget allotted to this program.</p>
<p><b>Background Research</b> (optional)</p> <p>What kind of research will be required to pursue the challenge?</p>	<ol style="list-style-type: none"> <li>1. Literature Review</li> <li>2. Environmental scan and/or key informant interviews with staff administering similar programs in other municipalities or through environmental organizations</li> </ol>
<p><b>Communication Plan</b></p> <p>How frequently will partners from different institutions communicate, in what method and who will initiate.</p>	<p>Communication: zoom meeting or meetings in person at City Hall</p> <p>Expectation is biweekly communication, with the possibility of weekly communication as the project nears conclusion.</p> <p>Project begins with a zoom or in person meeting between the student teams and designated city staff, ideally between 1:00 and 2:15 on Friday, Jan. 26.</p> <p>A further communication plan (which student on the team will reach out to city staff with questions/how frequently the student team will meet with the staff member) will be worked out at this meeting</p> <p>The student team will have guidance from one member of the teaching team from IBH 4AB6B, either the instructor or one of the TAs.</p>
<p><b>Timeframe</b></p> <p>Will the project run for one or two terms?</p>	<p>January – April 2024.</p> <p>This is a significant challenge. In the event the student team is unable to complete all elements of the work, the students are responsible for creating a hand off/next steps document and the teaching team is responsible for brokering further partnerships or options to complete the research as appropriate.</p>

**City Staff Information**

<b>City staff details</b>	City staff name: Rob Wagner City staff department: Public Works, Environmental Services City staff position: Manager – Business Programs
<b>Additional City staff</b> If applicable include names, emails, and positions of additional staff supporting the project.	Florence Pirrera – Project Manager Outreach
<b>Intended Outcomes</b> How will this work be used by City Staff once the project has been completed?	The audience for this research is the staff at Public Works – Environmental Services. The research will be used for idea generation, laying the basis for future programming and collaborations.

## Instructor / Course Information

<b>Instructor and student details</b>	Instructor name: Dr. Karen Balcom Course name: Intergrated Business and Humanities Senior Captone Number of students: 4-5 students on team Student names (if known):
<b>In Scope</b> Clarify the components of the project that are feasible for this course/term.	<ol style="list-style-type: none"> <li><b>1. Literature Review</b></li> <li><b>2. Environmental Scan and/or Key Informant Interviews</b></li> </ol>
<b>Out of Scope</b> (optional) Clarify the components of the project that are <b>not</b> feasible for the course/term.	
<b>Student Learning Objectives</b> (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
Pre-semester meeting between faculty and staff		Nov 2023
Class visit #1	45 – 60 min meeting with student teams (two teams together). May take place via zoom or in person on campus	As close as possible to Jan. 26. 2022. Student will be assigned to teams and given extended background reading in their topic area as of Jan. 23 They will be expected to complete a research proposal by Feb. 2, and will need info from the meeting with staff
Group meeting with staff	At least every two weeks for a check in with the student team leader and/or the entire group as needed.	
Students share draft work	A presentation by the students to fellow students, the instructional team, and city staff (optional) to share in-process work	March 8, during class time (11:30 – 2:20). Zoom feed available. City staff attendance is not required
Staff provides feedback	Ongoing, as students draft materials and request support.	Ongoing



<b>Final Deliverables – Please select from the drop-down menus below</b>		
Literature Review	delivered as a plain language report	Mid-April
Environmental Scan		
Recommendations		
Choose an item.		
<b>CityLAB Deliverables</b>		
Infographic		TBD
Presentation and/or video at Project Showcase **		TBD
<b>Alignment with City of Hamilton Strategic Plan Priorities:</b>		
<input checked="" type="checkbox"/> Community Engagement and Participation <input checked="" type="checkbox"/> Economic Prosperity and Growth <input checked="" type="checkbox"/> Healthy and Safe Communities <input checked="" 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.

<h2>CityLAB Deliverables and Semester Schedule</h2>	
**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	TBD
Project Showcase	TBD
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