

## Appendix B: Project Deliverables

### a) Project Deliverables

It is important for the Participants to be able to assess the relevance of this MOU. Therefore, over and above the more general objectives it is expected that during the two years of implementation, the Participants shall undertake the following climate change adaptation planning process.

#### Adaptation planning workshops

A series of workshops facilitated by faculty at Brock University's Environmental Sustainability Research Centre (ESRC) and other relevant subject experts will serve key touchstones for the Niagara Adapts project, and specifically for initiating each phase of the climate change adaptation planning process (Table 1). The workshops are designed to: create a community of practice for climate change adaptation by municipalities in Niagara; support the successful achievement of a Climate Change Adaptation Plan tailored to each municipality; and, coincide with the Federation of Canadian Municipalities reporting requirements and project deliverables. The workshops will be supplemented with additional meetings and events. Importantly, workshops are designed to introduce key concepts with the intention that coordinators will work on tailoring and implementing each component for their own municipality in between the workshops. Table 1 sets out a preliminary schedule.

Table 1. Climate change adaptation planning process and tentative schedule

Workshop	Overview	Year 1
1. Introduction to Niagara Adapts (~June 15, 2019)	This introductory workshop will orient participants to our collaborative partnership. Activities will include introductions, informal needs assessment, confirmation of draft schedule, etc.	
2. Climate change impacts analysis (~August 15, 2019)	In this workshop, we will review the available climate change data for each municipality, downscaling, climate projections, and scope potential impacts.	
3. Vulnerability & adaptive capacity assessment (~Sept 15, 2019)	In workshop 3, we will introduce vulnerability and adaptive capacity assessment tools, review data collection, risk prioritization and stakeholder engagement strategies	
Niagara Adapts launch event (~October 15, 2019)		
4. Building adaptation plans (~Feb 20, 2020)	In this workshop, we will report-back on the baseline vulnerability data analysis, review adaptation planning principles, identify and prioritize adaptation options, etc.	

5. Monitoring & evaluation (~April 15, 2020)	In workshop 5, we will review monitoring & evaluation indicators, progress tracking, and the design and implementation of adaptive management	Year 2
Annual report to all partners in Niagara Adapts		
6. Stakeholder engagement for adaptation (~June 15, 2020)	In this workshop, we will review best practices for building public awareness & engagement, climate adaptation communication tools, etc.	
7. Building a community of practice (~Sept 15, 2020)	In workshop 7, we will review best practices for building best practices for the implementation of climate change adaptation plans.	
8. Share lessons & innovations (~Jan 15, 2021)	In this workshop, each municipality will present their adaptation plan to share lessons, innovations, and challenges. We will also review best practices for sharing 'easy wins' with municipal departments and beyond.	
9. Knowledge mobilization (~March 15, 2021)	In our final workshop, we will reflect on how to connect the knowledge generated throughout the planning and partnership process with practice within the broader community to support climate resilience in Niagara.	
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### Baseline assessment of vulnerability adaptive capacity for each municipality

Baseline vulnerability and adaptive capacity assessments will be developed by Dr. Jessica Blythe and Dr. Ryan Plummer in collaboration with municipal partners and members of the ESRC. Assessments will be administered electronically using Qualtrics Survey Software. The knowledge generated by the assessments will inform allocation of resources for climate change planning and adaptation and form the basis of ongoing monitoring and evaluation, which is an essential best practice in climate change adaptation planning.

### Online learning network

In addition to the in-person community of practice, Brock's leading learning platform, Sakai, will be used to host an online learning network for all partners. Members will have the opportunity to interact with their peers and ESRC faculty to share ideas, resources, approach, and opportunities. Relevant resources will be posted regularly.