

TEMPLATE AGENDA

Multi-Year Drought Workshop

DAY/MONTH/YEAR

Template

00:00 a.m. – 00:00 p.m.

Building Name

Address

Address

Workshop Objectives

- Objectives may vary depending on the needs and knowledge of the municipality but would be based on the agenda items below. Example objectives include: to develop a common understanding of drought and its impacts, to understand roles and responsibilities in relation to drought, to understand where to find drought-related resources, etc.

<p>TIME (15 minutes)</p> <p><i>*all times are suggestions, and may be adjusted or changed</i></p>	<p>1.0 Administration</p> <p>1.1 Health, safety, and introductions</p> <p>1.2 Review workshop objectives</p> <p>1.3 Who is the guide for?</p>
<p>TIME (30 minutes)</p>	<p>2.0 What is Drought?</p> <p>2.1 Define drought and its impacts</p> <ul style="list-style-type: none"> Break out into groups or teams and come up with definitions of drought and its impacts
<p>TIME (30 minutes)</p>	<p>3.0 Drought in Alberta: Past, Present and Future</p> <p>3.1 Overview of drought in Alberta and [specific] watershed</p> <ul style="list-style-type: none"> Deliver a presentation on past, current, and possible future drought issues in Alberta and the watershed, as they relate to the municipality Research for each watershed will have to be done before the workshop by facilitators
<p>TIME (15 minutes)</p>	<p>BREAK</p>
<p>TIME (60 minutes)</p>	<p>4.0 Roles and Responsibilities</p> <p>4.1 Review and update Roles & Responsibilities Table</p> <ul style="list-style-type: none"> Review format of roles and responsibilities to ensure common understanding Confirm roles and responsibilities are accurate and update as needed Use Roles & Responsibilities workshop handouts
<p>TIME (45 – 60 minutes)</p>	<p>LUNCH</p>
<p>TIME (2- 3 hours*)</p>	<p>5.0 Strategies, Tools and Resources</p> <p>5.1 Review list of strategies, tools and resources</p>

<p><i>*Time will depend on number of selected sections, and amount of time to be spent on each section</i></p>	<ul style="list-style-type: none"> • <i>Sections important to municipalities should be identified before the workshop via survey</i> • <i>Review intent of strategies, tools, and resources</i> • <i>Use breakout groups to identify strategies, tools, and resources specific to municipality</i> • <i>Share ideas with other groups via plenary or similar format</i> • <i>Use “Worksheets” provided in the package</i>
<p>TIME (30 minutes)</p>	<p>6.0 Debrief</p> <p>6.1 Debrief of the activities from the workshop</p> <ul style="list-style-type: none"> • <i>Debrief activities may vary but could include lessons learned, feedback from participants, next steps</i>