

| WEMAC Report Production Workplan - Draft at 31.05.11* | | |
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| Deadline | | Action |
| Date | Time | |
| 3-Jun | 12:00 | Data entry of hard copy surveys received to date completed. |
| 3-Jun | 15:00 | Initial Data dump |
| 3-Jun | 17:00 | Initial Data dump and "other recommendations" to Communications Consultant Raymond Penner |
| 8-Jun | 17:00 | 1st draft of report to Report sub-committee |
| 10-Jun | 12:00 | 1st draft edits from Report sub-committee |
| 10-Jun | 15:00 | Data entry of remaining hard copy surveys complete |
| 10-Jun | 16:00 | Last data dump to Communications Consultant |
| 12-Jun | 12:00 | 2nd draft report to Report sub-committee |
| 13-Jun-11 | TBD | Committee working meeting to review draft report |
| 15-Jun | 17:00 | 2nd draft report edits to Communications Consultant |
| 17-Jun | 12:00 | 3rd draft report to Report Sub-committee |
| 18-Jun | 12:00 | 3rd draft edits from sub-committee to Communications Consultant |
| 20-Jun | 12:00 | Final Draft report to WEMAC |
| 23-Jun | 6:30 | WEMAC Meeting to approve final draft report (with edits if required) |
| 24-Jun | 12:00 | Final edits to Communications Consultant |
| 27-Jun | 12:00 | Final draft report to Report sub-committee |
| 28-Jun | 12:00 | Final report submitted electronically to Mayor Robertson & WEMAC |
| Week of July 6 | | Meeting of WEMAC and Mayor Robertson to review draft report. Date to be scheduled. |
| Week of July 13 | | Any final revisions to Raymond with subsequent final release to Mayor Roberston. |

*Workplan dates are estimated and subject to change to meet operational requirements.