

Day 1

Information Phase (continued)

- 9:30 - 9:45 am Presentation of supplemental information on bacteriological analysis of water samples from individual drinking water systems.
- 9:45 - 9:55 am Presentation of supplemental information on the suitability of land for on-site sewage disposal.
- 9:55 -10:10 am Break
- 10:10 - 10:30 am Briefing on the other solutions proposed by third parties (Hydromantis summary of submittals received and the results of their initial evaluation).
- 10:30-10:45 am Briefing on other technical information gathered by Region since the Class EA.
- 10:45-11:00 am Briefing on legal aspects of the problem.
- 11:00-11:15 am Briefing on financial aspects of the problem solution.
- 11:15-11:20 am Briefing on proposed schedule.
- 11:20-11:50 am Opportunity for VAE Team to ask additional questions on morning briefings.
- 11:50-12:30 am **Working lunch** (development and refinement of mission statements)
- 12:30- 1:00 pm Final opportunity for VAE Team members to ask additional questions on morning briefings before presenters depart.
- 1:00 -1:10 pm Briefing on what to look for during the field trip to the Wainfleet shoreline communities.
- 1:10 - 1:15 pm Break and organization of car pools.
- 1:15 - 4:15 pm Field trip and return to conference room.
- 4:15 - 5:15 pm List observations of team members
- 5:15 - 5:45 pm Identify the major concerns, issues, and opportunities, and discuss focus of VAE team

Day 1 (continued)

Information Phase (continued)

- 5:45 - 5:55 pm Identify resources and people needed for Day 2

5:55 - 6:00 pm VETL summarizes what was learned on the Day 1 and instructs team on preparations for Day 2.

Day 2:

7:30 - 8:00 am Assembly
8:00 - 8:05 am Briefing on Day 2 activities and review of what was learned on Day 1.
8:05 - 8:20 am Complete listing of observations
8:20 - 8:25 am Instruction on Function Analysis
8:25 - 9:45 am Begin Function Analysis
9:45 -10:00 am Break
10:00-11:45 am Complete function analysis
11:45 -12:45 pm Lunch Break

Creative Phase

12:45- 1:00 pm Instructions on how brainstorming will be conducted and the rules of brainstorming.
1:00 - 2:45 pm Begin to list creative ideas
2:45 - 3:00 pm Break
3:00 - 4:45 pm Continue the listing of creative ideas to perform needed functions in better ways or to reduce life cycle costs.
4:45 - 5:00 pm Review accomplishments of day and provide instruction on preparation for Day 3. Identify who will participate in Days 3 and 4 of the workshop.

Day 3:

7:30 - 8:00 am Assembly in VAE conference room.
8:00 - 8:05 am Recap of second day and brief team on Day 3 activities.

Day 3 (continued)

Creative Phase

8:05 - 9:00 am Complete brainstorming

Judgment Phase

9:00 - 9:05 am Instructions on individual judgment of ideas
9:05 -10:00 am Individual selection of “excellent ideas”
10:00-10:15 am Break

- 10:15-11:20 am Instructions on team judgment of ideas
- 11:05-11:45 am Team review and selection and ranking of “excellent ideas” by team consensus.
- 11:45-12:45 pm **Working lunch** – Continue team ranking.
- 12:45- 1:30 pm Team reaches consensus on the ranking of the most promising ideas for detailed investigation and development into VAE recommendations.

**Development
Phase**

- 1:30 – 1:45 pm Instructions on the use of worksheets to document the basis of VAE recommendations and present supporting documentation including calculations of estimated costs and savings.
- 1:45 – 1:50 pm Each team member selects one VAE idea for which he/she will take responsibility.
- 1:50 - 3:00 pm Individual and mini-team investigation and development of ideas into recommendations.
- 3:00 - 3:15 pm Break
- 3:15 - 4:55 pm Continue development.
- 4:55 - 5:00 pm Review progress made and agenda for Day 4.

Day 4

- 7:30 - 8:00 am Assembly in VAE conference room.
- 8:00 - 8:05 am Recap progress made during first three days and brief team on Day 4 activities.
- 8:05 - 8:15 am Review progress made by team members.

Day 4 (continued)

**Development
(continued)**

- 8:15 - 9:45 am Continue the development of VA recommendations.
- 9:45 -10:00 am Break
- 10:00-11:45 Continue development.
- 11:45-12:30 | Lunch break
- 12:30-12:45! Review progress

- 12:45- 4:45 pm Continue the development of VAE Recommendations and Design Suggestions
- 4:45 - 5:00 pm Review accomplishments and instructions for preparation for Day 5. Instructions on individual presentations of VAE recommendations during Presentation Session in the afternoon of Day 5.
- 5:00 - 5:15 pm Break
- 5:15 - 9:00 pm Working pizza dinner - Preparation of Briefing Documents (Core team members only)

Day 5

- 7:30 - 8:00 am Assembly
- 8:00 -10:00 am Complete the development of VAE Recommendations and Design Suggestions.
- 10:00-11:45 am Team discussion of recommendations developed and selection of those that the team will by consensus promote as the most viable solutions to the water and wastewater problems.

Presentation

- 11:45-12:30 pm **Working Lunch** – Final instructions on Individual preparations for Presentation
- 12:30- 1:45 pm Individual preparations and set up room for VAE Team Presentation
- 1:45 - 2:00 pm Assembly for VAE Team Presentation
- 2:00 - 3:45 pm Presentations* by VAE team to representatives of the Region, community and Class EA team.
- 3:45 - 4:00 pm Closing statements.

* Verbal presentation of findings and recommendations by VE review team members