

PHASE 2 ACTIVITIES		
	Work Program Task	Activities during February and March 2008
Program Management	• Provide senior management support to York Region. • Maintain project scope, budget and contingency items. • Handle all project controls and administration for YC2002.	Program Management • Continued providing York Region with a full project team to resolve ridership, planning, environmental, communications, operations and maintenance, programming, facility design and engineering issues. Controls & Administration In addition to ongoing support functions, the following is notable: • Continued ongoing meetings with York Region Rapid Transit Corporation (YRRTC) on work scope and contingency tasks. • Prepared and submitted both January and February, 2008 Office Cost invoice for YRRTC. • Submitted Y2 implementation schedule to Owners Engineer. • Submitted contingency task requests for, 'Feasibility Study for RHC Terminal Enclosed Waiting Area and Concession'; 'Cederland Alignment EA Amendment' and 'Integration of GTAFS Fare Transaction Processor.' • Maintained cost control and accounting functions. • Continued coordinating the planning for project office renovations / improvements, including obtaining quotations for services, furnishings and equipment. • Continued implementation of sub-consultant agreement process.
Transportation Planning Activities	• Perform Transit Technology and Capacity Assessment	Transit Capacity Requirements Assessment • Provided Owners Engineer with benchmark statistics and mode split data representing a further refinement of forecasting methods. Network Implementation Options Report • Completed a comparative analysis of results to support the draft Network Update document. • Updated demand forecasts for all cases according to the revised methodology proposed to the Owners Engineer early in February, 2008.

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Transportation Planning Activities (cont'd)		• Prepared peak hour volume estimate for updated model runs and the associated route segment graphics for the draft Network Update document. • Requested review of a previously proposed specific-detailed description of report contents.
Communications Activities	• Assist York Region with developing and implementing the Communications Plan. • Provide support to media releases, website updates and newspaper articles. • Develop presentations.	Communications Management • Refined and finalized. 'Oxygen' report for on-board research for Viva Phase 2 vehicle procurement. • Continued conducting search for staff replacement for design and copywriting, including preparation of appropriate job descriptions, as well as, held interviews. • Provided assistance to YRRTC staff in preparing artwork for creation of display boards and changes to maps. Communications Plan • Prepared schedule of upcoming Y2H3 communications activities as they interface with over-arching communication strategy and other upcoming communication efforts. Development of Collateral Materials and Website Updates • Continued copywriter design and development of a BRT / LRT fact sheet. • Refined vivayork.com website updates to Viva route map, home page and 'news' section to reflect opening of additional Viva stations on 'Purple' line east to Markham-Stouffville Hospital. • Completed way-finding signage for Richmond Hill Centre Pedestrian Bridge, including attending a coordination meeting with York Region Transit (YRT). YRRTC Presentation and Meeting Minutes • Finalized February 2008 Steering Committee Presentation. • Prepared April, 2008 Steering Committee Presentation.

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Communications Activity (cont'd)		- Continued work on the '2008 Network Update' document. - Continued preparation of 3P Presentation for Canadian Institute (Mary-Frances Turner). - Prepared and submitted American Public Works Association (APWA) Nomination for Technical Innovation Award. - Prepared Viva brief for Markham's Deputy Mayor. - Commenced and completed article for Ontario Professional Planners Institute (OPPI) Journal. - Commenced and completed preparation of entry for 2008 Ontario Consulting Engineering Awards. - Prepared and distributed the minutes and agendas for the "Go Forward" meetings, held on March 4, 11. 18 and 25, 2008. - Participated in Region's PIC in Markham on March 19th – "Transportation for Today and Tomorrow" Question and Response Database - Continued collection of questions and answers. Media - Interview conducted by Vaughan Perspective newspaper for article regarding the impact of the Yonge and Spadina Subway extensions on Viva Phase 2. Government Relations On-going government relations activities include: - Continuing to keep local representatives informed and up-to-date. - Continuing to work with staff at the federal and provincial level to secure funding agreements for Viva.

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Environmental Activities	Complete the North Yonge Environmental Assessment	N. Yonge Analysis, Evaluation and Selection of Preferred Design - Attended meeting with York Region and Town of Newmarket staff on February 8, 2008 to discuss strategy and project schedule for the stakeholder meeting which occurred on February, 28 2008. Subsequently held a ‘Technical’ meeting on February 27, 2008 to discuss details of the stakeholder meeting / presentation (which was held on February 28, 2008). - Held a second stakeholder / business meeting on February 28, 2008. - Updated schedule reflecting consultation with various stakeholders in Newmarket and the reduced Ministry of the Environment (MOE) submission requirements due to the EA following the Class EA process and not the Individual EA process. - Continued update the draft EA report to meet Class EA requirements - Held ‘Technical Progress’ meeting with York Region and NCE Limited on March 10, 2008 to review the entire corridor and discuss tasks to complete EA. - Sent the Notice of Study Integration with the Davis Drive Improvements and the Transition from an Individual EA Study to a Class EA Study to the project contact list for information purposes. - Review corridors (Yonge Street and Davis Drive) with respect to driveway / intersection accesses, property requirements, grading allowances. - Continued to work with Newmarket stakeholders and staff on the design alternatives along Davis Drive and finalized the evaluation of these alternatives. - Participated in analysis of operating strategy for Yonge corridor service to identify short term or branch locations and physical requirements. - Assembled reports on Environmental Effects, Alignment Optimization and Identification of Mitigation Requirements. N. Yonge TAC, Steering Committee & Council Presentations / Reports - Provided required material for presentations with stakeholders in Newmarket. - Commenced preparation of material to be presented at various Council /

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Environmental Activities	- Satisfy the conditions established in the Yonge Street EA - Highway 7 EA	Committee meetings prior to the next public Consultation Centre (PCC). N. Yonge Assessment of Env. Effects & Description of Mitigation - Continued partial review of effects analysis, as received from sub-consultants. - Prepared and presented effects analysis and mitigation measures. N. Yonge Preparation, Review, Updating and Circulation of EA Reports - Continued preparation of draft EA report chapters. S. Yonge EA Compliance Monitoring Program - Received additional comments on the draft 'Compliance Monitoring Program' (CMP) from the Ministry of the Environment (MOE) and incorporated these comments into the document. - Assisted York Region in its submission of the CMP report to the Ministry of the Environment. Highway 7 EA - Provided response to Councillor Heath's question on widening Highway 7 through Markham Cemeteries to accommodate rapidway lanes.
Engineering and Facilities Activities	- Develop conceptual design alternatives for platforms, rapid ways, terminals, stations and Langstaff O&M facility. - Prepare technical reports (design criteria, outline, specifications, pavement reports, geotechnical reports,	Work underway for both Y2 & H3 segments (unless otherwise noted) Preliminary Engineering Management, Meetings, Correspondence - Provided preliminary engineering updates and context at weekly strategy ("Go Forward" meetings. Design Criteria - Continued design coordination and incorporation of relevant Richmond Hill and Markham studies and reports including streetscape issues. - Continued preparation of 'Design Criteria' report.

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Engineering and Facilities Activities (cont'd)	drainage reports, traffic / intelligent transportation system). • Prepare PE drawings for Y1 and O&M Facility in sufficient details to support the preparation of a Guaranteed Maximum Price (GMP). • Prepare Capital Cost Estimate and Risk Assessment • Identify utility relocations and property impacts.	• Reviewed types of stations along corridor and established prototypes and special conditions. Identified in detail station, non-station and tertiary intersections and boulevard treatment options. • (H3) Finalized road cross-section, including additional median areas and bicycle lanes. • (H3) Continued work on developing options for integration of median and bicycle lane per discussions in meetings. • (H3) Developed Bayview Avenue station alternatives. Digital Mapping • (Y2) Incorporated new survey information and finalized base plan • (H3) Revised base mapping to reflect field measurements. Pavement and Geotechnical • Continued preparation of pavement report. • (H3) Staked out bore hole locations in field. • (H3) Completed drilling program. Drainage Design • Continued preparation of 'Drainage' report. • Prepared for and presented 'Drainage' report findings to York Region. • (H3) Established watersheds and finalized 'as built' for municipal storm drains. Utility Identification and Coordination • (Y2) Continued to transfer utility mark-ups to base plans. • (Y2) Added PowerStream details, as well as, added surface water carrier pipe sizes from Topographic survey. • (H3) Prepared initial utility conflict sheet. • (H3) Held initial utility meeting.

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Engineering and Facilities Activities (cont'd)		PE Drawings (Busway, Platform, Station and Terminals) - Continued preparation of drawings. Traffic Impact Analysis - Continued to construct and complete both Y2 and H3 VISSIM Network and Analysis. (H3) Compiled and reviewed H3 Network Data.
Contingency Tasks (Y1 + O&M)	Respond to York Region as requested.	Park and Ride Strategy - Held kick-off meeting with York Region Rapid Transit Corporation / Owner's Engineer team, including specialist consultant (from Owner's Engineer) for park-and-ride. - Completed and delivered draft of deliverable for Task 2.1, Screening Criteria and Methodology. - Began Network demand modeling / unconstrained supply for park-and-ride. - Began early action plan work (Task 3) for Cornell and Richmond Hill Centre. Town Centre / Warden - Submitted 'Water Surface Elevation' report for the Rouge River crossing to York Region Rapid Transit Corporation (YRRTC) and Toronto and Region Conservation Authority (TRCA). Enterprise / Simcoe - Began preliminary alignment shift to accommodate developer request. - Attended various meetings with the Town of Markham and developer to review concept plans. Jefferson Side Road Station - Finalized design, based on comments received from conceptual design.

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Contingency Tasks (Y1 + O&M) (cont'd)		Transit Signal Priority Improvements - Continued to follow up, including meeting with York Region, on signalized intersection TSP repairs. Richmond Hill Terminal Waiting Area Enhancements - Installed screens in canopies. Note: Installation of infrared heaters is rescheduled for early fall 2008.
Contingency Tasks (Y2H3)	Respond to York Region as requested.	H3 Aerial Topography and Mapping - Began preparation of base maps from previously completed aerial photography. Integration of GTAfS Fare Transaction - Attended 'GTAfS Fare Processor Technical' meeting scheduled by YRRTC. Phase 2 Vehicle Procurement - Reviewed and commented on the preliminary report of key finding from the 'Rider Survey.' - Interpreted results of the 'Rider Survey' and provided technical support to York Region Transit (YRT) during the development of the Request for Proposal (RFP) for vehicle procurement. On Call Operational Reviews / Support - Prepared updated month-by-month forecast of Viva ridership for 2008 for use in York Region Transit (YRT) monthly reports, incorporating known YRT service plans, as of January 11, 2008. RHC Terminal Concession Feasibility Study - Prepared layout alternative layouts for review.

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Contingency Tasks (Y2H3) (cont'd)		I.O. Data Requirement for AFP Analysis • Reviewed proposed working definitions of Metrolinx 'Base' , 'Moderate', and 'Bold' cases prepared by York Region • Proposed simplified definition of cases to make maximum use of forecasts already completed. • Prepared demand forecasts 'Moderate' case for 2031 • Prepared network link data for revised 'Bold' case for 2021 and 2031 per draft report provided by York Region. • Prepared demand forecasts for: 'Base' 2021, 'Base' 2031, 'Bold' 2021 and 'Bold' 2031. • Compiled demand forecasts into statistics required for the report for all cases and 2021 and 2031. • Estimated fleet requirements for each case for 2021 and 2031. • Estimated operating and maintenance costs for each case for 2021 and 2031.
2008 Construction Program		RHC Pedestrian Bridge Construction of the Richmond Hill Centre Pedestrian Bridge continues to be on schedule. Milestones now reached include: • Elevator work is in progress. • Deficiencies are being rectified. • "Final cleaning" for soft opening was arranged. • Soft opening was held on March 24, 2008.