

PHASE 2 ACTIVITIES		
	Work Program Task	Activities during January 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 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. • Maintained and updated project work schedule for activities. • Continued coordinating the planning for the project office improvements, including obtaining quotations for services, furnishings and equipment. • Continued implementation of sub-consultant agreement process.
Transportation Planning Activities 83% complete	• Perform Transit Technology and Capacity Assessment for the rapid transit network.	Network Implementation Options Report • Undertook a demand model run for year 2031 with subway. • Completed a comparative analysis of model results to support the draft network update document.
Communications Activity	• Assist York Region with developing and implementing the Communications Plan • Provide support to media releases, website updated and newspaper articles.	Communications Management • Completed on-board research for vehicle procurement. • Finalized Viva Phase 2 Marketing Strategy work plan and budget, as well as, commence preparation of key messages and overall strategy. • Prepared briefing for YRRTC and attended agency presentation of York Region Transit (YRT) / Viva 2008 Marketing Communications Plan. • Completed the centralized map and image library of communications materials. • Commenced search for staff replacements for design and copywriting.

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Communications Activity (cont'd)	Develop presentations.	Development of Collateral Materials and Website Updates - Completed 'way-finding' signage for Richmond Hill Centre Pedestrian Bridge, which included attending a coordination meeting with YRT. - Continued website updates to home page (vivayork.com). YRRTC Presentation and Meeting Minutes - Completed development of presentation and artwork (maps, graphs and aerials) for January 2008 Rapid Transit Steering Committee presentation. - Continued work on the '2008 Network Update' document. - Prepared and distributed the 'Go Forward' meeting minutes and agendas. Question and Response Database - Continued preparation of difficult questions and answers database. Media - The Vaughan Weekly featured a story on Viva Phase 2 public meetings, their success thus far and opportunities for the public to continue to participate in the future. YRRTC Presentations - Prepared presentation for the Newmarket North Yonge Environmental Assessment Committee. - Prepared panel speaking notes for YRRTC's involvement with the Canadian Urban Transit Association (CUTA) conference. - Prepared article on behalf of YRRTC for the Ontario Professional Planners Institute (OPPI).

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Communications Activity (cont'd)		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.
Environmental Activities	Complete the North Yonge Environmental Assessment.	N. Yonge Analysis, Evaluation and Selection of Preferred Design - The notice of Study integration with the Davis Drive improvements and transition from an individual EA Study to a class EA study was sent to the project contact list for information. - Continued to work with Newmarket stakeholders and staff on the design alternatives along Davis Drive and finalize the evaluation of these alternatives. - Updated the draft EA report Chapter 5 per Network Technology Review. N. Yonge TAC, Steering Committee & Council Presentations / Reports - Commenced preparation of material to be presented at various Council / Committee meetings prior to the next Public Consultation Centre. N. Yonge Assessment of Env. Effects & Description of Mitigation - Continued review of effects analysis, as received from sub-consultants. N. Yonge Preparation, Review, Updating and Circulation of EA Reports - Updated Chapter 5, incorporating the results of the revised Technology Report. - Reviewed the Class EA documents and re-worked the EA contents to satisfy these requirements.

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Environmental Activities (cont'd)	Satisfy the conditions established in the Yonge Street EA.	S. Yonge EA Compliance Monitoring Program - Assisted York Region with preparation of formal submission of the Compliance Monitoring Program report to the Ministry of the Environment. EA Support - Provided ongoing support during the development of preliminary engineering for the Y2 and H3 rapidway cross-sections and facilities to ensure compliance with the EA commitments. - Participated in discussion of “Wheat Sheaf” service plan for Y2 and H3.
Engineering and Facilities Activities	- Develop conceptual design alternatives for platforms, rapidways, terminals, stations, and Langstaff O&M facility. - Prepare technical reports (design criteria, outline specifications, pavement reports, geotechnical reports, drainage reports, traffic/intelligent transportation system). - Prepare PE drawings for Y1 and O&M Facility in sufficient detail to support the preparation of a Guaranteed Maximum Price (GMP).	Work underway for both Y2 & H3 segments (unless otherwise noted) Preliminary Engineering Management, Meetings, Correspondence - Provided preliminary engineering updates and context at weekly strategy meeting. Design Criteria - Enlarged width of both the Y2 and H3 corridor to illustrate development beyond Yonge Street and Highway 7. - Incorporated high resolution digital orthophotography and elevation data which improved the quality of the corridor graphic presentation. - Continued design coordination with relevant Richmond Hill and Markham studies and reports including streetscaping issues. - Continued developing options for integration of median and bicycle lane per discussions (H3). Digital Mapping - Completed field survey of storm and sanitary inverts and added to base drawings; as well as, reviewed changed conditions.

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Engineering and Facilities Activities (cont'd)	• Prepare Capital Cost Estimate and Risk Assessment. • Identify Utility Relocations and Property Impacts.	Pavement and Geotechnical Began preparation of pavement report. Drainage Design • Began preparation of 'Drainage' report (Y2). • Continued compilation of existing drainage system and commenced drainage design (H3). Utility Identification and Coordination • Continued transfer of utility mark-ups to base plans (hydro to be added) Road and Rapidway Design • Continued development of the rapidway design. • Refined alignment based on comments received during review of property impacts (H3). Property Requirements and Legal Descriptions • Held initial meeting to review property impacts (Y2). • Held a meeting to review revised property impacts based on optimized alignment (Y2). • Continued property requirement refinement (H3). (Y2) Richmond Hill Terminal Access Design • Prepared a list of alternatives, initial layouts and property impacts for review. (H3) Unionville GO Station Interface • Began to assemble available information for Unionville GO station. Constrained Areas Consultation Report • Continued writing 'Constrained Areas Consultation' report.

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		PE Drawings (Busway, Platform, Station and Terminals) - Continued preparation of drawings for both Y2 and H3. Traffic Impact Analysis - Commence traffic impact analysis for both Y2 and H3.
Contingency Tasks	Respond to York Region as requested.	Park and Ride Strategy - Completed and submitted the 'Best Practices' memo. 'Screening Criteria and Methodology' deliverable is continuing and will be completed for mid-February 2008. Y2H3 Survey - Completed field edits for the Y2H3 survey and resubmitted base plans. Town Centre / Warden - Prepared report for the Toronto and Region Conservation Authority (TRCA) outlining results of the drainage study. Enterprise / Simcoe - Attended 'Technical Team' meetings with the Town of Markham staff. - Prepared presentations for the Markham Development Services Committee, as well as, their Advisory Committee. - Developed Civic Mall Demonstration Plan based on Design Principles. - Coordinated transit design issues with the Town of Markham and Remington designers. Jefferson Side Road Station - Prepared conceptual design sidewalk routing as requested by the Town of Richmond Hill.

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Contingency Tasks (cont'd)		Church Street in Markham - Assisted Kiewit / EllisDon with issues arising from construction activities. Phase 2 Vehicle Procurement - Interpreted results of the 'Rider' survey and provided technical support to York Region Transit (YRT) during the development of the Request for Proposals (RFP) for vehicle procurement. Richmond Hill Terminal Waiting Area Enhancements - Reviewed contractor shop drawings for radiant heater mounting details.
2007 Construction Program		RHC Pedestrian Bridge Construction of the Richmond Hill Centre Pedestrian Bridge continues to be on schedule. Milestones now reached include: - Tower structural steel erected at both abutments. - Bridge span erected over the tracks fully assembled. - Masonry completed at the east abutment.