

	Work Program Task	Activities during January 2007
Program Management 45% complete	• Provide senior management support to York Region. • Maintain project scope, budget, schedule and contingency items. • Handle all project controls and administration for YC2002. • Undertake YRRTC office management.	Program Management • Continued providing York Region with full support in meeting the program requirements. • Assisted York Region in resolving Fiscal 2006 contract and budget allocations. Controls & Administration • Maintained and updated project work schedule. • Prepared Contingency Tasks, as required. • Continued implementation of sub-consultant agreement process. • Continued project office network system software and hardware upgrade. • Prepared December Monthly Report, Invoice and Schedule Update. • Maintained cost control and accounting functions. • Continued project QA/QC review implementation.
Transportation Planning Activities 70% complete	• Perform Transit Technology and Capacity Assessment for the rapid transit network.	Transit Capacity Requirements Assessment • Responded to comments on draft Transit Needs Assessment (Requirements Analysis) report. Corridor-Specific Modal Definition • Responded to comments on draft report. Capacity and Total Annual Cost Analysis • Completed draft of LRT vs. BRT cost analysis for Transition Plan. Technology Roll-Out Plan • Determined whether LRT is warranted in specific segments on capacity or cost savings grounds. • Outlined Transition Plan and incorporated material from Tasks 2.1 through 2.3 (Transit Capacity Requirements Assessment, Corridor-Specific Modal Definition and Capacity and Total Annual Cost Analysis).

	Work Program Task	Activities during January 2007
Communications Activities 45% Complete	• Support the Business Plan update. • Assist York Region with developing and implementing the Communications Plan. • Develop presentations. • Provide support to media releases, website updates, and newspaper articles.	Communications Management • Attended “Go Forward”, “Design Criteria”, “Team Leaders” and “Yonge Street Property Review” meetings. Communications Plan • Further developed Viva Phase 2 strategy and plan. Media Releases, Fact Sheets and Newspaper Articles • Completed, printed and distributed tri-fold and mail drop brochure. • Developed and placed newspaper ads for public meetings to be held in February 2007. YRRTC Presentations • Prepared and submitted nomination for 2007 Canadian Institute of Planners Award for Planning Excellence. • Completed Viva Phase 2 PowerPoint templates for various types of presentations. • Prepared Viva Phase 2 presentations for Regional staff, technical stakeholders, public meetings and briefings for surveyors. • Assisted with EA public open house. Meeting Minutes • Recorded “Go Forward”, “Design Criteria”, “Team Leaders” and “Yonge Street Property Review” meetings. Question and Response Database • Finalized Questions and Answers document. Website Updates • Continued monitoring vivayork “contact us” e-mails. • Continued updating content to reflect activities related to Preliminary Engineering, Public Meetings and Property Strategies on Y1. • Continued with plans for Viva Phase 2 web redesign and engagement of consultants for both web design and copywriting.

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Communications Activities (cont'd)		Government Relations Activity • Staff continued to engage senior levels of government to secure funding for Viva Phase 2. • Staff have continued to work with federal officials to secure funding through the next phase of CSIF funding. On-going government relations activities included: • Continuing to keep local representatives informed and up-to-date. • Working with local political representatives at all levels to advocate for Viva capital funding. • Continuing to work with staff at the federal and provincial level to ensure Viva Phase 2 is well understood in Ottawa and at Queen's Park. Media • The roll-out of communications for the first stage of Viva Phase 2 has prompted media interest from YRNG newspapers, the Thornhill/Richmond Hill Post and Toronto Star. Selected headlines included: • To come...

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Environmental Activities 55% Complete	Satisfy the conditions established in the Yonge Street EA.	N. Yonge Analysis, Evaluation and Selection of Preferred Design - Finalized Draft Chapters 3 and 4 to incorporate York Region's comments. - Completed Draft Chapter 6 – Existing Conditions and submitted to York Region for review and comment. - Met with representatives from the Southlake Regional Health Centre to discuss possible opportunities with the Hospital vicinity for development of transit facilities, which could include alignments through a terminus or turn-around for the Davis Drive route - Completed draft version of Chapter 5 – Alternative Methods (routes and technologies) of Improving Public Transit and provided to York Region for review and comment. - Completed draft version of Chapter 8 – Development of Preferred Design Alternatives and submitted to York Region for review and comment. N. Yonge Public Open House Displays and Presentations - Responded to public comments after PCC #2. N. Yonge TAC, Steering Committee & Council Presentations / Reports - Provided TAC with CD of Draft Chapters 1 to 4 and results of route evaluation for their review and comment. S. Yonge EA Compliance Monitoring Program - Submitted final EA Compliance Monitoring Program to MOE after incorporating York Region's comments. S. Yonge EA Support - Provided ongoing support during development of rapidway cross-sections and facilities design criteria to ensure compliance with EA commitments. - Participated in O&M planning discussions / workshops.
Engineering and Facilities Activities 33% Complete	Develop conceptual design alternatives for platforms, rapidways, terminals, stations, and Langstaff O&M facility.	Preliminary Engineering Management, Meetings, Correspondence - Continued to hold external "Design Criteria" meetings. - Continued attendance at "Property Acquisition" and "Go Forward" meetings. - Held "Design Update" meetings with City of Vaughan and Town of Markham

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Engineering and Facilities Activities (cont'd)	• 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). • Prepare Capital Cost Estimate and Risk Assessment. • Identify Utility Relocations and Property Impacts.	engineering and planning staff. • Held internal “PE Coordination” meetings. • Provided support materials for Public Open Houses. Implementation Schedule • Met with York Region to discuss schedule. • Updated schedule. Contracted Out Work Items and Preferred Supplier • Continued to engage contractors and sub-consultants in providing technical support. Design Criteria • Continued research and analysis. • Continued design criteria development and established evaluation methodology. • Continued to develop matrix of elements vs. criteria for evaluation. • Began development of Design Basis Report. Utility Relocations • Began one-on-one meetings with each of the utilities. • Began development of utility relocation strategy. Yonge Street Design • Continued design. Property Requirements & Legal Descriptions • Updated plans to reflect a 5.2 metre boulevard treatment and matrix. • Met with YRRTC staff to review property impacts along Y1 rapidway. • Submitted revised property plan to update Reference Plans. Pavement Report • Circulated revised draft pavement report for comment. • Requested sub-consultant address comments and finalized preliminary design report.

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Engineering and Facilities Activities (cont'd)		Drainage Design Report • Provided preliminary drainage recommendations. • Issued draft drainage report to York Region. Preliminary Engineering Drawings (Busway, Platform, Terminals) • Continued plan development. • Scheduled a meeting with MTO and Hwy. 407 to discuss Langstaff Road and bridge underpass. Traffic Impact Analysis • Submitted draft VISSIM Analysis for Yonge Street Corridor. ITS Deployment • Continued contribution to the creation of the Design Criteria matrix. • Continued to investigate ITS deployment issues raised through the design criteria process. Preliminary Engineering Drawings • Continued to develop design criteria for O&M facility and submitted to York Region. Capital Cost Estimate & Risk Assessment • Began cost development approach.
Contingency Tasks	• Respond as requested by York Region.	