	Work Program Task	Activities during October, November and December 2006
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.	• Prepared Project Work Plan / Management Plan. • Prepared Project Work Plan Schedule. • Implemented project document control upgrade. • Completed project office network system software and hardware upgrade. • Prepared Monthly Progress Reports. • Prepared and tracked contingency tasks. • Maintained cost control and accounting functions.
Transportation Planning Activities **55% complete**	• Perform Transit Technology and Capacity Assessment for the rapid transit network.	• Produced monthly operations summaries for August and September 2006. Transferred files and provided instructions to York Region Transit (YRT) to enable them to assume responsibility for producing the Viva monthly operations report from MobileStatistics™ data as of October, 2006. • Developed station use projections and guidelines to support design on Y1 stations. • Updated the **Viva** demand model to account for actual 2006 Viva operating results. • Updated and expanded VISSIM™ microsimulations of Yonge Street (Finch to Thornhill Drive) and Highway 7 (Chalmers to Highway 404) to model both LRT and BRT. • Prepared a memo estimating the operating and maintenance cost impacts of operating all Spadina subway extension service to Vaughan Corporate Centre (VCC) versus short-turning alternate trains at Steeles West Station. • Prepared 25-year estimates of deadhead operating and maintenance costs for alternative and hypothetical central maintenance facilities in support of the Langstaff site analyses.

	Work Program Task	Activities during October, November and December 2006
Transportation Planning Activities (cont'd)		• Prepared ridership, operating statistics, and operating cost input for the Canada Strategic Infrastructure Fund (CSIF) submission for a subset of Phase 2 improvements identified by the Region. • Completed a draft Transit Capacity Requirements Assessment report (a Part A deliverable). • Completed a draft BRT and LRT Capacity report (a Part A deliverable).
Communication Activities **34% Complete**	• Support the Business Plan update.	**Business Plan and Funding Submission** • Viva Business Plan Executive Update to the business plan prepared in June 2004 has been completed. • Prepared Federal Funding Report in support of Canadian Strategic Infrastructure Fund (CSIF) application to the Federal Government. **Government Relations Activity** • Staff continue to engage senior levels of government to secure funding for Viva Phase 2. The Executive Update to the Viva Business Plan was completed to update Federal and Provincial officials on Viva progress and support York Region's request for Viva Phase 2 funding. The Executive Update identifies federal and provincial priorities and demonstrates how Viva fits those priorities. • Staff also completed a formal application to CSIF for funding of the first segment of Viva Phase 2. On-going government relations activities include: • Continuing to meet and work with staff at the federal and provincial governments to ensure Viva Phase 2 is well understood. • Continuing to keep local representatives up to date. • Working with local political representatives to advocate for Viva Phase 2 funding. **General Public and Stakeholder Outreach** The following presentations were prepared and delivered:

	Work Program Task	Activities during October, November and December 2006
Communication Activities (cont'd)	• Assist York Region with developing and implementing the Communications Plan.	• Viva BRT Value Engineering Study for Canadian Society of Value Analysis Conference (delivered October 28, 2006). • Completed nomination for Ontario Public Works Association Project of the Year Award (submitted November 1, 2006). • Completed nomination for Ontario Public Works Association Technical Innovation Award (November 1, 2006). • Prepared York Region Transportation and Works Update. • Submission of nomination for 2007 Federation of Canadian Municipalities-CH2M HILL Sustainable Community Awards (December 14, 2006). • Completed studio production to add voice-over and music to one-minute video prepared for the APTA Conference – available for distribution in multiple formats. • Commenced development of a Question and Answer fact sheet related to Viva Phase 2. When completed, this document will address frequently asked questions about the Viva Phase 2 program. It will be distributed to elected officials and key customer-facing staff around the Region. **On-going marketing and communications:** • Continue to build and maintain and build media relationships. • Identify and use opportunities to pursue 'free' media both in York Region and Toronto media.
	• Develop presentations.	• Prepared presentation to Markham Committee of the Whole (December 12, 2006).
	• Provide support to media releases, website updates, and newspaper articles. • Maintain the comment	**Website Support** • vivayork.com website continues to be updated with current news releases and recent quotes. • Content on the website has been repositioned and updated to speak to Viva Phase 2 information.

	Work Program Task	Activities during October, November and December 2006
Communication Activities (cont'd)	response database. • Prepare meeting minutes.	• The Phase 2 relaunch has been postponed to occur concurrently with the relaunch of yrt.ca, which is now scheduled to launch in the spring of 2007. This will facilitate the transfer of relevant data related to Phase 1 to the yrt.ca site. **Media** • Viva continues to be cited as an example for transit services in the GTA and across the country. Articles in the Toronto Star and Ottawa Citizen identified Viva's frequency and real-time passenger information as examples of feature that might benefit services in Ottawa and elsewhere in the GTA. • Viva's first anniversary also prompted stories on CBC Radio, Radio-Canada (radio and television), King-Vaughan Weekly and the York Region News Group (YRNG) Newspapers. Most of these articles featured interviews with Viva passengers expressing their satisfaction with Viva and its features. **Selected headlines included:** • Leave the car behind (YRNG, Nov 23). • Awards nice, but Viva needs cash (YRNG, Dec 2). • High-tech tools help riders (Toronto Star, Dec 16).
Environmental Activities **50% Complete**	• Satisfy the conditions established in the Yonge Street EA.	**Yonge Street South Corridor Public Transit Improvements EA - APPROVED** • Following the Minister of the Environment's approval of the Yonge Street EA, procedures have been developed to ensure compliance during preliminary engineering (PE) with the commitments made in the EA and throughout the construction and first two years of operations of the rapidways. **Markham North-South Link Public Transit Improvements EA** • The MOE Review of this EA was completed in November and the Region understands that may have been approved by the Minister and is awaiting cabinet approval.

	Work Program Task	Activities during October, November and December 2006
Environmental Activities (cont'd)		**Highway 7 Corridor and Vaughan North-South Link Public Transit Improvements EA** • The MOE Review was completed in late November and the Region understands that it has been approved by the Minister, subject to the conditions relating to the Spadina subway extension, and is now awaiting cabinet approval. • The status of the EA relating to the Spadina Subway Extension is the subject of a separate report on this agenda. **North Yonge Street Corridor Public Transit Improvements EA** • Evaluation of alternatives to the undertaking has been completed and confirms rapid transit with associated road improvements as the preferred undertaking. • These finding and an initial screening of rapid transit route alternatives were presented at the Public Consultation Centres (PCC) #2 on September 13 and 14, 2006. • Rapid Transit route options short-listed in the initial screening have been evaluated in detail in three segments (i.e. Richmond Hill, Aurora and Newmarket / East Gwillimbury). • Draft Chapters 1 to 4 of the EA report have been updated following the Region's review. • A draft of Chapter 5 (Routes and Technology Analysis) and 6 (Existing Conditions) is being reviewed by Region staff. • A Technical Agency Committee (TAC) meeting was convened on December 14, 2006 to obtain input on the evaluation findings.
	• Support Langstaff O&M Facility planning to verify compliance with the EA approval conditions.	• Refer to Langstaff under Engineering and Facilities Activities on page 7.

	Work Program Task	Activities during October, November and December 2006
Engineering and Facilities Activities **25% Complete**	• 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). • Prepare Capital Cost Estimate and Risk Assessment. • Identify Utility Relocations and Property Impacts.	**Stations and Rapidways** • Commenced development of the overall design criteria for stations and rapidways. • Coordinated with civil discipline activities. • Commenced development of conceptual layouts for stations and intersections. • Commenced development of conceptual plans for corridor nodes and urban design principles specific to each location. • Continued to refine conceptual design of Y1 section of work to better delineate areas of impact to abutting parcels and to define PE effort. • Preliminary cross sections were prepared at locations where impacts were considered significant. • Initial tree condition report was prepared and information on tree size was added to drawings. • Concepts to minimize impacts to existing trees were developed. • Preliminary drawings were prepared and submitted to the Region to indicate required land takings and easements necessary to complete project. • Continued to hold meetings with Region staff to review necessary land takings, impacts and anticipated schedule to meet with property owners. • All information has been obtained from private utilities in the corridor and added to the base mapping field edits. • All information has been obtained from municipal utilities and added to base drawings. • Sub-consultant has completed ground penetrating radar analysis of critical area of the corridor to verify utility locations and submitted revised utility locations. • Initial utility impact drawings were prepared showing utilities that will need to be relocated. • Sub-consultant has completed existing pavement borings, obtained existing pavement thickness and condition and has prepared pavement analysis report.

	Work Program Task	Activities during October, November and December 2006
Engineering and Facilities Activities (cont'd)		• Sub-consultant has obtained storm and sanitary sewer inverts and information has been added to base plans. • Work continued on the CAD Standards Protocol and Drawing Numbering convention. • Work continued on the Design Basis Report. • Conceptual design work was completed to add an additional northbound stop just north of the Steeles Avenue intersection. • Engineering staff continued to assist with technical issues related to facilities design at the Langstaff site. **Phase 2-Y1 Right-of-Way – Yonge Street** • Preliminary Definition of the right-of-way requirements for the Y1 segment has been completed. **Langstaff O&M Facility** • Conceptual plan studies have been undertaken to illustrate a variety of rapidway alignments through the site, placement of O&M facilities including all Bus Rapid Transit (BRT) and Light Rail Transit (LRT) maintenance facilities and storage, LRT track layouts and yard configuration, employee parking requirements, Traction Control Sub-Station locations, and inclusion of Pomona Mills Creek restoration and storm water management pond requirements (see page 8 – last point). These studies have included a wide range of O&M facility layouts, giving priority to LRT maintenance and storage requirements, recognizing the land consumption and inflexibility of LRT track layouts and yard requirements. While BRT storage and maintenance facilities may be built initially, the layout for the rubber-tired vehicles allows storage and maintenance facilities to be placed within remaining site areas once the LRT, creek restoration, and storm water management (SWM) ponds have been located. • Conceptual plan studies have included options for LRT alignment along Langstaff Road on the north, through the site diagonally, and along the southern

	Work Program Task	Activities during October, November and December 2006
Engineering and Facilities Activities (cont'd)		and eastern site perimeter to explore best opportunities for access, interface with track layout and yard requirements, and minimal crossing of the creek. A variety of plan and massing configurations for LRT and BRT storage and maintenance facilities were developed around each of these alignment options. Similarly, BRT access alternatives were considered to reduce on-site conflicts with LRT. • The preparation of conceptual plans for BRT and LRT systems has incorporated client and municipal comments and input for refinement of planning options. • An initial draft BRT/LRT O&M Facility Program has been developed, outlining vehicle and capacity requirements for all maintenance and storage components. Also, this facility program has been used as the basis for a YRRTC Langstaff Fact Sheet that outlines O&M program Area Requirements, including track layout, vehicle circulation, and employee parking requirements; Pomona Mills Creek Restoration / Flood Plain requirements; SWM Pond area requirements; Langstaff Road right-of-way (ROW) areas; and BRT/LRT Transitway Alignment area requirements. • Research, review of available data, preliminary assessment and review of Town of Markham & Toronto Region Conservation Authority (TRCA) Pomona Mills Creek study were undertaken. Concept plan studies have continued to be configured to reflect restoration of Pomona Mills Creek, to an extent roughly aligning with the regional flood plane mapping. An update of the map is awaited from TRCA. Initial comments from the Town of Markham and TRCA, in their review of concept have been positive with regard to realignment and rehabilitation of the creek. • Review of Town of Markham SWM study has been undertaken, and incorporation of SWM ponds into Langstaff Concept Plan studies has been an ongoing exercise. The study recommends inclusion of a pond within the facility to accommodate storm water runoff from both sides of the CNR, Bayview Ave. to Yonge Street. Initial analysis of the report by YC2002 engineers indicates a possibility of separating SWM into two areas – East of

	Work Program Task	Activities during October, November and December 2006
Engineering and Facilities Activities (cont'd)		CNR and West of CNR, each having a separate pond and outflow connections to the creek. Water volume calculations and pond geometry / water quality requirements are in process. • Review of existing conditions, including heritage features and structures, and request of an update on status of heritage structures, have been undertaken. • Heritage Markham has accepted the results of the building evaluation sub-committee as follows: Barton House, c. 1933 — 11 Langstaff Road — Group 3 Harry Lemasurier House, c. 1931 — 75 Langstaff Road — Group 2 Henry Lemasurier House, c. 1935 — 77 Langstaff Road — Group 2 Munshaw House, c. 1820 — 10 Ruggles Avenue — Group 1 Heaton House, c. 1932 — 19 Ruggles Avenue — Group 3 Inkpen House, c. 1870 / c. 1930 — 20 Ruggles Avenue — Group 2 Benson-Pettingill House, c. 1934 — 24 Ruggles Avenue — Group 2 Briggs House, c. 1936 — 26 Ruggles Avenue — Group 3 Leahy House, c. 1952 — 32 Ruggles Avenue — Group 3 • Coordination with authorities having jurisdiction, meeting attendance, minutes, and reports have been produced. These have included meetings with TRCA, Town of Markham, landowners and stakeholders. • Bi-weekly meetings with the Region's Langstaff Property Acquisition Team have been convened to review progress of ongoing land acquisition efforts. **Cornell Terminal** • Preliminary assessment of terminal requirements and joint development were undertaken to develop initial terminal plan options at Cornell. • Attendance at meetings included public meetings and open houses. • Presentation material illustrating the currently preferred terminal plan was prepared for these meetings. • Coordination with the developer, H&R Developments, and their consultants and authorities having jurisdiction has been ongoing.

	Work Program Task	Activities during October, November and December 2006
Engineering and Facilities Activities (cont'd)		• Meeting attendance, minutes, and reports have been provided. • Conceptual layouts, incorporating other service providers' requirements, were prepared. • Review of existing conditions, including heritage features and structures, and request of update on status of heritage structures, have been undertaken.
Contingency Tasks	• Respond as requested by York Region.	