

	Work Program Task	Activities during May 2007
Program Management 67% 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 project team to resolve ridership, planning, environmental, communications, operations and maintenance, programming, facility design and engineering issues. Controls & Administration • Maintained and updated project work schedule. • Managed contingency tasks through continuation of bi-weekly meetings with York Region to determine work scope. • Continued implementation of sub-consultant agreement process. • Prepared April 2007 monthly progress report, invoice and schedule. • Maintained cost control and accounting functions. • Updated document control database. • Held project QA / QC drawing review. • Coordinated with York Region on auditing of past contract deliverables. • Maintained project office network system software and hardware.
Transportation Planning Activities 80% complete	• Perform Transit Technology and Capacity Assessment for the rapid transit network.	Transit Capacity Requirements Assessment • Responded to comments on the draft Transit Needs Assessment report. Corridor-Specific Modal Definition • Responded to comments on the draft BRT / LRT Capacity Report. Capacity and Total Annual Cost Analysis • Responded to task-related comments on the draft Transition Plan. Technology Roll-Out Plan • Responded to comments on the draft Transition Plan. 2007 Network Plan Update • Detailed the preferred transition from one segment to the other • Developing the financial plan and defined the integration with other transit providers.

	Work Program Task	Activities during May 2007
Communications Activities 69% Complete	• Support the Business Plan update. • Assist York Region with developing and implementing the Communications Plan. • Provide support to media releases, website updates, and newspaper articles. • Develop presentations.	Communications Management • Attended the “Go Forward,” “Design Criteria,” “Communications Team” and “Team Leaders” meetings. • Finalized the Viva Project Staff Handbook. Communications Plan • Completed draft of Viva Phase 2 strategy and plan and presented this to the Rapid Transit Steering Committee. Media Releases, Fact Sheets and Newspaper Articles • Prepared and placed notices in local newspapers in advance of spring public meetings. • Finalized preparation of materials for heritage design workshops. • Finalized preparation of materials for design workshops held during May. Material includes comment cards, workshop session cards, a questionnaire and presentation boards. YRRTC Presentations • Completed the 2007 Viva Network Configuration Executive Update Report. • Finalized presentation of Steering Committee Report on brand research results. Meeting Minutes • Recorded minutes for the “Go Forward,” Design Criteria” and “Yonge Street Property Review” meetings. Question and Response Database • Continued addition of items to list of difficult questions. Website Updates • Continued daily monitoring of vivayork.com “contact us” e-mails. • Continued to update website content to reflect activities related to preliminary engineering, public meetings and property strategies on Y1. • Developed online questionnaire. • Finalized arrangement for placement of kiosks in shopping malls.

	Work Program Task	Activities during May 2007
Communications Activities (cont'd)		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. Government Relations Staff continue to engage the Federal and Provincial Governments to negotiate a funding agreement for the construction of the Viva Phase 2 - Stage 1 project announced in March while continuing to pursue funding from senior governments for the balance of Viva Phase 2. On-going government relations activities include: • 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.
Environmental Activities 63% Complete	• Complete the N. Yonge EA.	N. Yonge Analysis, Evaluation and Selection of Preferred Design • Updated draft of EA report Chapter 5 per network technology review. • Completed draft version of Chapter 6 – Development of Preferred Design Alternatives. • Supported Newmarket staff peer review of Rapid Transit integration options. • Finalized road capacity improvement designs. N. Yonge Public Open House Displays and Presentations • Continued preparation of outline of presentation material required for Public Consultation Centre (PCC) # 3. • Arranged times and locations for PCC # 3.

	Work Program Task	Activities during May 2007
Environmental Activities (cont'd)	Satisfy the conditions established in the Yonge Street EA.	N. Yonge TAC, Steering Committee & Council Presentations / Reports - Met with York Region to discuss the presentation material for the various municipal council meetings. - Presented to Richmond Hill's Gridlock Task Force on May 16, 2007. - Arranged TAC meeting to present findings of Design Alternatives analysis and presentation material for PCC # 3. N. Yonge Preparation, Review, Updating and Circulation of EA Reports - Updated Chapter 5, incorporating the results of the revised technology report. - Completed Chapter 8. The recommended rapid transit route alignments and associated Yonge Street road capacity improvements will be presented to municipal committees during May and the public in late June. Through the summer, development of the technically preferred designs will encompass rapid transit infrastructure on the recommended alignments and the Yonge Street (Mulock to Green Lane) road modifications. Input from the consultation with municipalities and the public will be incorporated. In parallel, assessment of the effects of the design solutions on the environment will be progressed towards presentation of the recommended design and its effects at the final public meeting in mid-September. Following this meeting the EA report will be finalized for submission to MOE in January 2008. S. Yonge EA Compliance Monitoring Program - Updated program report, as required by the MOE review. S. Yonge EA Support - Provided ongoing support during development of Design Criteria for rapidway cross-sections and facilities to ensure compliance with environmental assessment commitments. - Participated in weekly "Go Forward" meetings to provide environmental assessment context and commitments. - Participated in weekly Design Criteria development workshops and meeting with York Region Rapid Transit Corporation.

	Work Program Task	Activities during May 2007
Engineering and Facilities Activities 53% 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.	Preliminary Engineering Management, Meetings, Correspondence • Continued to hold design external “Design Criteria” meetings. • Continued attendance at “Property Acquisition” meetings and “Go Forward” meetings. • Held “Design Update” meeting with York Region Transit to coordinate service and design requirements. • Continued to hold internal “Preliminary Engineering Coordination” meetings. • Continued preparation of O&M facility preliminary engineering development strategy. • Provided support materials for public open houses and municipal design workshops. • Held meeting with York Region Transit to discuss routing options and design of local stops. • Held internal QA / QC review of design drawings. Implementation Schedule • Meet with York Region to discuss implementation schedule. • Updated implementation 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. • Submitted response to Owners Engineers’ comments on technical design criteria. • Continued design criteria development and established evaluation methodology. • Continued to develop matrix for elements vs. criteria evaluation. • Submitted revised design basis report.

	Work Program Task	Activities during May 2007
Engineering and Facilities Activities (cont'd)		Utility Relocations • Added information obtained from test pit program to drawings. • Developed recommendation for Bell Canada relocation work. • Continued holding one-on-one meetings with each of the utility companies. • Continued development of utility relocation plans and strategy. • Submitted utility cost basis report. Yonge Street Design • Continued design refinement. Property Requirements & Legal Descriptions • Attended “Property Acquisition” and “Right of Way” meetings. • Continued meetings with property owners • Submitted revised property plans to update reference plans. Pavement Report • Incorporated York Region’s comments into pavement report. Drainage Design Report • Provided preliminary drainage recommendations. • Held meeting with TRCA to review requirements. • Scheduled a meeting with approving agencies. • Issued draft drainage report to York Region. Preliminary Engineering Drawings (Busway, Platform, Terminals) • Continued plan development. Traffic Impact Analysis • Responded to issues raised concerning local access in proximity to Yonge Street / Steeles Avenue intersection. ITS Deployment • Continued contribution to the Design Criteria matrix. • Continued to investigate ITS deployment issues raised through the design criteria process.

	Work Program Task	Activities during May 2007
Engineering and Facilities Activities (cont'd)		Specifications - Submitted draft design specifications to York Region. Capital Cost Estimate & Risk Assessment - Continued cost development approach. - Developed draft risk matrix and allocation of risk. - Held risk assessment meeting.
Contingency Tasks		Responded as requested by York Region.
2007 Construction Program		RHC Pedestrian Bridge The pedestrian bridge between Richmond Hill Centre Terminal and Langstaff GO station has been awarded to Kiewit-EllisDon and is under construction with completion scheduled by the end of the year.