

	Work Program Task	Activities during April 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. • Continued bi-weekly meetings with York Region on contingency tasks. • Continued implementation of sub-consultant agreement process. • Maintained project office network system software and hardware. • Prepared March 2007 Monthly Report, Invoice and Schedule. • Updated document control database. • Maintained cost control and accounting functions. • Continued project QA / QC review implementation. • Coordinated with York Region on auditing of past contract deliverables.
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 • Completed slides and report for postponed presentation. • Responded to comments on 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 April 2007
Communications Activities 69% 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 the “Go Forward,” “Design Criteria,” “Communications Team” and “Team Leaders” meetings. 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 • Developed worksheets for public design workshop. • Prepared and placed notices in local newspapers in advance of spring public meetings, which will be held on 2007-05-03, 2007-05-27 and 2007-06-07. • Continued preparation of materials for design workshops in May 2007 (postcards, posters, e-mails, kiosk animations, and open house boards). YRRTC Presentations • Completed Steering Committee Network Configuration workshop presentation held on 2007-04-12. • Completed Viva Phase 2 design criteria workshop presentation for the Steering Committee, held on 2007-04-12. • Prepared spring 2007 Y1 public meeting presentation, to be presented on 2007-05-03. Meeting Minutes • Recorded “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.

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Communications Activities (cont'd)		Media The public engagement process for Viva Phase 2 and Viva technologies like transit signal priority, continued to attract media attention. YRNG covered Viva Phase 2 public open houses, as well as stories on GPS and transit signal priority for Viva vehicles. Government Relations Staff are engaging 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 engage senior governments to secure funding 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 • Completed draft version of Chapter 8 – Development of Preferred Design Alternatives, and submitted to York Region for review and comment. • Supported Newmarket staff on their peer review of Rapid Transit integration options. • Finalized Chapter 5, incorporating recommendations of the network technology review. • Finalized road capacity improvement designs. N. Yonge Public Open House Displays and Presentations • Prepared initial outline of presentation material required for PCC # 3.

	Work Program Task	Activities during April 2007
Environmental Activities (cont'd)	Satisfy the conditions established in the Yonge Street EA.	N. Yonge TAC, Steering Committee & Council Presentations / Reports - Arranged Technical Advisory Committee (TAC) meeting for early May, 2007 to present findings of the design alternatives analysis. N. Yonge Preparation, Review, Updating and Circulation of EA Reports - 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 the development of design criteria for rapidway cross-sections and facilities to ensure compliance with EA commitments. - Participated in weekly “Go Forward” meetings to provide EA context and commitments. - Participated in weekly Design Criteria development workshops and meetings with York Region Rapid Transit Corporation.

	Work Program Task	Activities during April 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 external “Design Criteria” meetings. - Continued attendance at “Property Acquisition” and “Go Forward” meetings. - Held “Municipal Design Workshop” meeting with the City of Vaughan and Town of Markham engineering and planning staff. - 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. Implementation Schedule - Met with York Region to discuss implementation schedule. - Updated implementation schedule. Contracted Out Work Items and Preferred Supplier - Completed utility test pit program and incorporated information into drawings. - Continued to engage contractors and sub-consultants in providing technical support. Design Criteria - Continued research and analysis. - Continued design criteria development and establishment of evaluation methodology. - Submitted revised Design Basis Report. Utility Relocations - Continued holding one-on-one meetings with each of the utilities. - Scheduled a meeting with PowerStream to discuss pole relocation options. - Added information obtained from test pit program to drawings. - Developed recommendation for Bell Canada relocation work.

	Work Program Task	Activities during April 2007
Engineering and Facilities Activities (cont'd)		- Continued development of utility relocation plans and strategy. Yonge Street Design - Continued design refinement. Property Requirements & Legal Descriptions - 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 a meeting with TRCA to review requirements. - Scheduled a meeting with the other approving agencies. - Issued draft drainage report to York Region. Preliminary Engineering Drawings (Busway, Platform, Terminals) - Continued plan development. - Revised plans based on York Region's comments. 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. Preliminary Engineering Drawings - Continued to develop design criteria for O&M facility and submitted to York Region. Specifications - Submitted Draft Design Specification to York Region.

	Work Program Task	Activities during April 2007
Engineering and Facilities Activities (cont'd)		Capital Cost Estimate & Risk Assessment Continued cost development approach.
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.