

PHASE 2 ACTIVITIES		
	Work Program Task	Activities during April 2008
Program Management	• Provide senior management support to York Region • Maintain project scope, budget and contingency items • Handle all project controls and administration for York Consortium 2002	Program Management • Continued providing York Region with a 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 on work scope and contingency tasks. • Prepared and submitted the March, 2008 Office Cost invoice for York Region Rapid Transit Corporation. • Continued coordinating the planning for project office improvements, including obtaining quotations for services and equipment. • Maintained cost control and accounting functions. • Continued implementation of sub-consultant agreement process.
Transportation Planning Activities	• Perform Transit Technology and Capacity Assessment	Transit Capacity Requirements Assessment • Provided the Owners Engineer with a description of revisions made to the 2003 York Region Transit model. Network Implementation Options Report • Following the completion of high priority work on Alternative Finance and Procurement / Metrolinx, a comparative analysis of model results to support the draft Network Update document was prepared.

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Communications Activities	- Assist York Region with developing and implementing the Communications Plan - Provide support to media releases, website updates and newspaper articles - Develop presentations	Communications Management - Continued update to the Viva style guide. - Continued management of the image map and graph libraries on the P:\ server. Communications Plan - Continued mapping out the Yonge Street – Richmond Hill Centre to 19th Avenue (Y2) and Highway 7 – Richmond Hill Centre to Markham Centre (H3) communications strategy in the context of the overall communications strategy. Development of Collateral Materials and Website Updates - Continue website updates to vivayork.com - Continued illustration of intersection layouts to reflect the most recent design elements for use in public display materials. - Continued meeting with suppliers of scale models. - Continued work on Bus Rapid Transit / Light Rail Transit fact sheet. York Region Rapid Transit Corporation Presentation and Meeting Minutes - Provided assistance in development of Steering Committee Presentation. - Continued development of Public/Private Partnership presentation for the Canadian Institute for York Region Rapid Transit Corporation's Vice President. - Continued work on '2008 Network Update Document'. - Developed design / canopy slide deck with new images. - Prepared minutes and agendas for program management meetings Question and Response Database - Continued additions to questions and answers database.

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Communications Activities (cont'd)		Highway 7 - Richmond Hill Centre to Markham Centre (H3) Rapidway Open Houses and Workshops Commenced preparation for potential H3 Open House in May / June, 2008.
Environmental Activities	Complete the North Yonge Environmental Assessment	North Yonge Analysis, Evaluation and Selection of Preferred Design - Undertook detailed evaluation of East Holland River crossing options at the Tannery Mall to determine preferred alternatives. - Completed evaluation of intersection treatments along Davis Drive. - Re-examined extent of dedicated rapidway through Aurora in light of GO Transit's recent announcement of the GO Bradford bridge replacement just north of Industrial Parkway. - Met with the Town of Richmond Hill and Aurora staff in advance of the Technical Advisory Committee meeting to obtain approval of recommended design for their municipalities. - Held Technical Advisory Committee meeting on April 22, 2008 to present the preferred design alternatives. - Continued reviewing corridors (Yonge Street and Davis Drive) with respect to driveway / intersection accesses, property requirements and grading allowances. - Continued to work with Newmarket stakeholders and staff on the design alternatives along Davis Drive and finalize the evaluation of these alternatives. - Continued participation in the analysis of the operating strategy for the Yonge Street corridor service to identify short turn or branch locations and physical requirements. - Continued assembly of reports on environmental effects, alignment optimization and identification of mitigation requirements.

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Environmental Activities (cont'd)		North Yonge Public Open House Displays and Presentations - Commenced planning the material to be presented at the June 2008 Public meeting. North Yonge Technical Advisory Committee, Steering Committee & Council Presentations / Reports - Held Technical Advisory Committee meeting on April 22, 2008. - Continued preparation of material to be presented at various Council / Committee meetings prior to the next Public Consultation Centre. North Yonge Assessment of Environmental Effects & Description of Mitigation - Continued review of effects analysis as received from sub-consultants. - Prepared and presented the analysis of effects and mitigation measures. North Yonge Preparation, Review, Updating and Circulation of Environmental Assessment Reports - Continued preparation of draft Environmental Assessment report chapters. Davis Drive - Finalized the Preliminary Design Alignment and property requirements for Davis Drive. - Liaised with Southlake Hospital to determine requirements for on-site transit facilities. - Reviewed provision of design details and support of consultation as requested by York Region Rapid Transit Corporation and property owners.

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Engineering and Facilities Activities	- Develop conceptual design alternatives for platforms, rapidways, terminals and stations - Prepare technical reports (design criteria, outline, specifications, pavement reports, geotechnical reports, drainage reports, traffic / intelligent transportation system). - Prepare Capital Cost Estimate and Risk Assessment - Identify utility relocations and property impacts	Preliminary Engineering Management, Meetings, Correspondence - Provided preliminary engineering updates and context at weekly strategy (“Go Forward”) meetings. - Attended internal project management meetings. Design Criteria (Y2) Continued design coordination with relevant Richmond Hill and Markham studies and reports including streetscape issues. (Y2) Continued incorporation of relevant information into design criteria. (H3) Reviewed types of stations along the H3 corridor and established prototypes and special conditions. (H3) Continued design effort on special conditions and developed alternatives for review. Digital Mapping (Y2/H3) Task is completed. New information to be incorporated as necessary. Pavement and Geotechnical - Continued preparation of Pavement report. (H3) Compiled field program data for Pavement Report. (H3) Completed drilling program Drainage Design (Y2) Completed detailing of existing drainage system. - Continued preparation of Drainage report. (H3) Determined watersheds and finalized ‘as built’ for municipal storm drains. Utility Identification and Coordination - Held one-on-one utility conflict meeting.

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Engineering and Facilities Activities (cont'd)		• Prepared summary of identified conflicts, proposed utility development and relocation plans. • (H3) Provided cursory evaluation of impact of moving PowerStream underground on other utilities. Road and Rapidway Design • (Y2) Continued development of rapidway design. • (Y2) Completed review of turning locations for emergency vehicle access and scheduled meeting with Richmond Hill and York Region emergency management forces. • (Y2) Began cross section study and grading limit and retaining wall evaluation. • (H3) Submitted conceptual design on April 11, 2008 for review and comment. • (H3) Reviewed additional work required to take over URS section up to Town Centre Boulevard. • (H3) Developed station prototypes along the H3 corridor and established special conditions. Property Requirements and Legal Descriptions • Updated property information based on information received from York Region's Property Acquisition team. • (H3) Submitted site specific property plans. • (H3) Held meetings with York Region's Property Acquisition team. (H3) Unionville GO Station Interface • .Began to assemble information for Unionville GO station. Constrained Areas Consultation Report • Continued writing the Constrained Areas Consultation report.

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Engineering and Facilities Activities (cont'd)		Preliminary Engineering Drawings (Busway, Platform, Station and Terminals) Continued preparation of drawings.
Contingency Tasks	Respond to York Region as requested.	Park and Ride Strategy - Began Network Demand Modeling / Unconstrained Supply for park-and-ride. - Advanced early action plan work (Task 3) for Cornell and Richmond Hill Centre. - Prepared Technical Coordination Committee Report for May presentation. Jefferson Side Road Station - Prepared revised work plan based on comments received from York Region and began final design. Transit Signal Priority Improvements - Met with York Region to discuss TSP repairs.
Contingency Tasks	Respond to York Region as requested	Highway 7 – Richmond Hill Centre to Markham Centre Rapidway (H3) Aerial Topography and Mapping - Completed aerial photography. - Continued preparation of topographic base plan. Integration of GTA Fare System Fare Transaction - Commenced work upon approval of revised work plan.

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Contingency Tasks (cont'd)		Cedarland Alignment Environmental Assessment Modification - Completed report for resubmission to York Region for final review. - Agreed on cost of Environmental Assessment amendment tasks with York Region. Phase 2 Vehicle Procurement - Provided technical support as required to York Region Transit during the Request for Proposals for vehicle procurement. Operation & Maintenance Facility – Site Selection Criteria - Responded as required to the new Operation & Maintenance facilities work program, provided by York Region. On Call Operational Reviews / Support - Prepared vehicle forecast based on service plan assumptions from York Region and the latest round of network demand estimates. Richmond Hill Centre Terminal Concession Feasibility Study - Presented draft report and incorporated comments received.
2008 Construction Program		Richmond Hill Centre Pedestrian Bridge Construction of the Richmond Hill Centre Pedestrian Bridge continues to be on schedule. Milestones now reached include: - Elevator work is in progress. - Deficiencies are being rectified. “Final cleaning” for soft opening was arranged. - Soft opening was held on March 24, 2008.