

Date January 18 , 2018
To Members of York Region Rapid Transit Corporation Board of Directors
Copy Bruce Macgregor, Christopher Raynor, Danielle Hutson, Michael Cheong
From Mary-Frances Turner, York Region Rapid Transit Corporation, President
Subject Metrolinx Master Agreement & Key Protocols, Quality Compliance Audits
Ref: Edocs # 8057560

The purpose of this memorandum is to inform the YRRTC Board that the 2017 Internal Controls and Audit Work Program for YRRTC is complete (see Attachment A). The Quality Compliance Audits were conducted by the Metrolinx Capital Projects Group.

Background

On March 27, 2017, Metrolinx notified YRRTC that Quality Compliance Audits were to be conducted on three key protocols of the Metrolinx Master Agreement:

1. Procurement Protocol – completed on April 18, 2017
2. Administrative and Financial Protocol – completed on September 12, 2017
- 3. Real Estate Protocol – completed on November 15, 2017**

Progress to Date – Real Estate Protocol

The scope of the audit focused on:

- YRRTC's compliance with the procedures and processes as outlined in the protocol
- YRRTC's compliance with the process relating to the acquisition, ownership, reasonable obligations and disposition of project lands required for the Program as outlined in the protocol
- YRRTC's compliance with the financial signing authorities, as outlined in the protocol

Results – Real Estate Protocol

- The Quality Compliance Audit was carried out without any findings in auditing areas as per the audit scope, observations and samples:
 - 0 Major Corrective Action and Preventive Action (CAPA) issues for non-conformance
 - 0 Minor Corrective Action and Preventive Action (CAPA) issues for non-conformance
 - 0 Opportunities for improvements

Additional Comments:

- Audit schedule and plan well received and coordinated
- YRRTC team very open and accommodating during the audit
- The Real Estate Protocol, as well as document control management system, was implemented comprehensively.



For your reference, the Metrolinx Quality Compliance Audit report for the Metrolinx Master Agreement, Real Estate Protocol is attached (Attachment B). It has been signed off by Metrolinx Senior Staff and the final copy has been provided to YRRTC for its records and information management.

For more information on this memo and related attachments, please contact Michael Cheong, Chief Financial Officer, York Region Rapid Transit Corporation at 905-886-6767, Ext. 71015.

Mary-Frances Turner, President

Attachments: (2)

YORK REGION RAPID TRANSIT CORPORATION – 2017 INTERNAL CONTROLS & AUDIT WORK PROGRAM

	INTERNAL CONTROLS & RISK MANAGEMENT AUDITS	ATTEST AUDITS	QUALITY COMPLIANCE AUDITS	VALUE FOR MONEY AUDITS
YRRTC METROLINX CAPITAL PROGRAM	<p>Monthly Program Management and Change Management Controls Board Meetings ✓</p> <ul style="list-style-type: none"> Highway 7 and Davis Drive Yonge Street <p>Quarterly Program Risk Management ✓</p> <p><i>(Performed by YRRTC Finance-Budgets & Capital Projects and reported to Metrolinx Capital Projects Group-Program Management Controls & Metrolinx Audit-Risk Management)</i></p>	<p>Metrolinx Master Agreement:</p> <ul style="list-style-type: none"> Q1 2017 Capital Expenditures ✓ Q2 2017 Capital Expenditures ✓ Q3 2017 Capital Expenditures Q4 2017 Capital Expenditures <p><i>(Performed by CH2M Hill on behalf of Metrolinx Capital Projects Group-Program Management Controls)</i></p>	<p>Annual Health and Safety Compliance Audits of Construction Contractors and Owner's Engineer ✓</p> <p><i>(Performed by Resource Environmental Associates Limited on behalf of YRRTC Finance – Governance and Compliance & Metrolinx Capital Projects Group – Rapid Transit, Bus Program)</i></p> <p>Quality Compliance Audits:</p> <ul style="list-style-type: none"> Procurement Protocol ✓ Administrative and Finance Protocol ✓ Real Estate Protocol ✓ <p><i>(Performed by CH2M Hill on behalf of Metrolinx Capital Projects Group-Audits and Quality Compliance)</i></p>	
YRRTC REGIONAL CAPITAL PROGRAM	<p>Monthly Program Management and Change Management Controls Board Meetings ✓</p> <ul style="list-style-type: none"> Facilities & Terminals <p>Quarterly Program Risk Management ✓</p> <p><i>(Performed by YRRTC Finance-Budgets & Capital Projects and reported to Feds-Transport Canada)</i></p>	<p>CSIF Contribution Agreement – Expenditures Audit, FY 2016 ✓</p> <p><i>(Performed by York Region's External Auditor-KPMG)</i></p>	<p>QuickWins Agreement Funding Close-off ✓</p> <p><i>(Performed by Ministry of Transportation Ontario)</i></p> <p>CSIF Contribution Agreement – Expenditures Audit Report and Annual Report, FY 2016 ✓</p> <p><i>(Performed by Feds-Transport Canada)</i></p>	
	<p>Updates to YRRTC Signing Authorities ✓</p> <ul style="list-style-type: none"> Procurement Financial Corporate <p><i>(Performed by YRRTC Finance-Governance and Compliance)</i></p>	<p>Operating Expenditures, FY 2016 ✓</p> <p>Financial Statements, FY 2016 ✓</p> <p><i>(Performed by York Region's External Auditor- KPMG)</i></p>		



**Capital Projects Group
Quality Compliance Audit Report -
YRRTC - vivaNext BRT - Metrolinx
Master Agreement Real Estate Protocol**

Revision 0


Approval Date: 06/12/2017

Authorization


Prepared by:


Maha Ibrahim
Quality Compliance Professional

Reviewed by:


Edmund Galton
Compliance Manager

Approved by:


Alexandra Felix
Quality and Procedures Manager, Program Management, CPG

Revision	Purpose of Submittal	Date (DD/MM/YYYY)	Comments
0	Approved	06/12/2017	

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References

TABLE 0-1 REFERENCES

Reference	Title
Metrolinx Master Agreement	Real Estate Protocol schedule "B" dated April 2011
CPG-QAT-FRM-092	Compliance Audit Report Template
CPG-QAT-FRM-095	Evidence Form
CPG-QAT-FRM-099	Attendance Form
CPG-QAT-PRO-005	Continual Improvement Procedure
ISO 19011:2011	Guidelines for Auditing Management Systems
ISO 9001:2015	Quality Management Systems Standard - Requirements

Acronyms and Abbreviations

TABLE 0-2 ACRONYMS AND ABBREVIATIONS

Acronym or Abbreviation	Definition
BRT	Bus Rapid Transit
CAPA	Corrective Action and Preventive Action issues for Non-compliance Reports or Opportunities for Improvement, or both
No.	Number
RAP	Remedial Action Plan
YRRTC	York Region Rapid Transit Corporation

1. Report Purpose

1.1 Purpose

- 1.1.1 The purpose of this report is to communicate the results and the findings of the quality compliance audit, carried out at the York Region Rapid Transit Corporation (YRRTC) vivaNext Bus Rapid Transit (BRT) project office located at 3601 Highway 7, Markham, Ontario, on November 15, 2017.
- 1.1.2 The Metrolinx quality compliance team (Lead Auditor, Auditor) conducted the quality audit, which was attended by the YRRTC Chief Financial Officer, the YRRTC Finance - Governance and Compliance Manager, the YRRTC Budget and Capital Project Delivery Manager, the Design Chief, the Senior Associate Counsel from York Region, the Infrastructural - Property Manager and YRRTC Analyst, Financial Controls Compliance, from the auditee side.

2. Audit Purpose and Scope

2.1 Audit Purpose

- 2.1.1 This quality compliance audit is carried out to determine the conformity of the vivaNext BRT project records and evidences with the *Master Agreement, Real Estate Protocol Schedule "B,"* dated April 2011, and its relevant supporting documents.

2.2 Audit Scope

- 2.2.1 The audit scope as per references covered *Metrolinx Master Agreement, Real Estate Protocol* and its directive.

3. Audit Summary Findings

3.1 Summary

- 3.1.1 This quality compliance audit was carried out without findings in auditing areas as per the audit scope, observations, and samples.

3.2 Detailed Report

- 3.2.1 The quality audit is a sampling of activities and not a 100 percent inspection or verification. Therefore, issues may exist that have not been identified during this audit.
- 3.2.2 Appendix A - Compliance Audit Report provides the detailed quality audit report.

Appendix A - Quality Compliance Audit Report

Compliance Audit Report

Audit Number:	MX-RT-VNBRT-YRRTC-2017-030		
Process or Service Audited:	Metrolinx Master Agreement, Real Estate Protocol schedule "B"		
Audit Date(s):	15/11/2017		
Report Date:	01/12/2017		
Audited Org(s):	York Region Rapid Transit Corporation (YRRTC)		
Project Number:	vivaNext Bus Rapid Transit - Contract #095703		
Project Start:	01/10/2009	Project Completion:	31/03/2022
Audit Report Distribution as Indicated Below:			
<input checked="" type="checkbox"/> YRRTC Chief Financial Officer:	Michael Cheong		
<input checked="" type="checkbox"/> YRRTC Manager, Finance - Governance and Compliance:	Narendra Shah		
<input checked="" type="checkbox"/> YRRTC Manager, Budget and Capital Project Delivery:	Noeline Chipun		
<input checked="" type="checkbox"/> YRRTC Analyst, Financial Controls, Compliance:	Zahra Dossa		
<input checked="" type="checkbox"/> Metrolinx Quality and Procedures Manager:	Alexandra Felix		
<input checked="" type="checkbox"/> Program Manager:	Adrian Sheppard		
<input checked="" type="checkbox"/> Compliance Manager:	Edmund Gralton		
<input checked="" type="checkbox"/> Quality Compliance Professional:	Maha Ibrahim		
<input checked="" type="checkbox"/> Quality Compliance Professional:	Naresh Donthukurthi		
Audit Scope:			
Metrolinx Master Agreement - Real Estate Protocol, Schedule "B"			
Audit Team Leader:		Audit Team:	
Maha Ibrahim		Naresh Donthukurthi	
Key Audit Contacts:		Relevant Manager:	
Michael Cheong		Narendra Shah	
Total CAPAs:	<input type="checkbox"/> Major - 0	<input type="checkbox"/> Minor - 0	<input type="checkbox"/> Opportunity for Improvement - 0
Assigned CAPA Number(s):			
No Corrective Action and Preventive Action issues (CAPAs) were identified during this audit.			

Summary/Comments:

- The audit schedule and plan were well-received and coordinated.
- YRRTC team was very open and accommodating during the audit.
- The Real Estate protocol, as well as document control management system, was implemented comprehensively.

Audit Checklist Observations:

3.0 Financial Controls and Funding

Clause 3.1. ii and 3.1.iii: Metrolinx approval of the amount of total compensation greater than \$500,000, up to and including \$1,000,000 and greater than \$1,000,000 before entering into agreement

- YRRTC obtained Metrolinx’s approval for the amount greater than \$1,000,000; the amounts between \$5,000,000 and \$1,000,000 were YRRTC’s responsibility (as per the Financial and Administrative protocol).
- The approval package for 10660 Yonge Street, Richmond Hill, for an amount between \$500,000 and \$1,000,000; the Approval Package of 2006 Highway 7 west, Vaughan, for greater than \$1,000,000; and YRRTC Project Expropriation Settlement for 438/442 Davis Drive, Newmarket were witnessed (refer to Item number [No.] 1 - Appendix B).

Clause 3.1: The revision in the rules between Metrolinx and York, acting reasonably

- So far there, was no revision in the rules between Metrolinx and YRRTC.

Clause 3.2: The acquisition of any land by York requires the approval of Regional Council or its duly authorized delegate

- The acquisition of land was approved by Regional Council or its duly authorized delegate.
- A copy of compensation for expropriation update widening and construction of BRT corridor Highway 7 west (H2-VMC-extended) vivaNext project No. 90991, City of Vaughan; and Report No. 4 of the committee of the whole, adopted without amendment, by the Council of Regional Municipality of York on their meeting on February 20, 2014, were witnessed (refer to Item No. 2 - Appendix B).

Clause 3.5: Providing the detailed accounting of the expenditures to Metrolinx on a regular basis

- The Program Manager reported the claims to Metrolinx on a quarterly basis, with copies of the invoices selected by Metrolinx.
- Claim No. 26 for the period from January 1 to March 31, 2017; Claim No. 27 for the period from April 1 to June 31, 2017; and samples of selected invoices requested by Metrolinx to support the claims, were witnessed (refer to Item No. 3 - Appendix B).

Clauses 3.6.a and 3.6.f: The contents of purchase price for land and York’s administration costs and disbursements

- The purchase price for land which was submitted to Metrolinx included:
 - a. Property-related costs
 - b. Preliminary engineering costs
 - c. design build costs
 - d. Project management and indirect costs
 - e. Recoveries
 - f. Disposition of land

- Claim No. 26 for the period from January 1 to March 31, 2017; Claim No. 27 for the period from April 1 to June 31, 2017 were witnessed, as was the latest claim, which still in the process of being submitted to Metrolinx under No. 29 for project H2 (Highway 7 - 1000 Rowntree Dairy Road and 4401 Highway 7

Vaughn, Ontario) (refer to Item No. 4 - Appendix B).

Clause 3.6.b: The payments made under section 25 of the Expropriations Act

- This process was implemented; all the payments, whether rendered as full payment of compensation or as 100 percent of the market value of the land, were made under the mentioned section.
- Section 25 of the Expropriations Act was provided for reference (refer to Item No. 5 - Appendix B).

Clause 3.10: The Program Manager invoiced Metrolinx directly on a regular basis at least once every three months

- This process was implemented, and the claims were submitted directly to Metrolinx on a quarterly basis.
- The YRRTC-Metrolinx Claim Submittal Log, as of September 30, 2017, was witnessed; this showed claim activities since 2010 (refer to Item No. 6 - Appendix B).

4.0 Request to Acquire Lands

Clause 4.1: Arranging for the provision of all surveying services for acquisition of the Lands

- YRRTC arranged for the provision of all surveying services for acquisition of the lands, including expropriations.
- A copy of the survey map for the part of Lots 22, 26, and 27- the register's compiled plan 10309 for vivaNext BRT project (H2-West and H2-East) and a copy of the survey map for vivaNext BRT project 10660 for Yonge Street, in Richmond Hill were witnessed (refer to Item No. 7 - Appendix B).

Clause 4.2 and 4.3: The identification of all Lands required for the Program no earlier than the preliminary design stage and approximately 30% design of each project or part thereof including Expropriations identifying the information as indicated below:

- **The Project for which the Lands are required;**
- **The property address or legal description;**
- **The size and nature of the property requirement;**
- **A draft plan of survey where only a portion of the property is required; and**
- **The proposed use of the Lands.**
- YRRTC identified the lands for the Program prior to the preliminary design stage and submitted them in a form agreed upon between York and Metrolinx, which included the stipulated requirements.
- The Project Agreement for the vivaNext BRT expansion project (H2-West and H2-East segments), dated September 18, 2015; Schedule 3 from the same Project Agreement, including all the required lands and related information as described herein; and Metrolinx's memorandum to the Metrolinx Board of Directors for a contract award request for the vivaNext H2 Rapidway project design-build-finance contract, dated June 25, 2015, were witnessed (refer to Item No. 8 - Appendix B).

5.0 Appraisals

Clause 5.1: The commission or an opinion of value have been done to identify the market value of Lands required for the Program

- This process was implemented by YRRTC, via an appraiser retained by York to appraise the required lands.
- A copy of the appraisal report prepared by Rick Van Andel, AACI, P.APP for a Partial Taking of a Commercial Property located at 2006 Highway 7, in Vaughan (YRRTC Reference No. 46), with effective date of June 13, 2013, was witnessed (refer to Item No. 9- Appendix B).

Clause 5.2, 5.3 and 5.4: The peer reviews for appraisals and the submittal of the appraisal package

- Peer reviews have been completed for each appraisal or opinion of value by the appraiser York retained.
The copy of the appraisal or opinion of value, together with York's approval (the "Approval Package"), has been provided to Metrolinx and the YRRTC Program Manager for the appraisal value greater than \$1,000,000 was submitted to Metrolinx for approval; the appraisal valued at less than \$1,000,000, did not require prior approval from Metrolinx.
- A copy of the approval package for 2006 Highway 7 West, in Vaughan, including the approval of land purchase and settlement, the executive summary, Regional Council approval, and Metrolinx approval for the value greater than \$1,000,000, including the appraisal report and the same documents for Package No. 10660 Yonge Street, Richmond Hill for less than \$1,000,000, were witnessed (refer to Item No. 10 - Appendix B)

6. Negotiations

Clause 6.2: Retain the services of real estate consultants to assist with property acquisitions

- YRRTC retained the services of real estate consultants to assist with property acquisitions for the Program, as required, including but not limited to: appraisers, property negotiators, and business loss consultants.
- A copy of the consulting (reply) report to the PPCI Real Estate Appraisers and Consulting Inc. Appraisal by Integris Real Estate Consulting on November 13, 2014 was witnessed (refer to Item No. 11 - Appendix B).

Clause 6.3: YRRTC ensure that environmental Due Diligence was undertaken for all property acquisitions

- The environmental due diligence has been undertaken for property acquisition by YRRTC, and the procurement authorization report has been sent to Metrolinx for approval.
- The Environmental Due Diligence report for Property No. 28-9076 at Yonge Street-Grand Genesis, dated February 24, 2017, with Metrolinx approval, and a presentation for environmental due diligence process principles for Davis Drive surplus lands and other property-related matters were witnessed (refer to Item No. 12 - Appendix B).

Clause 6.3: Remedial Action Plan

- YRRTC directed its environmental consultant to develop the remedial action plan(RAP) due to the result obtained through the investigation and due diligence work undertaken for the project; this contains:
 - A remedial option evaluation that may be applicable to site conditions
 - The estimated costs of potential options
 - A recommendation of the preferred solution
 - A proposed work plan

- A copy of the RAP for the East side of 9076 to 9106 Yonge Street for Property No. 28 (Y2.1 corridor), between Highway 7 and Major Mackenzie Drive in Richmond Hill, Ontario, prepared by S2S Environmental Inc. on February 18, 2017, was witnessed (refer to Item No. 13 - Appendix B).

Clause 6.4: The Expropriation of Lands

- YRRTC provided a notice with sufficient details to Metrolinx before submitting a report to Regional Council for approval or before applying to expropriate lands.

Some evidences were witnessed as follows:

- A copy of the agenda for the YRRTC/Metrolinx update meeting; a review of additional lands/TLI extensions (H2-WE-Yonge Street); and environmental updates dated July 26, 2017
- A copy of report from the Commissioner of Corporate Services for Expropriation of Land within viva BRT corridor Highway 7 West, Center Street and Bathurst Street, in the City of Vaughan, dated November 9, 2017,
- A copy of Expropriation of Land viva BRT corridor Yonge Street from Levendale Road to Gamble Road/19th Avenue, Town of Richmond Hill dated September 21, 2017

A copy of Expropriation of land viva BRT corridor-Yonge Street from Sawmill Valley Drive/Savage Road to

Davis Drive, Town of Newmarket dated September 21, 2017 (refer to Item No. 14 - Appendix B).

7. Financial Commitments

Clause 7.1 and 7.2: Obtaining the approval on proposed purchase price and prior approval of Metrolinx before entering into any final settlement

- YRRTC obtained a written approval of the Program Manager and Metrolinx by submitting a request to the Executive Vice-President, Rapid Transit Implementation copied to the Program Manger, contained sufficient information to determine whether the proposed purchase price was acceptable and to determine the net benefit of acquiring such lands at the proposed purchase price. Also seek Metrolinx's prior approval before entering into the final settlement negotiations.
- A copy of the Metrolinx memorandum for the 474 Davis Drive land exchange-approval request for vivaNext BRT projects, dated August 6, 2014; a memorandum from York Region for Bethel Church, 333 Davis Drive (the approval for the expropriation settlement), dated July 11, 2014; and an email for communication about Bethel Church and Town of Newmarket land expanses on September 25, 2017, were witnessed (refer to Item No. 15 - Appendix B).

8. Ownership

Clause 8.3: Disposal of the Excess Lands

- No excess lands exist up to this stage of the project.
- YRRTC prepared the necessary reference plans, the cost of which will be considered an eligible cost under the Capital Cost Eligibility Criteria, and took necessary steps to dispose of the surplus lands and swapping lands.
- A copy of the presentation for Davis Drive surplus lands - from the YRRTC-Metrolinx working group meeting on March 28, 2017, and a reference plan for Part 1 of Lots 1 and 2 (Registered Plan 112), as well as part of Lots 32 and 33, on the north side of Huron Street (Registered Plan 78), in the Town of Newmarket, dated July 20, 2009, were witnessed (refer to Item No. 16 - Appendix B).

Clause 8.4: Transferring a fully assignable, stratified easement in perpetuity to Metrolinx

- YRRTC transferred a fully assignable, stratified easement in perpetuity to Metrolinx, in common with all others entitled thereto at the time of transfer to Metrolinx for the construction and operation of the project assets, substantially in the form as set out in Appendix 1 attached to the Real Estate Protocol
- A copy of the agenda for the Metrolinx-YRRTC Monthly Program Management and Finance Review, dated August 14, 2017; a follow-up email to this meeting, dated August 29, 2017; a Transfer/Deed of land (Form A) and schedule to transfer Easements for Servient Lands D1, were witnessed (refer to Item No. 17 - Appendix B).

10. Communication**Updating the designated contacts for each party**

- Reference to the designated contacts list in this clause; It was noticed that some of designated contacts and positions were changed for all parties; the Audit team suggests keeping the position only without name, as the position will continue to take the responsibility rather than the name, and each party should notify the other parties within 1 week (as per this protocol) in case of changes to the designated contacts.

Attachments:

1. Attendance Form

All records received as evidence are saved on the Metrolinx ProjectWise server.

Audit Team Leader Sign-off: *Maha Ibrahim*

Appendix B - Evidence Form

Evidence Form

Location:	YRRTC vivaNext BRT (3601 Highway 7, Markham, Ontario)	Date:	15/11/2017						
Contract Number:	VivaNext Bus Rapid Transit - Contract #095703								
Scope and Objectives:									
<p>This quality compliance audit was carried out to determine the conformity of the YRRTC vivaNext BRT project records and evidences with the Master Agreement, Real Estate Protocol Schedule "B," dated April 2011 and its relevant supporting documents.</p>									
Audited Processes:									
<ul style="list-style-type: none"> • Real Estate Protocol <ul style="list-style-type: none"> - Financial controls and funding - Request to acquire lands - Appraisals - Negotiations - Financial Commitments - Ownership - Communication 									
Auditee's Management Representative(s) Involved:									
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1. Michael Cheong</td> <td style="width: 50%;">4. Noeline Chipun</td> </tr> <tr> <td>2. Narendra Shah</td> <td>5. Zahra Dossa</td> </tr> <tr> <td>3. Raj Mohabeer</td> <td>6. David Berney</td> </tr> </table>				1. Michael Cheong	4. Noeline Chipun	2. Narendra Shah	5. Zahra Dossa	3. Raj Mohabeer	6. David Berney
1. Michael Cheong	4. Noeline Chipun								
2. Narendra Shah	5. Zahra Dossa								
3. Raj Mohabeer	6. David Berney								
List of Reference Documents/Evidences:									
<p>During the audit, some records were requested to be kept as evidence. The following items have been received and are filed in the relevant binder:</p> <p>(Item 1, Clause 3.1.ii, 3.1.iii):</p> <ul style="list-style-type: none"> • Memorandum sent to Metrolinx regarding York Region Rapid Transit Corporation Project: Expropriation Settlement-438/442 Davis Drive, in Newmarket, dated December 18, 2012 for greater than \$1,000,000 • Memorandum sent to Metrolinx regarding York Region Rapid Transit Corporation Project: Expropriation Settlement-469/498 Davis Drive, in Newmarket, dated December 18, 2012 for greater than \$ 1,000,000 • Approval Package of 10660 Yonge Street, in Richmond Hill, for greater than \$500,000 and less than \$1,000,000 • Preapproval of land settlement for 90991/vivaNext/H2-IO Ref 136/137 (being prepared to be sent to Metrolinx) for greater than \$1,000,000 <p>Item 2, Clause 3.2):</p> <ul style="list-style-type: none"> • Copy of compensation for expropriation update widening and construction of BRT corridor Highway 7 West (H2-VMC-extended) vivaNext project No. 90991, City of Vaughan, Report No. 4 									

of the committee of the whole was adopted, without amendment, by the Council of Regional Municipality of York at its meeting on February 20, 2014

(Item 3, Clause 3.5):

- Claim No. 26 for the period from January 1 to March 31, 2017 and Claim No. 27 for the period from April 1 to June 31, 2017
- Samples of selected invoices requested by Metrolinx to support the claims on October 30, 2017; and October 28, 2017

(Item 4,7, and 8, Clauses 3.6.a and 3.6.f):

- Claim No. 26 for the period from January 1 to March 31, 2017 and Claim No. 27 for the period from April 1 to June 31, 2017, as well as the latest claim, which still in process of being submitted to Metrolinx under Claim No. 29 for project No. H2 (Highway 7 - 1000 Rowntree Dairy Road and 4401 Highway 7, in Vaughan, Ontario)

(Item 5, Clause 3.6b):

- Copy of Section 25 of the Expropriations Act

(Item 6, Clause 3.10):

- YRRTC-Metrolinx Claim Submittal Log as of September 30, 2017, showing claim activities since 2010

(Item 7, Clause 4.1):

- Copy of the survey map for the part of Lots 22, 26, and 27- register's compiled Plan 10309 for vivaNext BRT project (H2-West and H2-East)
- Copy of survey map for vivaNext BRT project (10660 Yonge Street, Richmond Hill)

(Item 8, Clauses 4.2 and 4.3):

- Project Agreement for vivaNext BRT expansion project (H2-West and H2-East segments), dated September 18, 2015
- Schedule 3 of the Project Agreement of vivaNext BRT project H2-West and H2-East
- Metrolinx memorandum to Metrolinx Board of Directors for contract award request for vivaNext H2 Rapidway project design-build-finance contract, dated June 25, 2015

(Item 9, Clause 5.1):

- Copy of appraisal report prepared by Rick Van Andel, AACI, P.APP for 2006 Highway 7/Vaughan/ YRRTC (Ref. No. 46), effectively dated June 13, 2013

(Item 10, Clause 5.2,5.3 and 5.4):

- Approval package of 2006 Highway 7 West, Vaughan, including the approval of land purchase/ settlement, the executive summary, Regional Council approval, and Metrolinx approval for the value greater than \$1,000,000, including the appraisal report
- Approval package of 10660 Yonge St., Richmond Hill, including the approval of land purchase/ settlement, the executive summary, Regional Council approval, and Metrolinx approval for the value less than \$1,000,000, including the Appraisal report

(Item 11, Clause 6.2):

- Consulting (reply) report to the P/CI Real Estate Appraisers and Consulting Inc. Appraisal by Integris Real Estate Consulting on November 13, 2014

(Item 12, Clause 6.3):

- Environmental Due Diligence for Property No. 28-9076 Yonge Street-Grand Genesis, dated

February 24, 2017 with Metrolinx approval

- Presentation for environmental due diligence process principles for Davis Drive surplus lands and other property-related matters

(Item 13, Clause 6.3):

- Remedial Action Plan (RAP)- East side of 9076-9106 Yonge Street for Property No. 28 YD. corridor (Yonge Street, between Highway 7 and Major Mackenzie Drive, in Richmond Hill, Ontario), prepared by S2S Environmental Inc. on February 18, 2017

(Item 14, Clause 6.4):

- Agenda for YRRTC/Metrolinx update meeting, review of additional lands/TLI extensions (H2-WW-Yonge Street), and environmental updates dated July 26, 2017
- Report of Commissioner of Corporate Services for the expropriation of land for vivaBRT corridor Highway 7 West, Center Street, Bathurst Street, City of Vaughan, dated November 9, 2017
- Report for Expropriation of land in the vivaBRT corridor Yonge Street from Levendale Road to Gamble Road/19th Avenue, in the Town of Richmond Hill dated September 21, 2017
- Report for the Expropriation of land for vivaBRT corridor- Yonge Street from Sawmill Valley Drive/ Savage Road to Davis Drive, in Town of Newmarket dated September 21, 2017

(Item 15, Clause 7.1 and 7.2):

- Memorandum for Metrolinx for 474 Davis Drive Land Exchange-approval request for the vivaNext BRT projects, dated August 6, 2014
- Memorandum from York Region for Bethel Church, 333 Davis Drive -approval for an expropriation settlement dated July 11, 2014

(Item 16, Clause 8.3):

- Presentation for Davis Drive surplus lands - YRRTC-Metrolinx working group meeting - March 28, 2017

(Item 17, Clause 8.4):

- Agenda of Metrolinx-YRRTC -Monthly Program Management and Finance Review dated August 14, 2017
- Follow-up email on this meeting dated August 29, 2017
- Transfer/Deed of land (Form A) schedule to transfer of Easements for Servient lands D1

List of Legislation, Regulations, and Standards:

1. ISO 9001:2015 (Quality Management Systems Standard - Requirements)

Attendance Form

Subject: <i>Quality Compliance Audit - Master Agreement. Schedule "B"</i> <i>Real Estate portal</i>				
Project: <i>vivaNext - YRRTC</i>			Date: <i>15/11/2017</i>	
No.	Name	Organization	Designation	Signature
1	<i>ZAHRA DOSSA</i>	<i>YRRTC</i>	<i>ANALYST, FINANCIAL CONTROLS & COMPLIANCE</i>	<i>[Signature]</i>
2	<i>Rose Suppa</i>	<i>YRRTC</i>	<i>MANAGER, INFRA. & DEVEL-PROPERTY</i>	<i>[Signature]</i>
3	<i>Raj Mohabeer</i>	<i>YRRTC</i>	<i>DESIGN CHIEF</i>	<i>[Signature]</i>
4	<i>Michael Cheong</i>	<i>YRRTC</i>	<i>CHIEF FINANCIAL OFFICER</i>	<i>[Signature]</i>
5	<i>NOELINE CHIPUN</i>	<i>YRRTC</i>	<i>MANAGER, FINANCE - BUDGETS + CAPITAL PROJECTS</i>	<i>[Signature]</i>
6	<i>DAVID BERNEY</i>	<i>YR</i>	<i>Senior Associate Counsel York Region</i>	<i>[Signature]</i>
7	<i>Navash D</i>	<i>Meholinx</i>	<i>Quality Professional</i>	<i>[Signature]</i>
8	<i>Maha Ibrahim</i>	<i>Metrolinx</i>	<i>Quality Professional</i>	<i>[Signature]</i>
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