



PROJECT EVALUATION ADVISORY PANEL

TERMS OF REFERENCE

1. CONTEXT

Metrolinx has a mandate to provide leadership in the co-ordination, planning, financing, development, and implementation of an integrated transit network in the regional transportation area of the Greater Golden Horseshoe. To support this mandate Metrolinx published the Business Case Guidance (the 'Guidance') in April 2019 and developed a stage gate process for capital decisions.

- The role of the Guidance is to establish standards in evaluating investment decisions to ensure that future transit projects meet the transportation needs in alignment with Metrolinx's strategic objectives. The Guidance provides a robust approach for assessing the benefits, costs, and impacts of a range of potential transportation investments, and includes financial considerations of the investment. In doing so, the Guidance supports strong evidence-based decision-making and is a key contributor to the design, selection, and delivery of transport investments.
- Metrolinx's project governance process ensures that progressively detailed business cases are prepared for a project at various stages during its lifecycle. The business case serves as evidence to inform decision-making and to unlock investment (gate approval) in order to advance to the next stage of project development.

In order to achieve the aforementioned, Metrolinx is establishing a Project Evaluation Advisory Panel to provide guidance and input to the Business Case Guidance, and supplement research and innovation efforts in the evaluation of transit projects.

2. ROLE

This Project Evaluation Advisory Panel is intended to be an ongoing forum consisting of external participants with the objective of ensuring that the Metrolinx Business Case Guidance remains up-to-date, to support evidence-based decision-making for transit investment.

The role of the Advisory Panel is to:

- Contribute ideas, support research and provide unbiased, expert advice to Metrolinx in areas such as, but not limited to business case development, benefits management, and modelling and economic considerations

- Assess existing research and practices on the cost, economic value, and social impact of transit
- Share and explore new methodologies, data sources, and approaches for project evaluation and decision making
- Support development of criteria for the strategic factors
- Inform approaches for sensitivity analysis
- Develop a procedure for approving criteria changes and incorporating up-to-date assumptions in financial and economic analysis
- Support a clear framework for how criteria used in business cases are established and changed

3. MEMBERSHIP

Metrolinx will appoint individuals to the Advisory Panel that have knowledge and experience relevant to the *Business Case Guidance*.

The Advisory Panel will be comprised of a minimum of 10 and up to a maximum of 20 members including, (but not limited to) academics, and experts in economics and public policy. Note, members of government public services will be participating in the meetings, however they will not be considered Advisory Panel members.

In addition, Metrolinx staff will provide the following:

- Administrative, technical and procedural support, under the direction of the Director of Research and Planning Analytics.
- Liaise and facilitate the flow of information between the Advisory Panel and appropriate Metrolinx staff.

4. PARTICIPATION

Commitment

Membership on the Advisory Panel is voluntary and members will not be compensated or receive any remuneration for participating. Members must endeavour to attend all Advisory Panel meetings to ensure continuity of the group.

The Director of Research and Planning Analytics of Metrolinx will chair the Advisory Panel meetings.

Timeline

The Advisory Panel meetings shall commence in Fall 2019.

5. NOTICE AND FREQUENCY OF MEETINGS

Metrolinx employees will provide all administrative support required during Advisory Panel meetings. A minimum of 2 meetings per calendar year will be held and will be limited to meeting on a quarterly basis until Fall 2021 with the meeting dates and times determined by the Advisory Panel members and reviewed annually.

The agenda for all Advisory Panel meetings will be established by Metrolinx staff with advice from Advisory Panel members. The agenda and supporting documentation will be sent to all members in advance of the meeting date.

The agenda, overview of discussion, and any action items of the prior meeting will be sent to all members of the Advisory Panel, within 1 week of the meeting date. Meetings will follow Chatham House rules and comments will not be attributed to specific Advisory Panel members.

6. AUTHORITY

The Advisory Panel will provide Metrolinx with relevant advice, timely information, and feedback on research and innovation in the evaluation of transit projects. Metrolinx will determine how best to incorporate this advice into project evaluation practices.

Any feedback received during Advisory Panel meetings will be submitted to the Director of Research and Planning Analytics at Metrolinx.

Participating as an Advisory Panel member does not preclude the member or the organization they are affiliated with/employed by, from working as a vendor with Metrolinx. Conversely, there will be no solicitation of products or services by Advisory Panel members.