

To: Metrolinx Board of Directors

From: Gary McNeil
Managing Director, GO Transit
Leslie Woo
General Manager, Policy and Planning

Date: July 13th 2009

Re: Establishment of a Community Advisory Committee for the GO System
Electrification Study Terms of Reference

RECOMMENDATIONS

BE IT RESOLVED

THAT the Metrolinx Board approve By Law # [3] (see Appendix A) thereby establishing the Community Advisory Committee for the GO System Electrification Study;

AND THAT the Metrolinx Board of Directors approve the Terms of Reference for the Community Advisory Committee for the GO System Electrification Study as detailed in Schedule B;

AND THAT the Metrolinx Board of Directors appoint the membership of the Community Advisory Committee for the GO System Electrification Study as detailed in Appendix C.

1.0 Background:

On May 26th 2009, Metrolinx announced that it would be undertaking a Study of electrification of the GO rail system scheduled for completion December 2010 (see Appendix D).

Metrolinx's 25 year long term regional transportation plan, entitled The Big Move, sets out a fast frequent and expanded regional rapid transit network as a principal element of the plan. The plan includes the establishment of Express Rail and Regional Rail service at speeds and frequencies that would clearly be enhanced by system electrification. One of the goals of The Big Move is to increase transportation choices so as to increase the transit mode share in the GTHA.

GO Transit has been anticipating the advent of electrification in its rehabilitation and expansion investments almost since inception, through its protection of vertical clearances for an overhead catenary system. A series of prior studies (see Appendix E) have been undertaken to explore the possibility of electrification of aspects of the GO system, primarily focused on the Lakeshore corridor.

More recently, with the undertaking of the Environmental Assessment for the Air Rail Link and the Georgetown South Corridor, the issue of the applicability and feasibility of electrification has received heightened public interest.

Given the order of magnitude that an investment in electrification would represent, it is prudent to ensure that a comprehensive, system-wide analysis that can facilitate rational evidence-based decision-making is in place.

This Study will examine the entire GO rail system and look to address issues such as:

- Criteria to determine the staging of electrification of GO's rail lines
- Performance improvements for riders
- Power supply and distribution
- Union Station capacity
- Rail corridor ownership
- Urban planning benefits
- Vehicle technology options and availability
- Physical constraints
- Property impacts
- Impacts on GO capital and operating costs
- Infrastructure requirements
- Operating and capital costs
- Carbon footprint reduction
- Implementation staging

The Study is comprised of two stages:

Stage One: June 2009 to Oct 2009 Study Terms of Reference (ToR) development

Establish Community Advisory Committee

Complete Study ToR

Stage Two: Oct 2009 to Dec 2010 Study Period

Stage One

Stage One is the preparation of the Study Terms of Reference (ToR). As part of the development of the Study ToR a multi-stakeholder Community Advisory Committee (CAC) will be created through By-Law # [3] (see Appendix A). The CAC will provide advice to staff for the Metrolinx Board on the Study ToR. This CAC will draw from the best experience and expertise in the GTHA community to ensure that the scope of the study is comprehensive and complete.

Draft Terms of Reference for the CAC are attached as Appendix B and the proposed membership of the CAC is set out in Appendix C for the Board's review and approval. Pending approval from the Board, the CAC will begin its deliberations on July 15th 2009, meeting every two weeks up until mid October 2009.

Stage Two

The Study will determine the full cost, benefits and impacts associated with the changing of the delivery of locomotive power of GO's rail services from diesel mode to electric mode.

Once the Study ToR have been presented and approved by the Metrolinx Board, an RFP will be released to retain a consultant to undertake the study itself in early November 2009. The confirmation of a successful consulting team is targetted for late November 2009 and the Study is targetted for a December 2010 completion. Upon completion the Study and its findings will be presented to the Metrolinx Board for its consideration.

Public / Stakeholder Consultations

An appropriate public and stakeholder consultation process for the Study will be included as part of the Study ToR.

2.0 Recommendations:

In developing the recommended CAC Terms of Reference Metrolinx staff modelled the advisory terms of reference on those used for the successful Advisory Committee for the development of the former Metrolinx regional transportation plan.

The CAC membership was developed using a matrix for membership composition which sought out representative expertise in the following areas:

- Alternate energy
- Transportation engineering
- Planning, urban design and development
- Academia
- Community Leadership
- Business and Finance
- Environment
- Health
- GO ridership

In addition, full consideration was given to ensure geographic representation from the whole GTHA, gender and age representation, availability to attend at least six of the eight proposed meetings and experience in working in a committee setting.

Staff received unsolicited expressions of interest from the general public to participate on the CAC. In addition, suggestions were received from other public and private organizations and municipal officials. Gaps in expertise were filled by seeking the advice from senior officials at a range of well respected sources including, universities and colleges and senior corporate leaders. The recommended list of CAC members represents a balancing of all these criteria.

3.0 Corporate Objectives:

The proposed Study and the accompanying Community Advisory Committee fulfill the corporate objective to further the implementation of an integrated transportation system for the GTHA, based on The Big Move.

4.0 Legal Implications:

The establishment of the Community Advisory Committee requires the adoption of a corporate by-law as set out in section 13 of the *Metrolinx Act, 2006*.

5.0 Financial Implications:

The costs of establishing and managing the Community Advisory Committee is estimated to be approximately \$15,000 – \$20,000, will be carried within our 09/10 budget.

6.0 Interrelationships:

Metrolinx is also in the process of undertaking a Benefits Case Analysis (BCA) for one of the top 15 priority projects, the Express Rail on the Lakeshore line from Hamilton to Oshawa. This analysis will be an additional input to the Electrification Study.

The BCA is the next level of analysis for project implementation to implement The Big Move. The Big Move plan provided a high-level assessment of transportation investments for the GTHA region and laid out a broad-spectrum timetable for implementation with associated policies and actions. The Metrolinx BCA takes the system-wide scope of The Big Move and brings it to a corridor specific level of analysis to identify project scope (technology, routing, level of service and schedule) and ensure that the proposed investment is scaled appropriately to provide benefits that meet the Metrolinx ‘triple-bottom-line’.

7.0 Customer Service:

The undertaking of this Study will not pose any direct impacts on customer service.

8.0 Environmental Implications and Social Impacts:

The undertaking of this Study will not pose any direct environmental or social impacts

9.0 Human Resources/Labour Relations:

It is contemplated that there will be a dedicated project lead for the duration of the Study to manage, coordinate and complete the Study. This project lead, in the short term will be resourced internally and in the next 3 months an external project lead will be recruited under contract for the remainder of the Study.

10.0 Communications:

Pending Board approval of staff recommendations, a press release announcing the establishment of the Community Advisory Committee and its membership will be posted on the Metrolinx Electrification Study micro-site. Media availability of the committee Chair and Vice Chair will be organized for the day of the Board meeting.

11.0 Risk Assessment:

This Study and the establishment of the CAC is a low to medium risk factor. There is the possibility that the CAC deliberations might go beyond the targetted mid-October 2009 deadline, in which case Stage Two of the work could be delayed. All measures will be put in place to keep the CAC work on schedule.

CONCLUSIONS AND NEXT STEPS

The GO System Electrification Study is a critical next step in the implementation of the Metrolinx regional transportation plan. It is a timely and important step in advancing the expansion of the GTHA regional transit network. In the continuing Metrolinx tradition that values community and stakeholder input, the Community Advisory Committee will enhance and enrich the quality of the work.

The calibre of the members proposed for the committee and the aggressive timeline for undertaking this significant study fulfill the Metrolinx commitment to move from plan to implementation in a timely and effective fashion..

Pending Board approval of staff recommendations herein, the Community Advisory Committee will be able to begin its deliberations on July 15th and will meet on a regular basis through to mid October 2009.

Staff will report back in October 2009 on the outcome of the committee deliberations and recommendations for the terms of reference for the full study.

Gary McNeil

Managing Director, GO

Direct Dial: 416-874-5100

E-mail: gary.mcneil@gotransit.com

Leslie Woo

General Manager, Policy and Planning

Direct Dial: 416-874-5943

E-mail: leslie.woo@metrolinx.com

APPENDIX A
METROLINX
(the “Corporation”)

BY-LAW NO. ●

**A BY-LAW RELATING GENERALLY TO THE ESTABLISHMENT AND
COMPOSITION OF A COMMUNITY ADVISORY COMMITTEE FOR THE
CORPORATION**

BE IT ENACTED as a by-law of Metrolinx as follows:

ARTICLE 1
INTERPRETATION

Section 1.1 Definitions.

In the By-laws of the Corporation, unless the context otherwise requires:

“**Advisory Committee**” means the Community Advisory Committee established pursuant to this By-Law;

“**Advisory Committee Member**” means each individual selected to participate in the Advisory Committee in accordance with section 3.1 of this By-law;

“**Board**” means the board of Directors of the Corporation;

“**By-laws**” means this by-law and all other by-laws of the Corporation that may be passed from time to time;

“**Chair**” means the Chair of the Corporation designated pursuant to section 10 of the Metrolinx Act;

“**Committee Chair**” means the chair of the Advisory Committee designated pursuant to section 3.2 of this By-law;

“**Committee Vice-Chair**” means the vice-chair of the Advisory Committee designated pursuant to section 3.2 of this By-law.

“**Corporation**” means Metrolinx as continued by the Metrolinx Act;

“**Director**” means a Director of the Corporation, including the Chair and Vice-Chair, appointed pursuant to section 9 of the Metrolinx Act;

“**GO Transit System**” means the rail network within which GO Transit operates currently and as planned in the Metrolinx regional transportation plan;

“Metrolinx Act” means the *Metrolinx Act, 2006*, S.O. 2006, c. 16, and any regulations thereto, as amended from time to time;

“Terms of Reference” means the Advisory Committee terms of reference attached as Schedule “A” to this By-Law.

- 1.01 Unless defined in this by-law, words and expressions used in this by-law have the meaning ascribed to them in the Metrolinx Act.
- 1.02 Words importing the singular number include the plural and vice versa; words importing gender include the masculine, feminine and neuter genders; and words importing a person include an individual, sole proprietorship, partnership, unincorporated association, unincorporated syndicate, unincorporated organization, trust, body corporate, and a natural person in his or her capacity as trustee, executor, administrator, or other legal representative.

ARTICLE 3 COMMUNITY ADVISORY COMMITTEE

Section 3.1 Terms of Reference

The Corporation has undertaken to complete a study to explore and guide the phasing of electrification of the GO Transit System for the next generation of commuter rapid transit for the greater Toronto and Hamilton area. The Advisory Committee shall act as a resource to the Board on this undertaking. The Terms of Reference for the Advisory Committee are to be approved by the Board and will provide for:

- (a) the number and selection of Advisory Committee Members, based on applicable criteria;
- (b) the mandate and function of the Advisory Committee; and
- (c) the remuneration of Advisory Committee Members.

The Board shall appoint a Committee Chair and Committee Vice-Chair from the Advisory Committee Members selected in accordance with the foregoing.

Advisory Committee Members shall serve at the pleasure of the Board, subject to the approved Terms of Reference.

Section 3.2 Limitation on Advisory Committee’s Powers and Authority

The Advisory Committee’s role is limited to its support as a resource to the Board and to the Corporation’s staff and consultants as set out in its approved Terms of Reference. The Board carries ultimate responsibility and may accept, reject or modify any recommendations proposed by the Advisory Committee.

Section 3.3 Confidentiality

Neither the Advisory Committee nor the Advisory Committee Members, whether individually or otherwise, shall publicly release any report or disclose any recommendations, discussions, or information pertaining to the work and activities of the Advisory Committee commissioned hereunder unless first discussed with the Chair and approved for public release.

Section 3.4 Conflicts of Interest

In discharging the Advisory Committee’s mandate, Advisory Committee Members shall avoid Conflicts of Interest. A Conflict of Interest exists where an Advisory Committee Member’s other commitments, relationships or financial interests (i) could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of his or her independent judgement; or (ii) could or could be seen to compromise, impair or be incompatible with the effective performance of his or her responsibilities. Advisory Committee Members shall; (a) disclose to Metrolinx staff without delay any actual or potential Conflict of Interest; and (b) comply with any requirements prescribed by Metrolinx to resolve any Conflict of Interest.

**ARTICLE 4
EFFECTIVE DATE**

Section 4.1 Effective Date.

This By-law shall come into force on the date of its confirmation by the Directors.

ADOPTED by the Board and confirmed by the Directors in accordance with the Metrolinx Act.

DATED the _____ day of _____, 2009.

Chair

Secretary

Corporate Seal

APPENDIX B

GO Transit System Electrification Study

COMMUNITY ADVISORY COMMITTEE

PROPOSED TERMS OF REFERENCE

1. Background

The Metrolinx integrated transportation plan for the GTHA, entitled The Big Move, calls for expansion of the Express Rail and Regional Rail as electrified. Metrolinx is undertaking a study to explore and guide the phasing of electrification of the GO Transit rail network for the next generation of commuter rapid transit for the Greater Toronto and Hamilton Area.

The study will examine the benefits and costs of electrification and develop a multi-stage plan by which electrification could be implemented. The study will consider the economic, social, community, urban design, environmental and technological considerations that should bear upon a commitment to electrification.

Metrolinx is appointing an Advisory Committee to assist in developing the Terms of Reference for this Electrification Study. The diverse perspectives of transit and engineering experts, community leaders, GO Transit riders, urban planners and others early in the development of the study will provide critical advice to guide this important work.

In addition Metrolinx will call for submissions from interested parties including municipalities, community groups, stakeholders and members of the public at large to assist in shaping the study terms of reference.

The final Terms of Reference, once approved by the Metrolinx Board, will guide the Electrification Study and serve as the basis for issuing any requests for proposals to undertake the study.

2. Number and Selection

The Advisory Committee shall consist of between 12 to 16 members selected by the Board or the Executive Committee.

3. Composition of Advisory Committee

The significance of the Study will benefit by drawing from a diverse range of perspectives and expertise. The Board shall identify and to the extent available, retain Advisory Committee members who:

- (a) use or are otherwise affected by transportation in the Regional

Transportation Area who may include students, seniors and representatives from the following sectors:

- Alternate energy and sustainability
- Urban Planning, Design and Development
- Transportation experts
- Academia
- Community Leadership
- Business and Finance
- Environment
- Health
- GO Customer Service Advisory Committee

(b) who collectively provide a comprehensive perspective on the challenges and possible implications of electrification of the GO Transit system; and

(c) who collectively represent a broad and balanced representation from the Regional Transportation Area.

Committee members are appointed as individuals, with unique experience and expertise. The study timeline will require a continuity of deliberations and discussion amongst members and as such, substitutions will not be provided for.

4. Mandate

The Advisory Committee is being established to assist the Board in developing the terms of reference for the GO Transit System Electrification Study. In satisfying this role the Advisory Committee will:

- Review draft terms of reference documents related to the GO Transit System Electrification Study
- Analyze public and stakeholder input;
- Provide recommendations to the Board in respect of the foregoing and any other specific issues referred to the Advisory Committee by the Board or the Executive Committee.

5. Advisory Committee's Role

The Advisory Committee's role is a resource to the Board and to the Corporation's staff and consultants in preparing the study terms of reference. The Board will give full consideration to recommendations proposed by the Advisory Committee. In addition, to participation in a minimum of five scheduled committee meetings, members will be expected to review the advance materials provided.

6. Report to the Board

The Advisory Committee shall provide the Board with a report setting out the Advisory Committee's analysis and recommendations within the time frame set by the Board. The

committee reports to the Board shall reflect the collective input and recommendations of the Advisory Committee based on the consensus of the Advisory Committee members.

The Advisory Committee will provide the Board with its best advice. The Advisory Committee Chair will aim to bring the committee to a consensus but not withstanding this, any minority views will also be included in the final report.

The Board will publicly release the Advisory Committee report and recommendations with the consent of the Advisory Committee.

7. Remuneration and Expenses

In recognition of the tight timeline and the high calibre of expertise and experience required, the Chair and Vice Chair of the Advisory Committee will be compensated at an agreed upon per diem rate. Other members of the Advisory Committee will receive a one-time honorarium of \$500 each for the full duration of their deliberations.

8. Meetings

The Advisory committee meetings shall be scheduled every two weeks between mid-July and mid-October as follows:

Meeting No. 1, Wednesday July 15th 5 – 8 pm

Meeting No. 2, Tuesday July 28th, 5 – 8 pm

Meeting No. 3, Tuesday August 11th, 5 – 8pm

Meeting No. 4, Tuesday August 25th, 5 – 8pm

Meeting No. 5, Tuesday Sept 8th, 5 – 8pm

Meeting No. 6, Tuesday Sept 22nd, 5 – 8pm

Meeting No. 7, Tuesday Oct 6th, 5 – 8pm

Meeting No. 8, Tuesday Oct 13th, 5 – 8pm

9. Advisory Committee Confidentiality

The Terms of Reference for the GO System Electrification will form the basis for a competitive tendering process for other external consultants to undertake the study for Metrolinx. As such, committee members will not be at liberty to share any details of the terms of reference as any disclosure could give an external consultant or their relatives or friends an unfair advantage in the competitive bidding process. Disclosure to a potential bidder could disqualify that party from participating in the competitive tendering process.

APPENDIX D

GO System Electrification Study – News Release

METROLINX TO STUDY ELECTRIFICATION OF GO TRANSIT'S

RAIL SYSTEM

TORONTO (May 26, 2009) - Metrolinx is going to study the electrification of its entire GO Transit rail system as a future alternative to diesel trains currently in service. An external advisory committee made up of community representatives, including riders and independent technical experts, will be established to advise Metrolinx on the Terms of Reference for the study.

“This committee’s advice will be important as we move forward in designing the study to guide us in converting GO Transit’s urban rail network from diesel to electric,” said Rob Prichard, President and CEO of Metrolinx.

Among the issues the Terms of Reference could address:

- Criteria to determine the staging of electrification of GO’s rail lines
- Performance improvements for riders
- Power supply and distribution
- Union Station capacity
- Rail corridor ownership
- Urban planning benefits
- Vehicle technology options and availability
- Physical constraints
- Property impacts
- Impacts on GO capital and operating costs

“The Big Move recommends future Express Rail service throughout the GTHA, for which electrification is an important element. This study is the critical next step. I am very pleased that we are moving forward on this issue in a comprehensive way,” said Rob MacIsaac, Chair of Metrolinx.

The study could commence as early as this summer and be completed by winter 2010.

Metrolinx is a Crown agency of the Province of Ontario. For more information visit our website www.metrolinx.com.

- 30 -

Media contact:

Jacquie Menezes
Senior Associate, Public Affairs and Media
Metrolinx
Phone: 416-874-5923/ Cell: 647-289-4523
Jacquie.Menezes@metrolinx.com
www.metrolinx.com
Disponible en français

APPENDIX E

PREVIOUS REPORTS ON ELECTRIFICATION

1. Study of Technical Feasibility and Cost: Electrification of GO Transit Rail Services, Final Report (June 1980)
2. Transit Electrification : Bus and Rail (April 1981)
3. Railway Electrification of the GO Transit Lakeshore Commuter Line: Study Management Plan. (May 1982)
4. GO Electrification Ridership Forecasts Project Report (September 1982)
5. GO-ALRT Electrification System Selection, Study Report (July 1983)
 - o Addendum 1 (October 1983)
6. Commuter Rail Services - Electrification Study (March 1992)
7. Review of the Southern California Accelerated Rail Electrification Program for GO Transit (June 1992)
8. Electrification Study - Update Lakeshore Line (April 2001)
9. Lakeshore Corridor Electrification Update of 2001, Addendum to the 1992 Study – Final Report including Appendix A thru I (April 2008)
10. Lakeshore Corridor 2031 Addendum to the April 2008 Lakeshore Corridor Electrification Update – Final Report including Appendix A-Q (October 2008)