400-6975 Meadowvale TCC
Mississauga ON L5N 2V7
Canada

www.itscanada.ca
T. 905.593.0947
F. 905.593.0949
E. askus@itscanada.ca

TERMS OF REFERENCE

1. Committee

Name: **Advanced Public Transit Systems (APTS) Technical Committee**
Sponsor: ITS Canada

2. Members

Chair: Brendon HEMILY: June 2018 - June 2020
Vice-Chair: Bill MENZIES: June 2018 - June 2020

3. Goals

- Promote awareness and provide advice on APTS to the ITS Canada community
- Support and promote the exchange of information and experiences between public, private and academic institutions
- Promote the development and deployment of Intelligent Solutions across Canada in an integrated and coordinated manner
- Coordinate activities across all areas of interest within ITS Canada and with other transportation agencies and institutions
- Advance the broader objectives of ITS Canada, for the delivery of safe, efficient and intelligent solutions

4. Deliverables

The following describe some of the tasks which the committee will work on:

a. Promote awareness and provide advice on APTS to the ITS Canada community:

- Support the organizing of sessions for the Annual Conference.
- Organize webinars.
- Contribute information to ITSC Newsletters or web site.
- Report on APTS activities and issues to the ITS Canada Board.

b. Support and promote the exchange of information and experiences between public, private and academic institutions:

- Promote awareness of full range of APTS technologies available for deployment and their benefits.
- Share the best practices and lessons learned from the past and on-going Transit ITS deployments.

400-6975 Meadowvale TCC
Mississauga ON L5N 2V7
Canada

www.itscanada.ca
T. 905.593.0947
F. 905.593.0949
E. askus@itscanada.ca

- Promote presentations at annual events such as CUTA, APTA, TAC, CITE, etc.
- Share challenges which other agencies are facing and seek help from peers and/or committee members.
- Share information on multimodal ITS system deployments such as Transit Signal Priority (TSP) and Mobility as a Service (MaaS).

c. Promote the development and deployment of Intelligent Solutions across Canada in an integrated and coordinated manner:

- Promote knowledge sharing and training on APTS benefits, opportunities, challenges, experience, and lessons learned.
- Explore the opportunities for joint procurement of ITS technologies for integrated and coordinated deployment, or for the benefit of smaller municipalities, smaller transit agencies.
- Encourage the creation and adoption of open standards and interfaces;

d. Coordinate activities across all areas of interest within ITS Canada (including other technical committees) and with other transportation agencies and institutions (e.g., CUTA, APTA, ITS America, etc.)

e. Advance the broader objectives of ITS Canada, for the delivery of safe, efficient and intelligent solutions

5. Jurisdiction

The committee will inherit its jurisdiction from ITS Canada mandate. The committee will promote the objectives as described above however, it will be up to the transportation agencies to incorporate the suggestions in their ITS implementation.

6. Resources and Budget

The committee is made up of volunteers from various organizations including public, private and academic institutions. The members are volunteering their time towards the promotion of ATMS committee objectives. The members will not seek any compensation for their time spent on the committee initiatives.

The committee shall take efforts to generate revenue or at least remain cost neutral towards ITS Canada e.g. organize workshops, seminars, training. ITS Canada will make available up to $2,500 to assist with expenses related to the technical committee's outreach and engagement activities. As needed/appropriate, the committee will develop a budget to support the activities of the committee. This will be submitted to Board for approval.

The committee may need administrative support in the terms of setting up agenda, taking and distributing minutes and creating draft documents based on the objectives as described above.

400-6975 Meadowvale TCC
Mississauga ON L5N 2V7
Canada

www.itscanada.ca
T. 905.593.0947
F. 905.593.0949
E. askus@itscanada.ca

7. Governance

The Chair shall be elected for a term of two years. The Vice-Chair shall be elected for a term of two years. When the Chair's term is complete, the Vice-Chair will move into the Chair position for a period of two years and a new Vice-Chair shall be elected.

The following are some of the high level guidelines for the governance of the committee:

- All activities will be coordinated through the Chair.

- Tasks as per the approved work plan will be coordinated by the volunteers who are willing to lead them.

- Workshops, training, presentations, seminars etc, will be coordinated by the volunteers willing to lead them.

- Annual work program will be approved by ITS Canada Board.

- Decisions will be taken on a consensus basis. The chair will try to build consensus amongst the members.

8. Communications

The following are some of the high level guidelines for the communications between the members, with other technical committees and ITS Canada Board:

- The committee will meet via conference call on a bi-monthly basis, with webinars scheduled on an ad-hoc basis.

- Working groups will meet on as needed basis.

- The committee will report to ITS Canada as requested by the Board.

- The chair will communicate with the chairs of other technical committees to ensure consistency of program approach, share lessons learned, share resources (personnel and technical).

9. Relationship to Other Technical Committees

Coordination between the various technical committees of ITS Canada will be through the respective chairs.