TERMS OF REFERENCE

1. Committee

Name: Connected, Automated Electric Shuttle Technical Committee (CEAS Shuttle-TC)

Sponsor: ITS Canada

2. Members

Co- Chair: Lindsay Wiginton, City of Toronto

Co -Chair: Geoff Knapp, WSP

3. Goals

The goals of the committee are:

1) to provide ITS Canada members, Canadian CAES research groups and others who have interest in Canadian policy, pilots, demonstrations, technical and operational developments in Connected, Automated and Electric Shuttles (CEAS) with opportunities to:

   a. Share lessons learned, news, insights, and opportunities,
   b. Discuss opinions and concerns,
   c. Organize workshops, seminars and training, and,
   d. Draft position and policy papers

   for the benefit of the CAES and ITS Canada community, and,

2) to assist in the development or management of technical content related to CEAS for the ITS Canada Annual Conference and General Meeting.

4. Jurisdiction

The committee will inherit its jurisdiction from ITS Canada mandate. The committee will promote the goals as described above. However, it will be up to the transportation agencies to incorporate the suggestions in their CEAS deployments.

5. 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 CEAS committee objectives. The members will not seek any compensation for their time spent on the committee initiatives.

The committee shall make 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

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assist with expenses related to the technical committee's outreach and engagement activities. As needed or as 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.

6. Governance

Full members of the committee shall be those individuals who have expressed interest in the field of Connected, Electric and Automated Shuttles and wish contribute to the committee and are also members of ITS Canada.

Associate members of the committee shall be those individuals who have expressed interest in the field of Connected, Electric and Automated Shuttles and wish contribute to the committee and are but are not yet members of ITS Canada.

There shall be two co-chairs, one from the public sector and one from the private sector. Initially, these co-chairs will be named. After a one year period, the co-chairs and the committee members will decide if there is continued value in the committee continuing. At that point, one co-chair shall be elected for a term of one year by full members of the committee. The other co-chair shall be elected for a term of two years by full members of the committee.

When the co-chair's term is complete, a new co-chair shall be elected for two years by full members of the committee, maintaining the public and private sector split.

7. Communications

The committee shall meet annually at the ITS Canada Annual Conference and General Meeting. Otherwise the committee shall generally interact by email, teleconference or webinar.

The committee will maintain a website that informs both ITS Canada members and the general public of:
1) the goals of the committee,
2) the current leadership,
3) a summary of ongoing pilots, lessons learned, recent accomplishments, upcoming activities and future plans, and
4) instructions for participating in the committee's mailing lists, teleconferences, workshops, seminars and training.

The committee shall maintain both announcements only and discussion mailing lists to which all full and associate members may subscribe. Only the co-chair may post to the announcements only mailing list. Any member or other party wishing to share an announcement should send it to the co-chair for posting.

The discussion mailing list should be capable of reflecting both individual messages and providing a weekly digest. Both mailing lists will be archived for the convenience of members but only accessible to current members. The committee leadership shall monitor the discussion list and take any necessary steps to deal with inappropriate posts. They may, at their discretion, remove an offending individual's access to the list and redact offending messages from the archive.

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The committee shall hold teleconferences once every two months according to a predetermined schedule. Such teleconferences will be used to discuss issues related to committee governance, the planning and execution of committee projects, and any other topics or issues of interest to members.

8. Technical Activities

The committee shall invite Canadian CEAS research groups, individual members and others to:

1) provide short updates concerning their activities at the bimonthly teleconferences and possibly organize workshops, seminars and,
2) contribute to the drafting of position and policy papers and related documents on recent progress and topics of current interest in the CEAS field.

Such invitations shall, as a minimum, be posted to the committee's web page and through the announcements list.

Other technical activities of the CEAS Technical Committee may include:

1) Coordinating joint discussions with committees of TAC, CITE, IMSA, ITSA and other organizations,
2) Providing ITS representation at other conferences or webinars (a small stipend may be available to assist),
3) Arranging for prominent guests within the industry to attend one or more Technical Committee meetings to provide a topical presentation, speech or discussion,
4) Mandating a roundtable discussion from Technical Committee members of current activities within their jurisdictions or agencies and across Canada,
5) Preparing reviews for Technical Committee members of new information, standards, or guidelines released to the industry,
6) Participating in the development of articles for an ITS Canada newsletter to the membership,
7) Organizing technical demonstrations or panel sessions during the ITS Canada annual conference and general meeting (ACGM),
8) Assisting in the identification of themes for presentations and panel sessions during the ACGM,
9) Assisting with the review of submitted abstracts and papers for the ACGM.

9. Relationship to Other Technical Committees

Coordination between the CEAS technical committee and the various other technical committees of ITS Canada will be through the respective chairs.