



TERMS OF REFERENCE

1. Committee

Name: Advanced Traffic Management Systems (ATMS) Technical Committee

Sponsor: ITS Canada

2. Members

Chair: Jonathan Foord, IBI Group, June 2018 – June 2020

Vice-Chair: Jonathan Foord, City of Winnipeg, June 2018 – June 2020

3. Goals

As noted in the ATMS committee action plan, the following are the primary goals for the committee:

- Information Sharing: Support the exchange of information related to new advances in technology, best practices, open standards, and lessons learned related to ATMS and related topics.
- Coordinated Activities & Common Themes: Coordinate with technical committee members in order to ensure topics of interest related to common themes are discussed with other technical committees.
- Committee Member Engagement: Facilitate committee member engagement through bi-monthly meetings, scheduled webinars, and conferences.
- Generate Reference Material: Identify opportunities to expand on the ITS Canada library through the development of technical papers and conference presentations.

4. Deliverables

The following is an overview of expected tasks, outreach, and deliverables for the committee that align with the defined goals.

#	Objective	Task
1	Information Sharing	Facilitate bi-monthly technical committee discussions to support the exchange of information and lessons learned.
2	Coordinated Activities & Common Themes	Meet quarterly with other technical committee chairs to review common themes/areas of interest with the objective of sharing information and attendance to webinars/sessions.
3	Committee Member Engagement	Identify opportunities to participate in partner conferences with the objective to report back to the



		technical committee as well as sharing information about ITS Canada and the value that the technical committees provide members.
4	Generate Reference Material	Identify opportunities to expand on the ITS Canada library through the development of technical papers and conference presentations.

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.

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.

8. Communications

Based on previous feedback from the technical committee, meetings are held every second month via teleconference. Separate meetings are arranged in support of initiatives (webinars, conference coordination, etc.), as required.



400-6975 Meadowvale TCC
Mississauga ON L5N 2V7
Canada

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

9. Relationship to Other Technical Committees

Coordination between the various technical committees of ITS Canada will be through the respective chairs. Quarterly coordination meetings are held to assist with coordination between technical committee co-chairs which will include the discussion of cross discipline themes.