

Ontario Smart Mobility Readiness Forum - Terms of Reference

1.0 Background

Through Transport Canada's Program to Advance Connectivity and Automation in the Transportation System (ACATS), a Connected and Automated Vehicles (CAV) Readiness Plan Report was developed for the Greater Toronto and Hamilton Area (GTHA) and Kitchener-Waterloo (KW) Corridor. The CAV Readiness Plan was designed to educate stakeholders on the possible impacts of CAV technology, the different ways it could manifest on roads and the various considerations that will need to be considered to ensure seamless integration with existing transportation networks. The plan provides agencies with recommended action items to move forward in a unified way and begin preparing for CAVs on public roads.

Through the development of this report, over seventy-three (73) regional stakeholders consisting of public agencies, academic institutions, and industry organizations were engaged to provide input and key insights on their CAV-related needs. To continue the momentum built through engaging these stakeholders, and to drive perpetual conversation in support of regional preparedness and implementation of CAVs, the *Ontario Smart Mobility Readiness Forum* is proposed.

2.0 Mandate

The Ontario Smart Mobility Readiness Forum is designed to support and address the challenges and needs related to the adoption and readiness of CAVs. With a focus on the project streams identified in the CAV Readiness Plan (see Section 5.1.3), the intent of the Forum is to create dialogue and discuss progress of these streams as support mechanisms for municipalities and public sector agencies across Ontario in their goal of preparing for the implementation of CAV technologies and supporting regional transportation objectives.

Elements of the Forum include the ongoing connecting and coordinating of key stakeholders, driving collaborations and partnerships, supporting and identifying opportunities, and aggregating and sharing knowledge and information on developments, updates, and key activities and initiatives.

3.0 Ontario Smart Mobility Readiness Forum

3.1 Participation and Scope

- 3.1.1 Participants in the Ontario Smart Mobility Readiness Forum will include, but are not limited to, public transportation and transit agencies, and road infrastructure owner operators.
- 3.1.2 As required and based on geographical/regional needs, regional subgroups may be formed across Ontario.
- 3.1.3 As a starting point, key focus areas for the Forum will be based on the CAV Readiness Plan's five proposed project streams:
 - CAV Development

- CAV Modelling Tools
- Pilot Projects Program Management
- Data Needs and Management
- Regional Mobility Platform Strategy

3.2 Structure and Operations

- 3.2.1 The Ontario Smart Mobility Readiness Forum meetings will be held on a quarterly basis beginning at a future date to be determined.
- 3.2.2 A quarterly agenda will outline various topic areas including opportunities to learn, discuss challenges, share ideas and best practices, and identify/initiate projects and partnerships.
- 3.2.3 The AVIN Central Hub will operate a LinkedIn group as a collaboration platform for members to share, collaborate, and communicate on topics and developments.
- 3.2.4 The AVIN Central Hub will host a dedicated page on the AVIN website where information on the Forum and static resources will be hosted, including how stakeholders can get involved, meeting minutes, announcements, and information on CAV pilots, projects and stakeholders.
- 3.2.5 The AVIN Central Hub will establish a mailing list and deliver relevant communications, thought leadership, announcements and event notifications to members on an ad-hoc basis.

4.0 Roles and Responsibilities

4.1 AVIN Central Hub through OCE

- 4.1.1 Lead Ontario Smart Mobility Readiness Forum activities, including but not limited to:
 - Hosting the Forum and leading quarterly meetings and managing agenda items.
 - Convening municipalities and regions, managing membership, and driving participation and engagement of members.
 - Providing tactical support for the deployment of pilot projects in the region, encouraging members to collaborate and undertake initiatives and activities in their respective areas, and gathering information on tactics, outcomes, and lessons learned.
- 4.1.2 Hosting and managing a collaboration platform to communicate and educate on CAV related items, drive conversations and facilitate collaborations. Driving discussion and sharing information includes but is not limited to:
 - Sharing of research findings and identification of developing areas of focus
 - Sharing of study/pilot outcomes and data, and identification of needs for new pilot programs
 - Broadcasting resources for training, events, and other key information of relevance to stakeholders

- 4.1.3 Hosting and managing a page on the AVIN website dedicated to house key information and static resources related to the Forum including but not limited to:
 - Maintenance of a contact list for key individuals involved in CAV projects and pilots
 - Meeting minutes
 - Data, lessons learned and program tracking/evaluation
- 4.1.4 Issuing relevant communications through the group's distribution list.
- 4.1.5 Leading press releases, announcements and/or public campaigns to promote developments, educate on CAV related information, and highlight relevant partnerships/projects.

4.2 Working Group

- 4.2.1 Provide oversight, recommendations, and support for decision making to ensure success of activities undertaken through the Ontario Smart Mobility Readiness Forum.
- 4.2.2 Provide support for tactics undertaken through the Forum, including collaborations, partnerships and pilots.
- 4.2.3 Share additional information and findings from respective organizations to enhance Forum activities and support pilot and partnership opportunities.
- 4.2.4 Provide guidance, expertise, strategic advice, and input on tactics and exploration of opportunities.
- 4.2.5 Leverage provincial pilots undertaken to support additional pilots with various regions.

5.0 Administration

- 5.1 Secretariat: The Ontario Smart Mobility Readiness Forum will be led by the Autonomous Vehicle Innovation Network (AVIN) Central Hub through the Ontario Centres of Excellence (OCE).
- 5.2 Working Group: A working group will be established in support of the Ontario Smart Mobility Readiness Forum, consisting of the AVIN Central Hub through OCE, the Ministry of Transportation (MTO) and Metrolinx.
 - 5.2.1 The working group will be led by the AVIN Central Hub through OCE.
 - 5.2.2 Additional members will be added to the working group as required.
- 5.3 Governance: Governance and oversight for AVIN is provided by the AVIN Liaison Committee, and as an extension of the activities undertaken by the Ontario Smart Mobility Readiness Forum, the Liaison Committee will continue to provide this function.
- 5.4 Guidance and additional support:
 - 5.4.1 Where appropriate and on an ad-hoc basis, engagement with provincial ministries beyond the MTO will be considered to provide guidance on the impact of CAVs beyond transportation, transit and infrastructure (e.g., Ministry of Economic Development, Job Creation and Trade; Ministry of Municipal Affairs and Housing; etc.).

5.4.2 Where appropriate and on an ad-hoc basis, engagement with external stakeholders and organizations, including private industry, national organizations and representatives from academic or research institutes will be considered.