

NATIONAL CAPITAL SECTION



ANNUAL REPORT – 2014

December 31, 2014
Completed by: CITE National Capital Section Executive



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1 2014 Annual General Meeting (AGM) Agenda

The CITE National Capital Section's AGM was held December 10, 2014 at Robbie's Restaurant, St. Laurent Boulevard, Ottawa.

Items for Discussion:

1. *Confirm 2014 AGM Agenda*
2. *Introduce Attendees*
3. *Review notes of the 2013 Annual General Meeting*
4. *President's Report*
5. *Treasurer's Report*
6. *Technical Representative's Report*
7. *Report of the 2014 Nominations Committee*
8. *Discussion of 2015 Activities*
9. *Other Business*
 - a. *Carleton University Chapter Funding Sources*

2 Notes of 2014 AGM

2.1 Agenda

Shawn Doyle requested to add an item to the agenda: discussion of hosting a CITE conference, perhaps in 2017.

Motion to accept the modified 2014 AGM Agenda made by Valerie McGirr and seconded by Gordon Scobie. Carried.

2.2 Introduction of Attendees

The 2014 AGM was attended by the following individuals:

Name	Organization
Douglas Green	CITE NCS President, Dillon
Valerie McGirr	CITE NCS Past President, AECOM
Gordon Scobie	CITE NCS Liaison Officer, Parsons
Ian Borsuk	CITE NCS Secretary, MMM Group
Campbell Inwood	CITE NCS Technical Representative, City of Ottawa
Daniel Riendeau	Dillon
Shawn Doyle	Dillon
Colin Leech	City of Ottawa
Tazeen Fatema	Carleton University
Anthony Kwok	Novatech, Carleton University

2.3 Minutes of the 2014 AGM

The minutes of the 2013 Annual General Meeting were reviewed. Some action items were not completed due to the loss of executive members. It was mentioned that a donation was not made to the JP

Braaksma Transportation Engineering Scholarship as had been intended in accordance with the 2013 AGM meeting minutes.

Motion to accept the 2013 AGM Minutes made by Shawn Doyle and seconded by Colin Leech. Carried.

2.4 President's Report

Doug Green summarized the year's events from the perspective of the National Capital Section executive. He noted that there were a lot of new members to the executive, including Andrew Harte, Ian Borsuk, and Campbell Inwood. Anthony Kwok's efforts as Carleton University student ITE President were also recognized.

Doug indicated that though the CITE NCS had fewer meetings than we would have hoped, they were of high calibre and well received by our membership. In particular, the Bicycle Facility Training Course, put on by David Rawsthorne (City of Vancouver) and Brian Patterson (Urban Systems) was a new type of event for our section, and ultimately also a financial success. Our event at TD Place in November was also unique, as the membership got a fascinating presentation on the traffic management efforts associated with the new Lansdowne Park, great food, and a inside-look tour at the new facility.

Doug noted that though we continue to be cautious about finances, the year was a financial success, on the strength of our training course, we increase our operating balance by more than \$2000.

Campbell Inwood then provided an overview of the National CITE board meeting.

Motion to accept the 2014 Presidents Report made by Colin Leech and seconded by Gordon Scobie.

Discussion:

Shawn Doyle asked about the finances, and what it means to be cautious about our balance. Doug indicated that we lose money on most events, and so the risk remains in any given year that we will end up with a net loss. Shawn asked if there is a specific objective that can be put to finances, as previous meeting notes suggest that it is inadvisable to carry too large of a balance. Valerie McGirr stated that Andrew Harte, our Treasurer, had reviewed the minutes of previous meetings and does not believe there is a risk associated with carrying a large balance. Gordon Scobie suggested that our goal should be to remain net neutral in any given year, but to achieve a larger operating balance as a cushion. The discussion was agreed to be deferred to the Treasurer's Report.

Carried.

2.5 Treasurer's Report

Gord Scobie introduced the 2014 Treasurers Report. The bank balance as of December 5th was \$9,396.62, with \$110 in cash on hand. The bank balance is up \$2,227.69 from the end of 2013.

Motion to accept the Treasurer's Report made by Gord Scobie, seconded by Campbell Inwood. Carried.

Discussion:

Shawn Doyle made a Motion to adopt a policy to have a positive cash flow in any given year, with a goal of having a \$8000 operating balance. Gordon Scobie said that in his opinion, there was no need to have a concrete goal for operating balance. Valerie McGirr stated that the CITE should not have a positive cash flow once a goal was obtained, rather, that we should be aiming to donate money whenever profits were attained. Based on this discussion, Shawn's Motion was modified by Doug Green to adopt a policy to have net neutral revenue while keeping a \$6000 cushion, offsetting any future profits with donations. The motion was seconded by Campbell Inwood, and carried.

Gordon Scobie introduced a motion to cease having members pay at the door for events, but to have them all register for future events with Eventbrite, seconded by Ian Borsuk. The purpose for this would be to mitigate the potential for financial loss on future events due to individuals not showing up on the day of

the event. The advantages and disadvantages of this approach were considered by the group, and the motion *carried*.

2.6 Technical Representative’s Report

Gord Scobie presented the Technical Representative’s Report. There were seven events including four luncheons, Bicycle Facilities Design Course, the Student Presentations Competition, and our Annual General Meeting. The following table details the events.

Date	Topic	Presenter
Feb 19, 2014	Ottawa’s TMP and Cycling Plan (<i>Centurion Conference/Event Center</i>)	Colin Simpson
Mar 3rd & 4th, 2014	Bicycle Facilities Design Course (<i>Robbie’s Italian Restaurant</i>)	David Rawsthorne & Brian Patterson
Apr 7, 2014	CITE Student Competition (<i>Carleton University</i>)	Student Presentations
Apr 11, 2014	Confederation Line - Conversion from BRT to LRT (<i>Ottawa Marriott Hotel</i>)	Rob Orchin
Nov 6, 2014	Lansdowne Park/TD Place TDM (<i>TD Place</i>)	Hassan Madhoun
Nov 19, 2014	Connected Vehicles (<i>The Courtyard</i>)	Leanne Belluz
Dec 10, 2014	Annual General Meeting	

Motion by Doug Green to accept the Technical Representative’s Report, seconded by Campbell Inwood. Carried.

2.7 2014 Nominations Committee Report

Valerie McGirr presented the nominations for the 2015 National Capital Section Executive. No new nominations were received from the general membership. Gordon Scobie will be the President, Andrew Harte will be the Liaison Officer, Ian Borsuk will be the Treasurer, Campbell Inwood will be the Secretary, Anthony Kwok will be the Technical Representative, and Doug Green will serve as Past President. *Motion to accept these appointments made by Doug Green and seconded by Colin Leech. Carried.*

2.8 2015 Program

Gordon Scobie was introduced as the 2015 President for the CITE National Capital Section. Gordon then led a discussion regarding suggestions for our Section, possible events and initiatives for 2015. A number of potential ideas for speakers and topics were discussed.

Item	Action
Sponsorships should be solicited early in 2015 with a letter from the President.	G. Scobie
<p><i>Event Topic Considerations:</i></p> <ul style="list-style-type: none"> • Road Safety Analysis – Professor Karim Ismail • City of Ottawa Transportation Impact Assessment Guidelines – Shawn Doyle – September 2015? • RapiBus – need a contact • Highway 50 – need a contact • OTM Book 15 – Greg Kent, maybe a half-day course? • P3s – Dominique Quesnel, MMM Group • Windmill Development, Chaudiere Island 	G. Scobie to assign topics for follow-up

2.9 Other Business

Doug Green discussed the question of how the CITE NCS could assist the Carleton University chapter in raising money. It was decided that an appropriate approach would be to ask our existing sponsors to include an extra \$50 with their sponsorship of our section, and the CITE NCS would then donate the additional funds towards the Carleton University Student Chapter. The reason for this would be to simplify accounting for our existing sponsors.

Motion to adopt this procedure was made by Gordon Scobie, seconded by Campbell Inwood. Carried

Regarding the 2017 CITE National Conference, it was discussed that 2017 would be a great year for Ottawa to hold the conference as a) it is the nation's 150th anniversary and there will already be many events in Ottawa, and b) Ottawa has not hosted the event for some time. It was suggested that a call be put out for a committee to be created to pursue the conference.

Motion to pursue the conference made by Gordon Scobie, seconded by Campbell Inwood. Carried.

Motion to adjourn the meeting made by Doug Gree, seconded by Gordon Scobie. Carried Meeting adjourned at 1:15pm.

Notes prepared by:

Campbell Inwood, P. Eng, 2014 CITE NCS Technical Representative

3 2014 National Capital Section President's Report

During 2014, the National Capital Section (NCS) of CITE gained a number of new members to the executive team. Campbell Inwood joined as the Technical Program Coordinator and I thank him for his dedicated hard work on organizing the venues and setting up the program notifications. We also welcomed Andrew Hart as Treasurer and Ian Borsuk as Secretary and I thank them both for joining and their efforts throughout 2014. In addition, a special thank you to Anthony Kwok, the Carleton University student ITE President for assisting throughout the year. In addition, I would like to thank our Past President Valerie McGirr and our Vice President Gord Scobie for another successful year which would not have been possible without them.

In 2014, the NCS focused on delivering high quality venues and programs in an effort to provide our members with an outstanding ITE experience. On March 3rd and 4th we hosted David Rawsthorne from the City of Vancouver and Brian Patterson of Urban Systems. The gentlemen delivered an outstanding Bicycle Facility Training Course. The training course was in such demand that a second training session was added. The training session technical program was second to none and was timely having covered materials that were not yet in the hands of Ontario practitioners. The quality of the venue, Robbie's Restaurant in Ottawa, was also perfect. The training session was not only a technical success but also a financial success, resulting in a net profit of a little over \$2,100.

On November 6, 2014 we received a unique opportunity to learn from the experience of Hassan Madhoun, the TDM Coordinator and Traffic & Parking Operations Manager for the Ottawa Sports and Entertainment Group. The presentation was excellent, the food amazing and the venue, TD Place Club Level, very unique. Following the presentation, a tour of the new Lansdowne Park and TD Place was graciously received by our members. Thank you to Hassan and his team for an outstanding job! Go Red Blacks!!!!

Our finances have improved slightly through the generosity of our annual sponsors, our Bicycle Facilities Training Course Sponsors and through the success of the Bicycle Facilities Training Course. We remain nervous about the impact of any unanticipated expenses and need to consider ways to reduce the risks we face in our operations and alternative programs that can provide additional revenues to our balance sheet.

CITE National

The National Capital Section sent a member of the executive to the ITE Canadian District (CITE) board meeting that occurred in Waterloo, Ontario on June 1st, 2014 in advance of the 2014 conference. The meeting facilitated a discussion about the role of CITE within the profession, as well as the role of the national level organization with respect to the local sections. The National Executive proposed creating a new position on the executive that would have the role of liaising between the National District and the individual Sections with the goal of creating a more cohesive organization, and having the national board more engaged with the local issues. The board carried a motion creating a task force to make recommendations on this within a year.

Some ideas were also generated as to how to make the CITE more prominent within the profession, with the board members being asked "what is our niche"? It was noted that other professional associations are seen as the "go-to" organizations for different specific subject matters, such as CUTA (transit), ITS (new technology) and TAC (design/policy), but that CITE doesn't play a subject matter expert type role. Although Freight Transportation was mentioned as a untapped niche, it was acknowledged that the perception of CITE is one of a "traffic"-centric organization, rather than a "transportation"-centric one. The national executive noted that in terms of website traffic (and finances), the CITE appears to be prominent in the area of career recruitment, and so going forward, this area of service to the profession may be further developed. The board also discussed that the direction of the national organization may become better defined if local sections take the action of sending the same executive member to the annual board



meetings, rather than always sending the President of a given section, so as to have continuity of service to the national board.

Summary

Today I hope you will give us the benefit of your thoughts and advice for the future of CITE NCS and ITE as a whole, and I wish the new executive team the best in 2015!

Report Prepared by:
 Douglas Green, P. Eng. 2014 CITE National Capital Section President

4 2014 Treasurer’s Report

Year Start Statement of Account		In	Out
	Bank account balance Dec 31, 2013	\$4,507.58	
	Cash on Hand	\$110.00	
	Sub-total	\$4,617.58	
Revenues			
	Corporate Sponsorships	\$2,400.00	
	Luncheons and Memberships	\$6,782.75	
	CITE Student Presentation Transfer	\$0.00	
	Bike Facilities Workshop	\$17,290.00	
	Sub-total	\$26,472.75	
Expenses			
	Luncheons		\$7,946.28
	Student Competition Prizes		\$900.00
	Executive Meetings and Administration		\$123.51
	CITE National Conference Travel Offset		\$500.00
	Bike Facilities Workshop		\$15,163.71
	Sub-total		\$24,633.50
Net Cash Flow (Revenues - Expenses)		\$1,839.25	
Closing Cash Account Statement			
	Bank Account (Dec. 5, 2014)	\$9,396.62	
	Cash on Hand	\$110.00	
	Accounts Payable	\$2,661.35	
	Closing Balance	\$6,845.27	

Accounts payable is the catering invoice for the Connected Vehicles and TD Place TDM luncheons. The cheque has been issued but not cashed.

Report prepared by:
 Andrew Harte, P. Eng. 2014 National Capital Section Treasurer

5 2014 Technical Representative's Report

The CITE NCS in 2014 organized six (6) events plus this Annual General Meeting. The six events included four (4) technical luncheon sessions, a student presentation competition, and a Bicycle Facilities Design Course. The table below provides a summary of the speaker, topic and attendance at technical luncheons in 2014.

2014 National Capital Section CITE Technical Luncheons

Date	Speaker	Topic (Location)	Total Attendees	Paid Online	Paid Cash
Feb 19 th	Colin Simpson	Ottawa's TMP and Cycling Plan (Centurion Conference/Event Center)	44	16	28
Mar 3 rd & 4 th	David Rawsthorne & Brian Patterson	Bicycle Facilities Design Course (Robbie's Italian Restaurant)	43	43	0
Apr 7 th	Student Presentations	CITE Student Competition (Carleton University)	9*	1	8
Apr 11 th	Rob Orchin	Confederation Line - Conversion from BRT to LRT (Ottawa Marriott Hotel)	53*	24	29
Nov 6 th	Hassan Madhoun	Lansdowne Park/TD Place TDM (TD Place)	44	16	28
Nov 19 th	Leanne Belluz	Connected Vehicles (The Courtyard)	22	3	19
Total			215	103	112

In summary, approximately 215 persons attended local CITE luncheons, the Design Course and the Student Presentation Competition in 2014.

It should be noted, the number of attendees at the *Confederation Line - Conversion from BRT to LRT* luncheon was not completely documented due to an overwhelming number of "walk-up" attendees. An approximate number of "walk-up" attendees at this luncheon is estimated to be in the order of 15 persons who were not properly recorded as attending. In addition, the Student Presentation Competition had a number of "walk-up" student attendees. An approximate number of "walk-up" student attendees at this event is estimated to be in the order of 20-30 persons.

Report prepared by:
Gordon Scobie, P. Eng. 2014 National Capital Section Vice President

6 2014 Nominations Committee Report

Further to the direction provided at the CITE National Capital Section Executive, a nominations committee lead by Valerie McGirr was set-up to determine the 2015 CITE National Capital Section Executive. A notice of Call for Nominations was sent to the local CITE distribution list on October 27, 2014. The deadline for nominations was November 14, 2014.

No new nominations were received from the general membership. The existing members will continue serving on the 2015 Executive, with Doug Green assuming the role of Past President.

By acclamation, the 2015 CITE National Capital Section Executive:

Role	Executive Member
President	Gord Scobie
Liaison Officer	Andrew Harte
Treasurer	Ian Borsuk
Secretary	Campbell Inwood
Technical Representative	Anthony Kwok
Past President	Doug Green

This report respectfully submitted by the lead for the Nominations Committee,
Valerie McGirr [Past President 2014]