



Canadian Institute of Transportation Engineers
Greater Vancouver Section
2015 Annual Report
January 1st to December 31st, 2015

Prepared by:

Brendan Stevenson, EIT
Secretary, GVITE 2015

Date of Issue: March 22nd, 2016



TABLE OF CONTENTS

1.0	2015 SECTION AND CHAPTER EXECUTIVE	1
1.1.	GREATER VANCOUVER SECTION.....	1
1.2.	BC INTERIOR CHAPTER.....	1
1.3.	UBC STUDENT CHAPTER.....	2
1.4.	UBCO STUDENT CHAPTER	3
2.0	SUMMARY OF SECTION ACTIVITIES.....	4
2.1.	SECTION MEETINGS AND EVENTS.....	4
2.2.	EVENT AND CONFERENCE ATTENDANCE BY GVITE EXECUTIVES.....	5
2.3.	AWARDS	5
2.3.1.	GVITE ANNUAL SECTION AWARDS.....	5
3.0	ITE GREATER VANCOUVER SECTION IN 2015	6
3.1.	MEMBERSHIP	6
3.2.	FINANCE	6
3.2.1.	FINANCIAL POSITION	6
3.2.2.	YEAR STATUS.....	6
3.3.	LEGAL ACTIVITIES.....	8
3.4.	2015 QUAD CONFERENCE	8
3.5.	MONTHLY MEETINGS AND EVENTS.....	8
3.6.	ANNUAL GENERAL MEETING	10
3.7.	13 TH ANNUAL GOLF TOURNAMENT.....	13
3.8.	BC INTERIOR CHAPTER.....	13
3.9.	UBC STUDENT CHAPTER.....	14
3.10.	UBCO STUDENT CHAPTER	14
3.11.	GVITE WEBSITE.....	14

APPENDIX A: 2015 GVITE FINANCIAL STATEMENT

APPENDIX B: 2015 QUAD CONFERENCE SUMMARY REPORT

APPENDIX C: 2015 BC INTERIOR CHAPTER ANNUAL REPORT

APPENDIX D: 2015 UBC STUDENT CHAPTER ANNUAL REPORT

APPENDIX E: 2015 UBCO STUDENT CHAPTER ANNUAL REPORT

Cover Photo: Artist's Rendering of Ioco Station, Evergreen Line – November 2012

Source: <http://www.flickr.com/photos/tranbc/6692077999/in/set-72157632226221274/>

1.0 2015 SECTION AND CHAPTER EXECUTIVE

The activities of the Greater Vancouver Section of the Institute of Transportation Engineers (GVITE) are organized by the Section executive and the respective executive of its three chapters: the British Columbia (BC) Interior Chapter, the University of British Columbia (UBC) Student Chapter, and the University of British Columbia Okanagan (UBCO) Student Chapter.

1.1. GREATER VANCOUVER SECTION

The 2015 Greater Vancouver Section executive is as follows:



President
Alina Cheng, P.Eng.
City of Vancouver



Vice-President
Billy Dong, P.Eng.
Bunt & Associates Ltd.



Secretary
Brendan Stevenson, EIT.
R.F. Binnie & Associates Ltd.



Treasurer
Linda Qian Lin, P.Eng., CFA.
R.F. Binnie & Associates Ltd.



Immediate Past-President
Stanley Li, P.Eng.
Morrison Hershfield Ltd.



Webmaster
William Hui, P.Eng. &
Sam Young, P.Eng.
TransLink

1.2. BC INTERIOR CHAPTER

The 2015 BC Interior Chapter executive is as follows:

- President: Amanda Watson
- Vice President: Ian Roth
- Secretary: Tom Baumgartner
- Treasurer: Ellen Morrison
- Members at Large: Gord Lovegrove
Brian Oliveira
Brad Colvey
Stephen Sargeant
Sam King
Peter Truch
- Past President: James Donnelly
- GVITE Section Liaison: Billy Dong, P.Eng.

1.3. UBC STUDENT CHAPTER

The 2014 – 2015 UBC Student Chapter Executives are as follows:

- Chapter Advisor: Prof. Tarek Sayed, P.Eng.
- Assistant Chapter Advisor: Clark Lim, P.Eng., FITE
- President: Lynn Machacek, B.A.Sc. Student
- Vice President: Mona Dahir, B.A.Sc. Student
- Secretary: Michelle Li, B.A.Sc. Student
- Treasurer: Michael Elder, B.A.Sc. Student
- 3rd Year Representative: Mona Dahir, B.A.Sc. Student
- 2nd Year Representative: Adrian Yau, B.A.Sc. Student
- Industry Representative: Simon Button, M.A.Sc. Student
- Webmaster: Clark Lim, P.Eng, FITE
- GVITE Section Liaison: Brendan Stevenson, EIT

The 2015 – 2016 UBC Student Chapter Executives are as follows:

- Chapter Advisor: Prof. Tarek Sayed, P.Eng.
- Assistant Chapter Advisor: Clark Lim, P.Eng., FITE
- Co-President: Mona Dahir, B.A.Sc. Student
- Co-President: Carrie Geng, B.A.Sc. Student
- Co-Vice President: Adrian Yau, B.A.Sc. Student
- Co-Vice President: Kunal Sethi, B.A.Sc. Student
- Secretary: Virginia Kam, B.A.Sc. Student
Helen Li, B.A.Sc. Student
- Treasurer: Jeremy Tse, B.A.Sc. Student
- Publicity Representative: Chi-Yan Leung, B.A.Sc. Student
Grace Chiang, B.A.Sc. Student
- Social Coordinator: Jeremy Javier, B.A.Sc. Student
- Industry Night Coordinators: Vickramjit Singh Poonia, B.A.Sc. Student
Helena Traijic, B.A.Sc. Student
Talen Springer, B.A.Sc. Student
Jordan Eccles, B.A.Sc. Student
- Sponsorship Coordinators: Peter Li, B.A.Sc. Student
Amit Jain, B.A.Sc. Student
- Sponsor Liaison: Ian McKenna, B.A.Sc. Student
- Graphics Designer: Chelsea Liu, B.A.Sc. Student
- Administrative Coordinator: Michael Louws, B.A.Sc. Student
- Webmaster: Emmett Tan, B.A.Sc. Student
- Traffic Bowl Coordinator: Amy Do, B.A.Sc Student
- Graduate Representative: Bianca Popescu, M.A.Sc. Student

- 4th and 3rd Year Representatives: Jae Yong Rhee, B.A.Sc. Student
Erick Cheng, B.A.Sc. Student
- 2nd Year Representative: Kevin Wong, B.A.Sc. Student
- Photographers: George Hill, B.A.Sc. Student
Alex Liaw, B.A.Sc. Student
- GVITE Section Liaison: Brendan Stevenson, EIT

1.4. UBCO STUDENT CHAPTER

The 2015 UBCO Student Chapter Executives are as follows:

- Chapter Advisor: Dr. Gordon Lovegrove
- President: Victoria You
- Vice President: Karen Reimann
- Secretary/Treasurer: Adam Lee
- Past President: Robin Forbes
- Past President Secretary: Siobhan Savard

2.0 SUMMARY OF SECTION ACTIVITIES

2.1. SECTION MEETINGS AND EVENTS

In summary, the Greater Vancouver Section hosted a total of three breakfast meetings, three lunch meetings and one dinner meeting, which was the Annual General Meeting and Awards Dinner for 2015. The Section also hosted the annual QUAD Conference for the first time since 2009, which was well attended by local members as well as out of town delegates. In August, the Section also put on the 14th annual golf tournament, which was well-attended by local members, and supported by our beautiful west coast weather.

The BC Interior Chapter co-hosted one technical conferences in the fall while the UBC Student Chapter hosted industry night at the campus, which was well-attended by both students and industry professionals.

Table 1 – Summary of Section Meetings and Events

Date	Type	Location	Topic	Attendance
Thursday, January 22, 2015	Breakfast Meeting	Executive Plaza Hotel - Coquitlam	Carvolth Park and Ride Highway 1 Rapid Bus	29
Thursday, February 12, 2015	Industry Night	UBC Main Campus	UBC ITE Student Chapter Industry Night	N/A
Tuesday, March 3, 2015	Breakfast Meeting	Executive Plaza Hotel – Burnaby	City of Burnaby – Can We Build Better Streets	29
Tuesday, March 24, 2015	Lunch Meeting	Metropolitan Hotel - Vancouver	The Mayors' Council Regional Transportation Plan	23
Wednesday, April 8, 2015	Lunch Meeting	Holiday Inn Vancouver Centre	BikeMaps.org	20
April 30 to May 2, 2015	Conference	Pan Pacific Hotel	2015 QUAD Conference	220
June 7 to 10, 2015	Conference	Regina	2015 CITE Conference and Annual General Meeting	N/A
Thursday, August 27, 2015	Golf	Burnaby Mountain Golf Course	14 th Annual Golf Tournament	20
Tuesday, October 6, 2015	Breakfast Meeting	Holiday Inn Metrotown	Contrasting Perceptions and facts about safety in promoting active transportation	43

Date	Type	Location	Topic	Attendance
Wednesday, November 4, 2015	Lunch Meeting	Holiday Inn Vancouver Centre	Green Paint and Raised Crosswalks Guidelines	28
Monday, November 30, 2015	Dinner Meeting	Hilton Vancouver Metrotown	Annual General Meeting and Awards Dinner	62

2.2. EVENT AND CONFERENCE ATTENDANCE BY GVITE EXECUTIVES

In total, there were three events/conferences attended by the GVITE executive in 2015. These events are listed below:

- UBC ITE Annual Industry Night (February 12, 2015): Attended by all executive members.
- QUAD Conference (April 30 to May 2, 2015): Attended by all executive members.
- CITE Annual Conference in Regina (June 7 to 10, 2015): Attended by Alina Cheng.

2.3. AWARDS

2.3.1. GVITE Annual Section Awards

At the Annual General Meeting in November, GVITE proudly recognized the achievements of the following project teams and transportation professionals:

- Bill Curtis Technical Achievement Award:
 - Low Level Road Project – Port Metro Vancouver/Stantec/MMM Group/City of North Vancouver
- Mavis Johnson Award:
 - Cycling Safety Study – Urban Systems/City of Vancouver
- Outstanding Professional Award: Lon LaClaire – City of Vancouver
- Outstanding Young Professional Award: Matthew Chan – Parsons
- Lifetime Achievement Awards:
 - Timothy Stevens – SNC Lavalin; and
 - Peter Millburn – BC Ministry of Transportation and Infrastructure

3.0 ITE GREATER VANCOUVER SECTION IN 2015

3.1. MEMBERSHIP

The latest GVITE Section membership report was received from ITE on September 18th, 2015. The detailed breakdown of our Section's membership is as follows:

Membership Type	Number	Annual Dues Rate (\$ US)
Fellow	25	\$0
Member	221	\$15
Institute Affiliate	2	\$15
Student Member	91	\$0
Total:	339	

3.2. FINANCE

Does your section have a Federal Employer Identification Number?

☐ Yes ☒ No

3.2.1. Financial Position

GVITE is a not-for-profit organization that supports the advancement of the transportation engineering and planning industry within the Section area, in association with its parent organization, ITE International. The Section area includes all of British Columbia, except Vancouver Island.

The Section's funding generally comes from several key sources, including ITE membership dues, monthly meeting attendance fees, and the ITE QUAD Conference (hosted every four years by rotation with the Vancouver Island Section, Washington State Section and Oregon Section). The funds generated at each QUAD Conference are typically used to sustain the Section activities in the intermediate years between Conferences. GVITE hosted the QUAD Conference in 2015 with the next one anticipated in 2019.

The Section's major expenses typically include costs associated with our monthly presentations (event venue and food), Section operational costs (including the participation of executive members in the annual Canadian ITE Conferences), various sponsorship opportunities of the UBC ITE Student Chapter and the BC Interior Chapter, as well as annual awards supporting ITE activities.

3.2.2. Year Status

At the beginning of the 2015 fiscal year, the Section had an account balance of \$2,079.04. During the course of 2015, the Section's revenues were \$81,870.17 and the expenditures were \$74,788.05 for a net gain of \$7,082.12. The end of year balance was \$9,161.16. The 2015 GVITE Section financial summary is shown in Table 2 below.

Table 2 – GVITE Financial Summary for 2015

Item Type	Income	Expenditures	Net (Loss)	Balance
Balance on Jan 1, 2015				\$ 2,079.04
Mavis Johnson Award	\$ 230.16		\$ 230.16	
AGM	\$ 3,295.00	\$ 5,227.66	\$ (1,932.66)	
CITE Section Rebate	\$ 250.00		\$ 250.00	
Executive Meetings		\$ 147.83	\$ (147.83)	
New HDMI Cable & Display Adaptor		\$ 47.60	\$ (47.60)	
UBC SC ITE Industry Night		\$ 500.00	\$ (500.00)	
Travel Expenses - CITE Annual Conference Regina		\$ 1,878.22	\$ (1,878.22)	
GVITE Golf Tournament	\$ 2,332.25	\$ 1,933.04	\$ 399.21	
Monthly Meetings (Jan,Mar,Mar,Ap)	\$7,410.00	\$8,021.74	\$ (611.74)	
Meeting #1 22/01/2015	\$ 1,120.00	\$ 1,142.27		
Meeting #2 03/03/2015	\$ 1,140.00	\$ 1,222.23		
Meeting #3 24/03/2015	\$ 1,260.00	\$ 2,274.27		
Meeting #4 08/04/2015	\$ 875.00	\$ 915.51		
Meeting #5 06/10/2015	\$ 1,755.00	\$ 1,487.58		
Meeting #6 04/11/2015	\$ 1,260.00	\$ 979.88		
Speaker Gifts		\$ 175.00	\$ (175.00)	
Name Tags		\$ 47.47	\$ (47.47)	
ITE QUAD Conference	\$ 68,342.53	\$ 56,713.61	\$ 11,628.92	
Webpage		\$ 95.88	\$ (95.88)	
Interest	\$ 10.23		\$ 10.23	
2015 CALENDAR YEAR TOTAL	\$ 81,870.17	\$ 74,788.05	\$ 7,082.12	
Balance on Dec 31, 2015				\$ 9,161.16
- CAD Chequing Account				\$ 7,919.24
- PayPal Account				\$ 1,126.92
- Change in Cash				\$ 115.00

USD Savings Account

Item Type	Income	Expenditures	Net (Loss)	Balance
Balance on January 1, 2015				\$ 2,618.49
ITE Section Due	\$ 5,303.75		\$ 5,303.75	
USD Interest	\$ 12.22		\$ 12.22	
Account Service Charge		\$ 1.50	\$ (1.50)	
2015 CALENDAR YEAR TOTAL	\$ 5,315.97	\$ 1.50	\$ 5,314.47	
Balance on Dec 31, 2015				\$ 7,932.96

Notable points with regards to the finance include the following:

- The Section spent a total of \$8,021.74 on six meetings in 2015. A total of \$7,410.00 was collected from meeting registration fees.
- The Section spent a total of \$5,227.66 on the Annual General Meeting (AGM) and a total of \$3,295.00 was collected.
- The Section's operating costs totaled \$243.71, including two executive meetings and web hosting fees. The Section also purchased a new adaptor for the projector for presentations for \$47.60.
- The Section's annual golf tournament raised \$399.21 to support Section and Student Chapter activities.
- The total cost of sending a GVITE representative to the Canadian ITE (CITE) Conference and Annual General Meeting in Regina was \$1,878.22.
- The total cost of sponsoring UBC and UBCO student activities was \$500.00.
- The QUAD Conference generated a net gain of \$11,628.92 for the section in 2015. Overall, the QUAD Conference generated a net gain of \$4,609.12 between 2014 and 2015.

- ITE International and the ITE Canadian District provided remittance cheques totaling \$5,303.75 USD.

The detailed GVITE Financial Statement is attached in Appendix A of this report.

3.3. LEGAL ACTIVITIES

Was there a change in the Section Bylaws during this reporting period?

[] Yes [X] No

Was there a change in the Chapter Bylaws during this reporting period?

[] Yes [X] No

3.4. 2015 QUAD CONFERENCE

For the first time since 2009, GVITE hosted the QUAD Conference. As previously mentioned, the QUAD Conference is an annual transportation conference held in the Pacific Northwest hosted by rotation with the Vancouver Island Section, Washington State Section, Oregon Section and GVITE. The conference was held between April 30 and May 2, 2015 at the Pan Pacific Hotel in downtown Vancouver. The conference welcomed 220 delegates with approximately 20% from out of town. The theme of the conference was “Investing in our Transportation Evolution” which attracted a wide variety of interesting presentation topics. The conference also featured 11 technical tours around the Greater Vancouver area as well as mix ‘n mingle and a dinner boat cruise. The detailed QUAD Conference summary report is attached in Appendix B of this report.

3.5. MONTHLY MEETINGS AND EVENTS

In addition to hosting the 2015 QUAD Conference, the Section was also busy hosting local monthly meetings for the members to attend.

The first meeting in 2015 was held on January 22nd, over breakfast at the Executive Plaza Hotel – Coquitlam. Simon Li, a Senior Transportation Engineer with Coast Mountain Bus Company presented on the recently constructed Carvolth Park & Ride Transit Exchange in Langley. The facility features an expanded park & ride lot with 670 stalls, a state-of-practice bus exchange, and fast and direct connections to the Highway 1 HOV lanes. The facility also provides a RapidBus connection over the Port Mann Bridge between the Carvolth facility and Lougheed Station with a travel time of less than 25 minutes.



On February 12th the UBC ITE Student Chapter hosted its Annual Industry Night. The UBC ITE Student



Chapter is committed to promoting transportation engineering and building a strong connection between students and industry professionals, and the event was well attended by both students and professionals alike. A portion of the evening was dedicated to presentations by sponsor companies to showcase their areas of expertise, followed by refreshments and networking.

The second Section meeting of the year was held on March 3rd over breakfast at the Executive Suites Hotel – Burnaby. Transportation Engineer, Stuart Ramsey from the City of Burnaby discussed the City's new street standards for their streets in their four Town Centres. The new standards create streets that are both attractive and functional while reflecting the City's environmental, social, and economic goals.



On March 24th, GVITE held its third meeting of the year over lunch at the Metropolitan Hotel – Vancouver. Lon LaClaire, Manager of Strategic Transportation Planning from the City of Vancouver presented on the Mayors' Council Regional Transportation Plan for Metro Vancouver. The region's Mayors developed a Transportation and Transit Plan that sets out a path for transportation investment over the coming decade. Had the region voted to support the transit tax, the money would have been used to fund this plan.

The fourth meeting of the year was held on April 8th at the Holiday Inn Vancouver Centre over lunch. Associate Professor, Dr. Trisalyn Nelson from the University of Victoria discussed the recently launched BikeMaps.org website. The goal of the website is to capture a larger share of cycling incidents through volunteer mapping on the website.





On October 6th, the Section gathered at the Holiday Inn Express Metrotown over breakfast for the fifth meeting of the year. Adrian Bell, the Manager of Transportation Demand Management at TransLink provided a presentation on contrasting perceptions and facts about safety in promoting active transportation. In the presentation, Adrian summarized the research and partnership proposals to develop a more respectful and equitable relationship between road users to help achieve the regional transportation strategy.

On November 4th, the Section had its final breakfast meeting at the Holiday Inn at Vancouver Centre. Mike Zipf and Mike Anderson from the City of Vancouver highlighted the new design practices for walking and cycling in Vancouver. The presentation covered the recently developed design practices to support the City's goal of making walking and cycling safe, comfortable and convenient for people of all ages and abilities. Some of these practices include the use of green paint on the roadway and raised crosswalks.



3.6. ANNUAL GENERAL MEETING

The Section held its AGM and Awards Dinner on November 30th, 2015 at the Hilton Vancouver Metrotown Hotel in Burnaby. The meeting was well-attended by members, friends and colleagues in the local transportation industry to re-connect and celebrate another successful year in the Greater Vancouver area.



The following awards were presented at the meeting:

Bill Curtis Technical Achievement Award (Project of the Year)

- This award celebrates technical excellence in the field of transportation engineering, design and traffic operations.
- The nominated projects can be a roadway design projects, traffic operation programs as well as transportation studies.
- The selected projects must be substantially implemented or completed in the current calendar year.
- The selection criteria include technical complexity and innovation, societal importance, sustainability, quantity of work and budget/time limitation.



This award was presented to the Low Level Road project conducted by Port Metro Vancouver, Stantec, MMM Group, and City of North Vancouver.

Mavis Johnson Award.

- This award celebrates technical excellence in the field of road safety.
- The nominated projects should focus on improving road safety. The projects could include safety for vulnerable road users, road safety audits, collision analysis, traffic calming, safe route to school programs, educational campaigns etc.
- The selected projects must be substantially implemented or completed in the current calendar year.
- The selection criteria include technical complexity and innovation, societal importance, sustainability, quantity of work and budget/time limitations.



This award was given to Cycling Safety Study conducted by Urban Systems and the City of Vancouver.

Outstanding Professional Award

- This award acknowledges outstanding professional contribution in last two to three years.
- The types of achievement can include in a particular project success, general project management, services to ITE and community, etc.

This award was presented to Lon LaClaire from the City of Vancouver.



Young Professional Award

- This award recognizes demonstration of growing leadership skill and valuable contribution to ITE and/or the transportation engineering and planning profession.
- To be eligible, a candidate must be a young professional working in the transportation profession.
- A young professional is defined as being 35 years of age or younger on January 1st of the current calendar year.

This award was presented to Matthew Chan from Parsons.



Lifetime Achievement Award

- This award recognizes a lifetime of contribution in the transportation industry.

This award was presented to two people this year: Timothy Stevens (Left) from SNC Lavalin and Peter Millburn (Right) from the BC Ministry of Transportation and Infrastructure.



Following the awards presentations, the Greater Vancouver Section held its annual general meeting. The Executive reached out to the membership for a new candidate, and Jared Duivestain volunteered to join the Executive. As a result, the 2016 Executive members are:

- Billy Dong – Bunt & Associates Ltd. (President)
- Brendan Stevenson – R. F. Binnie & Associates Ltd. (Vice President)
- Linda Qian Lin – Steer Davies Gleave (Secretary)
- Jared Duivestain – Parsons (Treasurer)
- Alina Cheng – City of Vancouver (Immediate Past-President)
- Sam Young – TransLink (Webmaster)
- Jonathan Ho – R. F. Binnie & Associates Ltd. (Webmaster)



3.7. 14TH ANNUAL GOLF TOURNAMENT

The Annual GVITE Golf Tournament entered its 14th year and was held on August 27th, 2015. The weather cooperated for the golfers who participated. After the tournament, the golfers and others gathered for dinner, awards, and a raffle draw. It was a fun event for all, and this year's event raised nearly \$400 to help finance future section activities and to support the UBC ITE Student Chapter. The Section would like to thank Mr. Tyler Thomson, M.Urb., PTP from Bunt & Associates Ltd. for organizing the event and all of the generous industry sponsors for supporting the event.



3.8. BC INTERIOR CHAPTER

The BC Interior Chapter's vision is to support all ITE members and transportation professionals in the interior area of the Province of British Columbia (bounded approximately on the west by Hope, on the east by the BC / Alberta Border, on the north by Prince George, and on the south by the Canada / US border). As noted in this report, the BC Interior Chapter successfully co-hosted one technical conference this year, in the fall of 2015. They also hosted a presentation on the Kelowna International Airport's Expansion Plans in June 2015. The Chapter is currently hard at work planning the upcoming CITE Annual Conference in Kelowna for June 5-8, 2016.

The 2015 BC Interior Chapter Annual Report is appended to this document as Appendix C.

3.9. UBC STUDENT CHAPTER

The UBC ITE Student Chapter has had an active year, organizing several major events, as well as participating in events organized by other groups. The UBC Student Chapter hosted the Annual Industry Night in February 2015. Attendance from both the student and industry communities was high. Bianca Popescu attended the 2015 CITE Annual Conference in Regina, Saskatchewan, where she received the CITE Boulevard Transportation Student Award for a paper on transportation sustainability, and the John Vardon Memorial Transportation Scholarship that is awarded in the honour of the late John Vardon, a successful transportation Engineer. Additionally, UBC ITE student members actively attended GVITE Section meetings, including the QUAD Conference, as well as a number of student activities and initiatives.

The Chapter continued to be supported by Dr. Tarek Sayed as the Advisor and Mr. Clark Lim as the Assistant Chapter Advisor. The 2015 UBC ITE Student Chapter Annual Report is appended to this document as Appendix D.

3.10. UBCO STUDENT CHAPTER

The UBCO Student Chapter had a successful year, building on their success from 2014. The chapter hosted a presentation from Dr. Gordon Lovegrove, a Transportation Talk mini conference, conducted a field trip to the Kettle Valley Railway, and also formed a team and participated in the Canadian District ITE Collegiate Traffic Bowl.

The 2015 UBCO ITE Student Chapter Annual Report is appended to this document as Appendix E.

3.11. GVITE WEBSITE

The Section continues to maintain and update its website at www.citevancouver.org. The website is regularly updated to provide information on Section activities, upcoming events, local job openings, industry links, and the latest status about the Section and its executive. An archive of news and events dates back to 2007.

The online registration and administrative modules were updated in the fall of 2011 to provide a more efficient and user-friendly system for executives to update the website. The modules were functioning well throughout the year of 2015, and saved a significant amount of effort for setting up the Section events. User feedback from our Section executive and members were collected and glitches were identified and addressed accordingly.

The online registration module easily allows the Secretary and Treasurer to:

- Post new events and their details;
- Post links to presentation materials hosted on an online server;
- Set up online registration including the meeting size, cost, early bird registration rates and deadlines, and a payment link (via PayPal);
- Issue online receipts for internet payments and cash/cheque payments made at the meeting; and
- Maintain a database on event attendance for future reference, including the preparation of the Annual Report.



The website development team will continue to implement improvements to the website, plans to revamp the layout in the coming year.

APPENDIX A: 2015 GVITE FINANCIAL STATEMENT

GVITE EXPENSE SUMMARY FOR 2015

as of Dec 31, 2015

CAD Chequing + PayPal Account

Item Type	Income	Expenditures	Net (Loss)	Balance
Balance on Jan 1, 2015				\$ 2,079.04
Mavis Johnson Award	\$ 230.16		\$ 230.16	
AGM	\$ 3,295.00	\$ 5,227.66	\$ (1,932.66)	
CITE Section Rebate	\$ 250.00		\$ 250.00	
Executive Meetings		\$ 147.83	\$ (147.83)	
New HDMI Cable & Display Adaptor		\$ 47.60	\$ (47.60)	
UBC SC ITE Industry Night		\$ 500.00	\$ (500.00)	
Travel Expenses - CITE Annual Conference Regina		\$ 1,878.22	\$ (1,878.22)	
GVITE Golf Tournament	\$ 2,332.25	\$ 1,933.04	\$ 399.21	
Monthly Meetings (Jan,Mar,Mar,Ap)	\$ 7,410.00	\$ 8,021.74	\$ (611.74)	
Meeting #1 22/01/2015	\$ 1,120.00	\$ 1,142.27		
Meeting #2 03/03/2015	\$ 1,140.00	\$ 1,222.23		
Meeting #3 24/03/2015	\$ 1,260.00	\$ 2,274.27		
Meeting #4 08/04/2015	\$ 875.00	\$ 915.51		
Meeting #5 06/10/2015	\$ 1,755.00	\$ 1,487.58		
Meeting #6 04/11/2015	\$ 1,260.00	\$ 979.88		
Speaker Gifts		\$ 175.00	\$ (175.00)	
Name Tags		\$ 47.47	\$ (47.47)	
ITE QUAD Conference	\$ 68,342.53	\$ 56,713.61	\$ 11,628.92	
Webpage		\$ 95.88	\$ (95.88)	
Interest	\$ 10.23		\$ 10.23	
2015 CALENDAR YEAR TOTAL	\$ 81,870.17	\$ 74,788.05	\$ 7,082.12	
Balance on Dec 31, 2015				\$ 9,161.16
- CAD Chequing Account				\$ 7,919.24
- PayPal Account				\$ 1,126.92
- Change in Cash				\$ 115.00

Cash

Item Type	Income	Expenditures	Net (Loss)	Balance
Balance on Jan 1, 2015				\$ 200.00
Difference				\$ 115.00
Balance on Dec 31, 2015				\$ 315.00

Mavis Johnson Scholarship

Item Type	Income	Expenditures	Net (Loss)	Balance
Balance on Jan 1, 2015				\$ 7,226.31
Mavis Johnson Award		\$ 230.16	\$ (230.16)	
Interest	\$ 4.15		\$ 4.15	
2015 CALENDAR YEAR TOTAL	\$ 4.15	\$ 230.16	\$ (226.01)	
Balance on Dec 31, 2015				\$ 7,000.30

USD Savings Account

Item Type	Income	Expenditures	Net (Loss)	Balance
Balance on January 1, 2015				\$ 2,618.49
ITE Section Due	\$ 5,303.75		\$ 5,303.75	
USD Interest	\$ 12.22		\$ 12.22	
Account Service Charge		\$ 1.50	\$ (1.50)	
2015 CALENDAR YEAR TOTAL	\$ 5,315.97	\$ 1.50	\$ 5,314.47	
Balance on Dec 31, 2015				\$ 7,932.96

Total Assets

Account Type	Balance
CAD Chequing Account	\$ 7,919.24
PayPal Account	\$ 1,126.92
Cash	\$ 315.00
Mavis Johnson Scholarship	\$ 7,000.30
USD Savings Account (\$CAD)	\$ 11,264.80
TOTAL ASSETS (CAD)	\$ 27,626.26

*Note 1

FX Rates

* Note 1: Funds in USD Account converted at Jan 11th 2016 exchange rate of

1.42

CAD = 1 USD

APPENDIX B: 2015 QUAD CONFERENCE SUMMARY REPORT



2015 ITE QUAD CONFERENCE SUMMARY REPORT

May 1- May 2, 2015

TABLE OF CONTENTS

1. INTRODUCTION	1
2. HOTEL	1
3. WEBSITE	2
4. REGISTRATION	2
5. SPONSORS.....	5
6. TRADESHOW.....	7
7. SPEAKERS AND PRESENTATIONS.....	7
8. TECHNICAL TOURS.....	8
9. SOCIAL EVENTS.....	9
10. FINANCIAL.....	9
11. LESSONS LEARNED AND RECOMMENDATIONS	9

1. INTRODUCTION

The Quad Conference is an annual transportation conference held in the Pacific Northwest that provides a forum for transportation professionals to network, exchange ideas, discuss best practices, share research and showcase recent projects. The general focus is on land-based transportation, such as walking, cycling, transit, goods movement and vehicles. A wide variety of topics are covered, including planning, analysis, design, construction, maintenance, operations, safety, technology and financing, among others.

The theme for the 2015 Quad Conference was "Investing in our Transportation Evolution". Many trends are reshaping the transportation industry's landscape, such as social media, autonomous vehicles, and the shift towards active transportation. The theme focuses on discovering the innovative ways that transportation professionals are leading this evolution, and how the public and private sectors are investing in this change.

This year, the Quad Conference was pleased to welcome Pro Walk Pro Bike Pro Place as its partner. The Pro Walk Pro Bike Pro Place Conference will be held in Vancouver in 2016 with the theme of "Better Health through Active Transportation." To provide a hint of what is to come in 2016, a few sessions, tours and workshops were added to the QUAD Conference to highlight the link between transportation and health.

This report will summarize the 2015 ITE Quad Conference, with information about the Conference, the technical and social tours, the planning process, and lessons learned.

2. HOTEL

As part of the venue selection process, over 20 hotels were evaluated, with official proposals requested from six hotels. The final selection for the 2015 ITE Quad Conference was the Pan Pacific Hotel, located in downtown Vancouver close to the Waterfront SkyTrain Station.

A total of 50 room nights were reserved for the conference, with a penalty assessed if there was more than a 10% reduction within 85 days of signing the contract, and more than 5% within 84 to 30 days prior to the conference. Through communications to the delegates leading up to the booking deadline, the room night requirements were successfully met.

3. WEBSITE

The conference website, www.citevancouver.org/quad2015, was created to provide all conference services such as committee registration, general registration, vendor applications, and sponsorship. Payment was accepted via both PayPal and by cheque. The website also provided updated news as well as the program information. After the conference, all the speakers' PowerPoint presentations were uploaded in PDF format for attendees to download.

The website allowed committee members to track detailed registrant information, which assisted with finalizing attendee numbers for both the conference and technical tours. This year the Call for Abstracts was also done through the website, and allowed abstracts to be submitted online.

4. REGISTRATION

There were a total of 220 registered delegates, with 42 delegates from out of town (19%), and the remaining 178 from the local area. The registration numbers are broken down as follows by type, early bird registrants, membership status, location, and agency. This year an additional category of Young Professional was added, which allowed professionals aged 35 and younger to register at a reduced rate. The early bird registration rate applied to people who registered before March 14, 2015, but was not applied as an additional discount for the Young Professional category. Planning committee members also received a discount on the conference registration fee.

Registration by Group

Registration	Cost	Number of Registrations
Full Registration (Non-member)	\$300	26 (12%)
Full Registration (Member)- 30% discount	\$250	37 (17%)
Early Bird Full Registration (Non-member)- 10% discount	\$270	14 (6%)
Early Bird Full Registration (Member) - 10% discount	\$225	44 (20%)
Student Registration - 70% discount	\$90	21 (9%)
Young Professional (35 and under) Registration -35% discount	\$200	39 (18%)
Planning Committee Members - 50% discount	\$150	15 (7%)
Complimentary (Sponsors, Keynote Speakers, Venders Registrations)	-	24 (11%)

Registration by Location

City	Number of Delegates
Abbotsford	1
Bellevue	1
Burnaby	25
Calgary	2
Coquitlam	18
Everett	1
Fortaleza	1
Hillsboro	1
Issaquah	1
Kamloops	2
Kelowna	4
Kirkland	2
Langley	2
London	1
Nanaimo	2
New Westminster	17
North Delta	2
North Vancouver	8
Phoenix	1
Port Coquitlam	1
Port Moody	6
Portland	3
Redmond	1
Richmond	5
Seattle	4
St. Charles	1
Surrey	17
Vancouver	70
Victoria	16
Washington	1
West Vancouver	1
Grand Total	220

Registration by Agency

Agency	Total	Agency	Total
Acuere Consulting Inc.	2	IBI Group	1
Adept Transportation Solutions	2	ICBC	2
ARCE	1	ISL Engineering	4
Associated Engineering	1	ITEM Ltd	1
Boulevard Transportation Group	1	Johnston Ross & Cheng	1
Bunt & Associates Ltd.	8	Kwantlen Student Association	2
Candidate for ITE Vice President	1	Lancaster Engineering	3
Capital Regional District	2	LUT - Traffic Engineering	1
Centre for Hip Health & Mobility/ SFU	1	McElhanney Consulting Services Ltd.	6
CH2M Hill	5	Metro Vancouver	4
Charlotte Watson Consulting	1	Ministry of Transportation & Infrastructure	14
City of Abbotsford	1	MMM Group Ltd.	5
City of Bellevue	1	Morrison Hershfield	1
City of Burnaby	3	Opus International Consultants Ltd.	1
City of Calgary	1	Parsons Inc.	4
City of Coquitlam	6	Perteet	1
City of Kelowna	1	Port Metro Vancouver	1
City of London	1	R.F. Binnie & Associates Ltd.	4
City of North Vancouver	4	Richard James & Associates	1
City of Phoenix	1	Sidra Solutions	1
City of Port Moody	1	Simon Fraser University	3
City of Redmond	2	SNC-Lavalin Inc.	4
City of Richmond	1	Snohomish County Government	1
City of Seattle	2	Stantec	1
City of Surrey	11	Steer Davies Gleave	2
City of Vancouver	23	TENW	1
City of Victoria	3	TetraTech	1
Creative Transportation Solutions Ltd.	5	TranSafe Consulting Ltd.	1
Davies Transportation Consulting Inc.	1	TransLink	17
District of North Vancouver	2	Transoft Solutions Inc.	1
District of Oak Bay	1	Transpo Group	2
District of Saanich	1	Transport Canada	1
District of West Vancouver	1	TransTech Engineering, LLC	1
DMD & Associates Ltd.	2	University of Victoria	1

DMH Transportation	1	University of British Columbia	11
Fraser Basin Council	1	University of Calgary	1
GNEC	2	Urban Systems Ltd.	6
HASTe BC	1	WSP	1
HUB	1		
Total	220		

A few notes and observations about registrations:

- 84 of the 220 registered on and before the early-bird deadline
- 39 young professionals (working individuals under the age of 35) registered for the conference
- Several planning committee members registered under the regular rate regardless of the discount.

5. SPONSORS

There were a total of 18 sponsors that supported the 2015 QUAD Conference. Ten of the sponsors assisted financially, while the other eight provided in-kind sponsorship by donating items or providing services for the conference.

Conference Sponsors

Sponsor	Level
Bunt & Associates	Platinum
Insurance Corporation of British Columbia	Gold
ISL Engineering & Land Services	Silver
MMM Group	
CH2M Hill	
McElhanney	
Urban Systems Ltd.	
Creative Transportation Solutions Ltd.	Bronze
RF Binnie & Associates	
Acuere Consulting	
TransLink, City of Vancouver, City of Surrey, Vancouver International Airport (YVR), BC Ministry of Transportation and Infrastructure, Young Professionals of Transportation (YPT), Astrographic Industries, ProtransBC	In-Kind

The Platinum level sponsorship package came with two complimentary registrations, the Gold level with one complimentary registration, and the Silver and Bronze level sponsorships came with no complimentary registrations. Each sponsorship package included recognition on the conference website, the conference program and within the session rooms, with the amount of exposure corresponding to the level of sponsorship.

6. TRADESHOW

There were a total of nine trade show booths set up in the Crystal Pavilion Foyer, which is directly adjacent to the main Crystal Pavilion ballroom of the Pan Pacific hotel. A booth was set up for CITE as well to advertise for the upcoming CITE Conference in Kelowna in 2016.

Conference Vendors

Vendors
PTV America
CITE
Sidra Solutions
Creative Transportation Solutions
S & A Supplies
ATS Traffic Group
Transoft Solutions Inc.
12d Solutions Inc.
ITEM Ltd.

The vendors received a significant amount of exposure as the food for meals and breaks were served in the foyer as well, allowing delegates to socialize in the area at the same time.

7. SPEAKERS AND PRESENTATIONS

A total of 78 abstract submissions were received, with 54 abstracts accepted for presentations. All of the presentations were successfully presented during the 14 technical sessions (1.5 hours each). The last session was a Rapid Fire 20 by 20 session, which showcased condensed versions of some of the more popular presentations in the conference. This was conducted via a Pecha Kucha format, where presenters have a total of 20 slides and speak for 20 seconds per slide.

8. TECHNICAL TOURS

The technical tours were a success, with attendees thoroughly enjoying the wide variety of tours offered that served an extensive range of interests. Overall, the course with the highest attendance was the Urban Road Safety Audits workshop (34) conducted by Raheem Digir from Transafe Consulting Ltd. The most popular technical tour was the Vancouver International Airport (YVR) Tour with 25 people. Due to low registration numbers, the Vancouver Experience workshop showcasing projects in the City of Vancouver was cancelled. Similarly, the walking tour and two cycling tours were reduced from three offerings to one.

Technical Tour Attendee Numbers

Courses / Tours	# of Registrations
COURSE-01: Streets As Places: How Transportation Can Create a Sense of Community - Thursday April 30 8am-12pm	21
COURSE-02: Vancouver Experience - Thursday April 30 1pm-5pm	CANCELLED
COURSE-03: Urban Road Safety Audits - Thursday April 30 8am-12:30pm	34
COURSE-04: Places of Vancouver - Thursday April 30 1pm-5pm	12
THU-01: Bike Tour 1 - Downtown/Seaside (Point Grey) - Thursday April 30 8:30am-12pm	CANCELLED
THU-02: Bike Tour 2 - Downtown/Union-Adanac (via Dunsmuir) - Thursday April 30 8:30am-12pm	CANCELLED
THU-03: Downtown/Olympic Village Walking and Transit Tour - Thursday April 30 9am-12pm	CANCELLED
THU-04: Waterfront Station Intermodal Facilities - Thursday April 30 12pm-3pm	5
THU-05: Vancouver International Airport (YVR) - Thursday April 30 12:30pm-4pm	25
THU-06: City of Surrey TMC / Surrey City Centre - Thursday April 30 2:30pm-4:30pm	13
FRI-01: Bike Tour 1 - Downtown/Seaside (Point Grey) - Friday May 1 1pm-4:30pm	CANCELLED
FRI-02: Bike Tour 2 - Downtown/Union-Adanac (via Dunsmuir) - Friday May 1 1pm-4:30pm	CANCELLED
FRI-03: Downtown/Olympic Village Walking and Transit Tour - Friday May 1 1pm-4pm	CANCELLED
SAT-01: Evergreen Line / Compass Card - Saturday May 2 1pm-4pm	19
SAT-02: Canada Line Operations and Maintenance Centre - Saturday May 2 1pm-4pm	11
SAT-03: Bike Tour 1 - Downtown/Seaside (Point Grey) - Saturday May 2 1pm-4:30pm	6
SAT-04: Bike Tour 2 - Downtown/Union-Adanac (via Dunsmuir) - Saturday May 2 1pm-4:30pm	5
SAT-05: Downtown/Olympic Village Walking and Transit Tour - Saturday May 2 1pm-4pm	6
TOTAL	157

9. SOCIAL EVENTS

Mix 'N Mingle

A Mix 'N Mingle was set up on Thursday night, the night before the start of the conference, in an effort to welcome and provide an event for out-of-town guests arriving that day. The event was held in the Elephant and Castle, located at 385 Burrard Street. In order to reduce the registration queues the morning of the conference, anyone who attended the mixer could register at that time. Free appetizers were also provided at the event.

Dinner Boat Cruise

The dinner boat cruise was a huge success and took place on Friday, May 1 2015. The MV Britannia boat from Harbour Cruises was selected, with a preset buffet menu and a cash bar. Approximately 70% of registered delegates attended the boat cruise with about 6% of attendees bringing a guest to the cruise. Dinner cruise tickets were included with the conference registration, and were attached to the back of the delegate name tags. The registration desk had detailed maps showing dinner boat cruise information, and attendants at the registration desk reminded delegates of the cruise during registration pickups.

10. FINANCIAL

Overall, the 2015 ITE Quad Conference made a profit that will go towards running the Greater Vancouver ITE Section, as well as supporting the UBC Student Chapter until the next Quad Conference.

The total revenue was estimated to be \$76,320.00, with the total expense of the QUAD estimated to cost \$71,710.88, therefore generating a net profit of \$4,609.12. A total of \$16,500 was collected from sponsors.

11. LESSONS LEARNED AND RECOMMENDATIONS

Overall, the conference was a great success with attendees praising the facility, committee and the conference as a whole. Below summarizes the successes

and areas for improvement of the Quad Conference. A SurveyMonkey poll was also conducted to gather feedback from the conference delegates.

Successes/Good Ideas

- Hotel Rooms - Booking a hotel room to store Quad equipment made it easier to set up in the early morning.
- Monthly meetings - were effective in keeping up progress on the planning process. Better attendance from the committee members would have been appreciated.
- Dropbox – An online file-sharing website was used to store and share conference documents with the committee members. This avoided the need to email large files and served as a centralized place to find the most recent versions of documents.
- Technical Tours - It was good to have committee members on the tour other than the shepherd for logistical assistance. This was particularly helpful with larger tours.
- WhatsApp Group - Creating a group chat made texting between committee members extremely easy on the days of the conference.
- Spare name tags and lanyards at the registration desk were essential for last minute registrations.
- Social Media - We had a strong social media presence and it really helped with the overall conference.
- Venue – The general feedback from delegates was that the venue was an excellent central location, and had good hotel room rates
- Food – Delegates appreciated having tea & coffee available at all times.
- Young Professionals Registration Rate & 2 for 1 deals - This was the first time that the QUAD had a Young Professional rate. It is worth keeping supporting ITE International's initiative. The two for one student incentives were also very well utilized.
- The \$10 tours (YVR & Evergreen line) were extremely popular and well received.
- Mailchimp – Was a good way to reach many companies at once and track statistics to see which emails were bounced and opened.

Lessons Learned/Suggestions

- The WhatsApp Group was effective, but guidelines need to be set to separate important messages from non-important messages. The flood of messages made it hard to find important information.
- Guide/Venue Signs - All signage for the Quad Conference should have been printed larger. Some attendees who were looking for the 'Pacific Rim' rooms were unfortunately redirected by hotel staff to a hotel down the street that had the same name. The directional signage should have

been kept up for the entire conference, as some delegates only attended part of the conference or arrived later in the week.

- Room Signage – Signage in front of each room listing sessions and topics should have been provided.
- Printed Program - Plenary sessions should be printed on the program. The Font size needs to have been larger, particularly for the schedule, as it was difficult to read. The maps in the program should have been larger as well. The program should have had a map with directions to the dinner cruise.
- Lighting for the vendors should be checked at each booth. If the lighting is poor, suggest that the vendor bring their own lights to attract attention.
- A secure coat check is recommended for the next conference so people won't have to lug their coats around.
- The Rapid Fire 20 by 20 presentations should have more prominently listed the speakers beforehand. It should be assigned the largest room.
- Technical program/printed program - Too many tasks were dependent on one person; a draft printed program should have been reviewed by the committee for feedback on design. Speakers should be selected earlier to help facilitate registrations and have more time to find back up speakers if the selected speakers cannot attend.
- Evergreen Line Technical Tour – An extra half hour would have been beneficial for the Evergreen Line tour to have more time for questions and answers.
- The mixer at the Elephant and Castle had an awkward venue layout, resulting in the attendees using only about half the available space. More food should have been ordered for this event.
- Dinner Cruise - Pre-arrangements for attendees taking transit should have been made before the day of the cruise. Last minute transit passes were provided, and should have been provided earlier to the designated shepherd. Some delegates thought the walk was a bit long. Many delegates were unaware that registration included a dinner cruise, and gave away their tickets. Some people wanted additional tickets for the cruise and had to buy them.
- Speakers/Moderators/Sessions - Presentations should have been limited to a shorter duration (10 minutes) to account for buffer times between presentations. Moderators needed better instructions prior to the conference; a check list would be useful. Some training may be required in order to moderate and make sure sessions do not go over time limits. Speaker biographies should have a word limit to save time reading during the session. Speaker gifts and bios should be in each room so committee members do not have to run back and forth between rooms.
- Session Rooms - The main meeting room was too big, and the session rooms should have been on the same floor and closer together.

- Closing Session - Include a closing session to provide closing remarks and announcements.
- Registration List – It would be useful to have the list available electronically, so that names can be found on a laptop during the conference rather than look through sheets of paper. Make sure the registration desk had blank name tags and all vendors as well.
- Registration – Consider using the CITE or a third party registration software, since the website was very hard to manage for only two members. Also it was not clear on the website that you can register tours and workshops separate from the conference registration.
- Redundancy - Assign a back-up lead member for each sub-committee, to provide redundancy and support in case the lead member falls ill or is unexpectedly unable to attend the conference.
- Count all shipments at the time of delivery to ensure that all parts of the order have been received.
- Consider creating an app for the conference next time that has the program, conference details, and sends alerts for changes throughout the conference.
- Consider sending out event information via calendar invites.
- Hot food is desirable for breakfast – ensure that sufficient quantities are ordered, and that the food is still available during the first session. Some delegates would prefer that the second breakfast be higher quality.
- Food during breakfast and lunch times should be kept for a longer period after the scheduled time. The hotel staff was quick to clear away remaining food.
- Provide snacks during each break, rather than just coffee/tea.
- Scheduling - In terms of conference dates, delegates did not enjoy having the QUAD fall on a Saturday. Presentations should not be scheduled during a break or meal time slot. More buffer time between sessions were needed since many sessions went overtime.
- Budget – A bigger difference between early bird and non-early bird registration rates need to be implemented. Also service charges (15-20%) need to be included in the budget.
- Conference Planning & Partnerships – Make sure to establish agreements and expectations with partnering associations up front and to ensure they are aware of the number/type of attendees and the number/type of events are appropriate for the audience.