

NATIONAL CAPITAL SECTION



ANNUAL REPORT – 2015

December 27, 2015
Completed by: CITE National Capital Section Executive

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1 2015 Annual General Meeting (AGM) Agenda

The Canadian Institute of Transportation Engineers (CITE) National Capital Section’s AGM was held on December 23, 2015 at the Courtyard Restaurant located at 21 George Street, Ottawa, Ontario.

Items for Discussion:

1. *Confirm 2015 AGM Agenda*
2. *Introduce Attendees*
3. *Review Minutes of 2014 Annual General Meeting*
4. *President’s Report*
5. *Treasurer’s Report*
6. *Technical Representative’s Report*
7. *Report of the 2015 Nominations Committee*
8. *Discussion of 2016 Activities*
9. *Other Business*

2 Notes of 2015 AGM

2.1 Agenda

No comments on 2015 AGM Agenda.

Motion to accept the 2015 AGM Agenda made by Gordon Scobie and seconded by Andrew Harte. Carried.

2.2 Introduction of Attendees

The 2015 AGM attendance is summarized below.

2015 AGM Attendance

Role	Organization
Gordon Scobie	CITE NCS President, Parsons
Andrew Harte	CITE NCS Liaison Officer, Stantec
Ian Borsuk	CITE NCS Treasurer, MMM Group
Anthony Kwok	CITE NCS Technical Representative, Morrison Hershfield & Carleton University
Valerie McGirr	AECOM

2.3 Minutes of the 2014 AGM

The minutes from the 2014 Annual General Meeting were reviewed. A summary of the decisions is provided below.

2014 Motion Summary

Motion	Action
Adopt net neutral revenue with a \$6,000 operating balance. Remaining funds to form a donation to a member approved organization.	Complete
Cease accepting ‘payment at door’ for events and use Eventbrite to consolidate attendance, membership and financial risk of event hosting.	Complete
Include additional sponsorship option for Carleton University Chapter of CITE.	Carried Forward
Pursue the organization of a 2017 CITE National Conference Committee.	Carried Forward

The 2015 Executive Committee has accomplished two of the main motions brought forward from discussions at the 2014 AGM, including a minimum operating balance of \$6,000 and minimizing the number of “walk-ups” to scheduled events.

Two motions carried forward for the upcoming calendar year include sponsoring the Carleton University Student Chapter of CITE or using extra funds to sponsor student scholarships and awards, and to determine if members of the Section are interested in forming a Conference Committee for hosting the 2017 CITE National Conference in Ottawa.

Motion to accept the 2014 AGM Minutes made by Valerie McGirr and seconded by Ian Borsuk. Carried.

2.4 President’s Report

Gord Scobie concluded the 2015 National Capital Executive Committee by reviewing the events held during the 2015 calendar year. He noted the addition of Anthony Kwok to the 2015 Executive Committee as the Technical Representative. The other members of the Executive have continued their progression of roles as planned.

His recommendation for the 2016 Executive Committee is to continue to vary the venues to draw interest from attendees to experience different atmospheres associated with the venues.

Furthermore, Gord suggested for the new executive to organize a free social or networking event to encourage the transportation community to show their support the local CITE Chapter, while continuing to host between 4-5 events a year.

From Gord's attendance to the CITE Annual Conference in Regina, he noted how the Executive won the Delta Award for 2014. He described his experience at the conference and had a few notes. Gord recommended Carleton's CITE Student Chapter become involved with the Traffic Bowl competition, an event held at the annual Conference which pits teams from various academic institutions in a Jeopardy-like competition on transportation-related questions. Furthermore, Gord noted that the Executive Committee of CITE will be publishing a manual for running the local chapters and outlining the overall vision of the organization.

Motion to accept the 2015 Presidents Report made by Andrew Harte and seconded by Anthony Kwok.

Discussion:

Those in attendance were in agreement with trying different venues add variety of cuisine and location for those attending. This would increase the diversity of those who could attend based on their offices located in different parts of the City. Additionally, organizing extra social/networking events could help improve the profile of CITE in the National Capital Region by hosting events that require little preparation. The attendees also agreed to continue to promotional discount to events for government staff and student admissions.

Anthony Kwok has agreed to approach the Carleton CITE Student chapter to create a team to compete in the upcoming 2016 Traffic Bowl.

Carried.

2.5 Treasurer's Report

Ian Borsuk presented the 2015 Treasurer's Report. The bank balance as of December 15th was \$6,289.45, with \$420 in cash on hand and \$301.50 in accounts receivable. The bank balance is up \$165.68 from the end of 2014.

Motion to accept the Treasurer's Report made by Valerie McGirr seconded by Andrew Harte. Carried.

Discussion:

Valerie McGirr inquired whether the Section had donated to ITE's leadership program which was looking for a donation of \$5 for each registered member of the local section. No donations have been provided to date to ITE for the leadership program. Valerie McGirr will look into the ITE Leadership Program.

Andrew Harte suggested to use the extra funds available exceeding the \$6,000 operating balance, the Section should look into donating for scholarships. Previously, the Braaskma Transportation Engineering Scholarship was brought forward as a scholarship to support. The attendees decided to contribute \$500 on behalf of the National Capital Section to the Braaskma Scholarship and use another \$500 to subsidize the government staff and student discounts for upcoming events.

Motion to accept the use of funds to support the Braaskma Scholarship and subsidize the event discounts made by Valerie McGirr seconded by Anthony Kwok. Carried.

2.6 Technical Representative's Report

Anthony Kwok presented the Technical Representative's Report. There were six events held in 2015 which included four luncheons, a Student Presentation Competition, and our Annual General Meeting. The following table details the events.

2015 National Capital Section CITE Events

Date	Topic	Presenter
Apr 1, 2015	CITE Student Presentation Competition (Carleton University)	Student Presentations
Apr 17, 2015	CITE/ TAC Joint Luncheon (Ottawa Marriott Hotel)	Alf Guebert
May 28, 2015	Community Transportation Study for Former CFB Rockcliffe (Murray Street Kitchen)	Don Schultz & Kate Whitfield
Sept. 24, 2015	Capital Influence on Global Transportation Systems (Robbie's Italian Restaurant)	Sean Doyle, Tony Arej & Kimberly Hutton
Oct. 29, 2015	Urban Mobility – What does the Future Hold? (Robbie's Italian Restaurant)	Sean Rathwell
Dec 15, 2015	Annual General Meeting (The Courtyard)	NCS CITE Exec

Motion to accept the Technical Representative's Report made by Andrew Harte seconded by Ian Borsuk. Carried.

2.7 2016 Nominations Committee Report

Gordon Scobie, presenting for Douglas Green, presented the nominations for the 2016 National Capital Section Executive. No new nominations were received from the general membership. Members of the 2015 Executive will transition to new roles. Andrew Harte will be the President, Ian Borsuk will be the Liaison Officer, Anthony Kwok will be the Treasurer, and Gordon Scobie will serve as Past President. The 2016 Executive will welcome 2 new members; Meghan Whitehead who will be the Secretary and Eric Stewart who will be the Technical Representative.

Motion to accept these appointments made by Ian Borsuk and seconded by Valerie McGirr. Carried.

2.8 2016 Program

Andrew Harte was introduced as the 2016 President for the CITE National Capital Section. Andrew Harte led a discussion regarding suggestions for 2016 which included administrative changes, ideas of potential events, and Section initiatives. A number of potential ideas for speakers and topics were also discussed.

2016 National Capital Section CITE Potential Events

Motion	Action
Sponsorships should be solicited as early as possible in 2015 with a letter from the President.	Andrew Harte
Event Topic Considerations: <ul style="list-style-type: none"> • Councillor Blais for relevant issue based on Transportation Committee • TIA Guidelines • Paula Benway, International Vice President of ITE • Autonomous Vehicles • Kornel Musci for Move Downtown initiative. • Oblates Lands on Main Street. • Social Events <ul style="list-style-type: none"> ○ After - Hour Social ○ Golf Tournament ○ Redblacks/ 67's/ Ottawa Fury Game ○ Baseball Game 	Andrew Harte to assign topics for follow-up tasks.

2.9 Other Considerations

A new email address will be made for the President to consolidate communications. The main email account will be monitored by the Secretary.

Motion to accept the new email account made by Andrew Harte, seconded by Gordon Scobie. Carried.

Anthony Kwok brought up the discussion the discount for government employees is not considered a gift. Valerie McGirr stated since the discount is under \$15, and the Section is not a consultant or lobbyist, it is not considered a gift.

Motion to adjourn the meeting made by Ian Borsuk seconded by Gordon Scobie. Carried

Meeting adjourned at 1:15pm.

Notes prepared by:

Anthony Kwok, B.Eng., E.I.T., 2015 CITE National Capital Section Technical Representative

3 2015 National Capital Section President's Report

During 2015, the National Capital Section (NCS) executive remained intact from the previous year, with the addition of Anthony Kwok as our Technical Representative. This was great for our local Chapter as everyone had a good sense of what each role required.

Similar to our previous year, we focused on delivering high quality venues and programs in an effort to provide our members with an outstanding ITE experience. We hosted a total of four technical luncheons at two familiar venues (the downtown Marriott Hotel and Robbie's Italian Restaurant) and one new venue (Murray Street Kitchen). The new venue provided great food and a comfortable atmosphere; however, some technical glitches (e.g. audio, viewing angles, etc.) could have been refined. Despite the "not so perfect" experience at the new venue, I strongly encourage our executive to continue exploring new venues. It has been expressed to me by some of our attendees that they enjoy the venue changes, as it encourages them to try new things and it provides an opportunity for luncheons to require less travel time.

Due to our annual sponsors and our increase awareness of expenditures, we managed to have a balanced budget for 2015, with a closing balance within \$200 of our previous year's closing balance.

Looking forward, I encourage the executive to promote a greater student participation (e.g. Traffic Bowl), a social/networking event (e.g. golf tournament, wine/cheese, etc.) and possibly 1-2 additional luncheons.

CITE National Conference

This year, I had the pleasure of attending the national CITE Conference in Regina, Saskatchewan to accept our chapter's Section Activities Delta Award for our hard work in 2014. Upon receiving this award, many executive members from other chapters were keen to learn from our previous year's success. Of particular interest, was how we have adopted Eventbrite as a means of managing our events.

Aside from the many interesting sessions/presentations at this conference, the annual east vs west street hockey tournament was a hit! As a natural defenceman (normally a goalie), I didn't contribute to any goals but if I remember correctly, team east won by a goal or two.

At the close of the conference, the National Executive hosted the Student Traffic Bowl. This Jeopardy style event was a fun way to get students involved in CITE and I was surprised that our local student Chapter (Carleton) was absent. After experiencing this event, I believe the NCS

Executive should promote this event to our local student Chapter and encourage them to participate in next year's national conference in Kelowna, BC.

CITE National Strategic Plan Review Session

In November, I participated in a formal workshop/brainstorming session with the National CITE Executive and a number executive members, representing the majority of local section Chapters. This session was very well organized and a lot of great ideas for CITE as a whole to tackle came from it, with involvement from everyone who attended.

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 2016!

Report Prepared by:

Gord Scobie, P. Eng., 2015 CITE National Capital Section President

4 2015 Treasurer's Report

2016 National Capital Section CITE Budget

Year Start Statement of Account		In	Out
	Bank Account (Dec. 5, 2014)		\$ 9,396.62
	2014 Accounts Receivable / Payable ¹		- \$ 2,661.35
	Cash on Hand		\$ 110.00
2014 Closing Balance			\$ 6,845.27
2015 Account Activity			
	Corporate Sponsorships ²	\$ 3,000.00	
	2014 CITE Membership update	\$ 15.00	
	ITE member & CITE annual report rebates	\$ 427.66	
	Luncheons and Events		
	Student Competition	\$ 67.53	\$ 496.01
	CITE/TAC	\$ 803.04	\$ 1,237.12
	CFB Rockcliffe	\$ 566.26	\$ 690.96
	Capital Influence	\$ 361.20	\$ 583.13
	Urban Mobility	\$ 435.00	\$ 558.33
	CITE Student Presentation Prizes	\$ 400.00	\$ 900.00
	Executive Meetings and Administration		\$ 81.47
	CITE National Conference Travel		\$ 1,028.22
	CITE Strategic Plan Meeting		\$ 973.46
	BANK CREDIT MEMO	\$ 27.19	
	Sub-total	\$ 6,102.88	\$ 6,548.70
Net Cash Flow (Revenues - Expenses)			- \$ 445.82
Closing Cash Account Statement			
	Bank Account (Dec. 15, 2015)		\$ 6,289.45
	Cash on Hand ³		\$ 420.00
	2015 Accounts Receivable / Payable ⁴		\$ 301.50
2015 Closing Balance			\$ 7,010.95

¹ 2014 Accounts Receivable / Payable includes payments made for last 2 events in 2014 yet to be debited from account when report was prepared on December 5, 2014.

² Corporate sponsorship includes: Morrison Hershfield, Stantec, Parsons, Dillon, IBI, Robinson, MMM, BTE, CIMA+, Novatech

³ Cash received "at the door" for Luncheons and Events is included within Cash on hand, and is not presented separately for each event. A total of \$310.00 has been received in Cash in 2015.

⁴ 2015 Accounts Receivable / Payable includes 2015 CITE membership payments yet to be credited by Eventbrite – \$ 301.50 to be transferred to account on Jan. 5, 2016.

Report prepared by:

Ian Borsuk, P. Eng., 2015 CITE National Capital Section Treasurer

5 2015 Technical Representative's Report

During the 2015 calendar year, the National Capital Section Executive held six (6) events, including the year end Annual General Meeting (AGM). The events included a student presentation night and several technical luncheon presentations which, explored a variety of transportation topics ranging from local, national and international projects. The table below summarizes the events held throughout the 2015 calendar year.

2015 National Capital Section CITE Technical Luncheons

Date	Speaker	Topic (Location)	Location	Total Attendees
Apr. 1 st	Carleton Student Presentations	CITE Student Presentation Competition	Carleton University	5 ⁽¹⁾
Apr. 17 th	Alf Guebert	CITE/ TAC Joint Luncheon	Ottawa Marriott Hotel	28 ⁽²⁾
May 28 th	Don Schultz & Kate Whitfield	Community Transportation Study for Former CFB Rockcliffe	Murray Street Kitchen	20
Sept. 24 th	Sean Doyle, Tony Arej, Kimberly Hutton	Capital Influence on Global Transportation Systems	Robbie's Italian Restaurant	14
Oct. 29 th	Sean Rathwell	Urban Mobility – What does the Future Hold?	Robbie's Italian Restaurant	18 ⁽³⁾
Dec. 23 rd	N/A	Annual General Meeting	Courtyard Restaurant	5
Total				85

⁽¹⁾⁽²⁾⁽³⁾ The *Student Presentations Competition*, *CITE/ TAC Joint Luncheon*, and *Urban Mobility* technical luncheons had a few “walk-up” attendees who are not reflected in the total number of attendees. The *Student Presentations Competition* had five (5) groups presenting which represented approximately 25 student from Carleton University and their classmates, in addition to local CITE members who attended.

The *Capital Influence on Global Transportation Systems* technical luncheon highlighted local engineering firms' international experiences through three short presentations. The short presentations included the following:

- Jubail Industrial City & Ras Al Khair Industrial City Traffic and Transportation Study (Saudi Arabia)
- Palm Island Multi-Modal Transportation Systems (United Arab Emirates)
- Cayman Islands Cruise Ship Berthing Facility Transportation Impact Assessment Study (Cayman Islands)



Figure 1: Sean Rathwell presenting at the CITE Luncheon on Urban Mobility

In all, the variety of events provided attendees with a glimpse of a wide range of transportation-related topics. The technical presentations ranged from transportation studies for urban development to the future of transportation. Each presentation introduced an intriguing transportation-related topic and highlighted many of the challenges that were encountered, providing those who attended with considerations for dealing with similar challenges on future projects.

There was a noticeable drop in attendance to the events held this year. To address this issue, a government employee and student discount was introduced in order to increase the attendance.

Report prepared by:

Anthony Kwok, B.Eng., E.I.T., 2015 CITE National Capital Section Technical Representative

6 2016 Nominations Committee Report

Further to the direction provided at the CITE National Capital Section Executive, a nominations committee lead by Doug Green was set-up to determine the 2016 CITE National Capital Section Executive. A notice of Call for Nominations was sent to the local CITE distribution list on *insert date*, 2015. The deadline for nominations was *insert date*, 2015.

No new nominations were received from the general membership. The existing members will continue serving on the 2016 Executive, with Gord Scobie assuming the role of Past President. The remaining 2016 CITE National Capital Section Executive positions were acclaimed.

2016 CITE National Capital Section Executive

Role	Executive Member
President	Andrew Harte
Liaison Officer	Ian Borsuk
Treasurer	Anthony Kwok
Secretary	Meghan Whitehead
Technical Representative	Eric Stewart
Past President	Gord Scobie

This report respectfully submitted by the lead for the Nominations Committee,
Doug Green, P. Eng., 2015 CITE National Capital Section Past President