

National Capital Section

Canadian Institute of Transportation Engineers



2016 Annual Report

Submitted April 1st, 2017

Report Prepared by CITE National Capital Section Executive

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1 2016 Annual General Meeting (AGM) Agenda

The Canadian Institute of Transportation Engineers (CITE) National Capital Section's Annual General Meeting (AGM) was held on January 11th, 2017 at Johnny Farina's Restaurant located at 216 Elgin Street, Ottawa, Ontario.

Items for Discussion:

1. *Confirm 2016 AGM Agenda*
2. *Introduce Attendees*
3. *Review 2015 Annual General Meeting Minutes*
4. *President's Closing Statement*
5. *Treasurer's Account Summary*
6. *Technical Representative's Activities Summary*
7. *Report of the 2017 Nominations Committee*
8. *Discussion of 2017 Activities*
9. *Further Considerations*

2 Notes from 2016 AGM Discussions

2.1 Agenda

No comments were raised on the 2016 AGM Agenda.

*Motion to accept the AGM Agenda was made by Andrew Harte.
Seconded by Ian Borsuk. Carried.*

2.2 Introduction of Attendees

The 2016 AGM attendance is summarized in the Table 1 below.

Table 1: 2016 AGM Attendance List

Role	Organization
Andrew Harte	CITE NCS President, Parsons
Ian Borsuk	CITE NCS Liaison Officer, Dillon
Anthony Kwok	CITE NCS Treasurer, Morrison Hershfield & Carleton University
Eric Stewart	CITE NCS Technical Officer, Dillon
Meghan Whitehead	CITE NCS Secretary, City of Ottawa
Mushfiqur Rahman	AECOM
Valerie McGirr	AECOM
Vanessa Skelton	AECOM
Amer Al-Merabi	Parsons
Doug Green	Dillon

2.3 Review of 2015 AGM Minutes

The minutes from the 2015 AGM were reviewed. A summary of the decisions on the action items are provided in Table 2 below.

Table 2: Review of 2015 Motions

Motion	Action
Include additional sponsorship option for Carleton University Chapter of CITE.	Carried Forward
Pursue the organization of a 2017 CITE National Conference Committee.	Carried Forward
Prepare donation for Braaskma Transportation Engineering Scholarship at Carleton University (\$500).	Carried Forward
Use \$500 to subsidize student and City/Government Staff at events.	Completed
A NCS President email to be created, with the goal of providing continuity in communications between years.	Completed
Creation of discount codes for student members and City or Government staff to increase attendance.	Completed

The 2016 Executive Committee has accomplished three of the main motions brought forward from discussions at the 2015 AGM, including the establishment of discounts and subsidies for students and City/Government Staff, and the creation of a President email account to maintain continuity of communication between years for outside organizations.

Two motions carried forward for the upcoming calendar year include:

- Pursue a 2018 or 2019 CITE National Conference Committee
- Include additional sponsorship for Carleton University Chapter of CITE

*Motion to accept the 2015 AGM Minutes made by Valerie McGirr.
Seconded by Andrew Harte. Carried.*

2.4 2016 President Closing Statement

Andrew Harte concluded the 2016 National Capital Executive Committee with a summary of the events organized during the 2016 calendar year. He noted the contributions of Eric Stewart and Meghan Whitehead as the newest members to the 2016 CITE NCS Executive Committee in their roles as the Technical Representative and Secretary, respectively. The existing members of the executive have continued their planned progression in their roles as part of the organizing committee.

His recommendation moving forward for the incoming 2017 Executive Committee is to continue to vary the venue for the luncheons, in order to draw interests from the attendees and to offer unique atmospheres associated with each venue.

Andrew shared his experiences from his most recent trip to the CITE Annual Conference held in Kelowna, British Columbia. He described his experiences at the conference and had a few recommendations for the 2017 Executive Committee. Andrew's recommendations for the 2017 Executive Committee are:

- Carleton's CITE Student Chapter should become involved with the Traffic Bowl Competition for the upcoming annual conference in Toronto.
- Establish an organizing committee to host a CITE Annual Conference in the National Capital Region. The CITE National Executive is keen to make this a reality and will provide assistance where needed.

*Motion to accept the 2016 Presidents Report made by Ian Borsuk.
Seconded by Anthony Kwok. Carried.*

Discussion:

There was a discussion on pursuing events to encourage participation from the CITE NCS catchment area beyond Ottawa. It was agreed that hosting CITE NCS events on the same days as other events (OTC, conferences, workshops, etc) would encourage attendance by those travelling from outside of Ottawa.

*Motion to coordinate CITE NCS events with events hosted by others
made by Doug Green and seconded by Andrew Harte. Carried.*

2.5 2016 Treasurer's Account Summary

Anthony Kwok presented the 2016 Treasurer's Report. The bank balance as of December 31st, was \$4,627.98, with \$540 in cash on hand and \$300 in accounts payable. The bank balance has decreased by \$2,247.18 from the 2015 calendar year.

*Motion to accept the Treasurer's Account Summary made by Andrew Harte.
Seconded by Ian Borsuk. Carried.*

Discussion:

There was a discussion on the costs of the luncheons and selecting the appropriate price to balance attendance and revenue. There was also discussion on whether sponsorships should be increased or venues changed.

*Motion for the 2017 Executive Committee to develop a fiscal strategy in
January to balance annual losses through a combination of initiatives
such as increased sponsorship costs, adjusted ticket prices, identifying*

new revenue sources (ex. full day or half day training courses) and/or selecting more cost-effective venues made by Andrew Harte. Seconded by Meghan Whitehead. Carried.

2.6 2016 Technical Representative’s Activities Summary

Eric Stewart presented the Technical Representative’s Report. There were seven (7) events held in 2016, which included five (5) luncheons, a Student Presentation Competition, and our Annual General Meeting. The following table details the events.

Table 3: 2016 National Capital Section Events

Date	Topic	Presenter
Feb. 10, 2016	Cycle Tracks and Protected Intersections – Why and How? (The Courtyard)	Kornel Musci
Apr. 5, 2016	CITE Student Presentation Competition (Carleton University)	Student Presentations
Apr. 8, 2016	CITE/ TAC Joint Lunch and Learn – Autonomous Vehicles – Status and Trends (Ottawa Marriott Hotel)	Barrie C. Kirk
Jun. 9, 2016	15 Forgotten Greber Ideas and How They Impacted Ottawa (The Courtyard)	Alain Miguez
Sept. 21, 2016	Cross-Town Bikeways (ARC The.Hotel)	Zlatko Krstulic
Nov. 10, 2016	Business Model Innovation for Financing of Metropolitan-Scale Passenger Rail. (ARC The.Hotel)	Joseph Potvin & Bill Pomfret
Jan. 11, 2017	Annual General Meeting (Johnny Farina)	NCS CITE Exec

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

2.7 2017 Nominations Committee Report

Andrew Harte presented the nominations for the 2017 National Capital Section Executive. The 2017 Nominations Committee received 2 new nominations for the 2017 Executive Committee from the general membership. Current executive members will transition to their new roles as described below.

- Ian Borsuk will be the President
- Anthony Kwok will be the Liaison Officer
- Eric Stewart will be the Treasurer
- Meghan Whitehead will be the Technical Representative
- Andrew Harte will serve as Past President

From the nominations received, both nominees were welcomed to join the 2017 Executive Committee. The two new members, Amer Al-Merabi and Mushfiqur Rahman, will serve as Technical Representative and Secretary, respectively. The position of Technical Representative will be shared between Amer Al-Merabi and Meghan Whitehead.

*Motion to accept these 2017 Executive Committee appointments made by Anthony Kwok.
Seconded by Valerie McGirr. Carried.*

2.8 2017 Program of Activities

Ian Borsuk was introduced as the President for the 2017 CITE National Capital Section. Ian led a general discussion for suggestions to move forward with in 2017, including administrative changes, ideas of potential events, and Section initiatives.

A number of potential ideas for speakers and luncheon topics were also discussed. The suggested luncheon ideas include the following:

- Presentation by Councillor Blais for issues relating to the City of Ottawa Transit Committee
- TIA Guideline Update
- Justin Swan and his work in Mexico
- Jennifer Armstrong on modelling downtown Ottawa
- Kunjan Ghimire and the City of Ottawa's PXO Program
- Krista Tanaka and 30km/h Speed Policy
- Building Better Suburbs
- Ottawa Civic Hospital Campus Development
- Lebreton Flats Development

A follow-up meeting with the 2017 Executive will be held in January to assign tasks for the upcoming year.

2.9 Further Considerations

In order to develop a bid for the 2018 CITE Annual Conference, an organizing committee will require at least 2 committed individuals, corporate sponsorship, and have secured a venue by June. Additional ideas for special activities and a theme for the conference would also be valuable. It was agreed that the 2017 executive would discuss further and consider a bid for the 2018 conference.

Furthermore, based on general discussion between attendees, a review of the financial costs of the local chapter is to be undertaken to develop a financial strategy to limit the losses for hosting the luncheons. The discussion included a review of the amount requested from corporate sponsorships, price of venues (minimum attendance requirements) and the pricing strategy (non-member, member and student/ governmental discounts.)

For the 2017, the corporate sponsorships will be increased to \$350 to account for the rising cost of the venues over the past few years.

*Motion to adjourn the meeting made by Ian Borsuk.
Seconded by Doug Green. Carried.*

Meeting adjourned at 1:15pm.

Meeting notes prepared by:

Meghan Whitehead, P. Eng.,
2016 CITE National Capital Section Secretary

3 2016 National Capital Section President's Report

The 2016 year saw the smooth transition from the 2015 national Capital Section (NCS) Executive of four members returning to new positions and the addition of Meghan Whitehead as Secretary and Eric Stewart as Technical Representative.

The ease of the transition to the new executive allowed for a number of highly innovative and cutting edge topics delivered through the first half of the 2016 year. Traditionally used venues were used again with a focus of rejuvenating the membership attendance, blending the ease of access and high quality venue. The second half of the year saw the high quality of discussion continue during the fall events to wrap up the year. In total, we hosted five technical luncheons at two familiar venues (the downtown Marriott Hotel and Courtyard Restaurant) and one new venue (The ARC Hotel). The new venue was well received and centrally focused to allow students, and Public Sector staff to easily attend. The introduction of additional venues should continue to be explored (such as the Johnny Farina venue for the AGM) to find new and interesting places for the membership to experience.

Our annual sponsorship continued this year with 11 sponsors contributing to this year's success. The budget for 2016 closed with a balance of \$4,867.98. The discount program was used extensively with approximately 5 student luncheon tickets, 33 government employee luncheon tickets, and 61 member luncheon tickets purchased this year. The total number of tickets purchased during the year was 205.

While not accomplished this year, continued pursuit of greater student participation in ITE and CITE events (e.g. Traffic Bowl), and a social/networking event (e.g. golf tournament, wine/cheese, etc.) would continue to reinvigorate the membership and provide alternates ways for the membership to interact with the National Capital Section.

CITE National Conference

This year, I had the pleasure of attending the national CITE Conference in Kelowna, British Columbia. Aside from the many interesting sessions/presentations at this conference, the annual east vs west street hockey tournament was as heated as ever. Under the blistering BC sun, East won again. I also was able to attend and watch the Student Traffic Bowl. While no team was present for the NCS chapter (again), we should continue to work to promote this for next year's conference in Toronto since the burden of travel is significantly reduced for the students.

The national executive was also keen on finding an organizing group from Ottawa to bid on future annual conferences, such as 2018/19.

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 2017!

Report Prepared by:

Andrew Harte, P. Eng.,
2016 CITE National Capital Section President

4 2016 National Capital Section Treasurer's Report

Table 4: 2016 National Capital Section Statement of Account

Statement of Account		In	Out
	Bank Account (Dec. 31, 2015)		\$ 6695.16
	Cash on Hand		\$ 420.00
	2016 Closing Balance		\$ 7115.16
2016 Account Activity			
	Corporate Sponsorships ²	\$ 3,300.00	
	CITE NCS Memberships	\$ 301.50	
	CITE annual report rebates	\$ 250.00	
	Luncheons and Events		
	Cycle Tracks & Protected Intersections	\$ 1473.84	\$ 1932.25
	Student Competition	\$ 137.36	\$ 384.55
	CITE/TAC	\$ 2008.12	\$ 3360.17
	15 Forgotten Greber Ideas	\$ 1198.86	\$ 2043.60
	Cross-Town Bikeways	\$ 1781.86	\$ 2600.13
	Metropolitan Scale Passenger Rail	\$ 471.54	\$ 1500.08
	CITE Student Presentation Prizes	\$ 400.00	\$ 1000.00
	Executive Meetings and Administration		\$ 93.23
	CITE National Conference Travel		\$ 656.25
	Sub-total	\$ 11,323.08	\$ 13,570.26
	Net Cash Flow (Revenues - Expenses)		- \$ 2,247.18
Closing Cash Account Statement			
	Bank Account (Dec. 31 st , 2016)		\$ 4,627.98
	Cash on Hand ³		\$ 540.00
	2016 Accounts Payable ⁴		\$ 300.00
	2016 Closing Balance		\$ 4867.98

- 1 The closing balance for 2015 was reflected as \$6,289.45. This figure has since been updated to reflect a balance of \$6,695.16 as the actual closing balance for 2015 due to the omission of two transactions into the bank account. The two omitted transactions included a credit of \$5.71 applied to the account and a second rebate for organizing the Student Competition Presentation for 2014.
- 2 Corporate Sponsorships (\$300 each) were made by the following organizations: IBI Group, Morrison Hershfield, Dillon Consulting Limited, Robinson, MMM/ WSP, Parsons, Novatech, AECOM, Stantec, McIntosh Perry, CIMA+.
- 3 CITE NCS received two rebates from CITE in the form of a \$250 cheque for the Section rebate and a \$400 cheque for organizing the 2016 Student Presentation Competition.
- 4 CITE NCS provided 4 awards for the presenters at the Student Presentation Competition. The denominations for the awards totalled \$1000 (1st - \$400, 2nd - \$300, 3rd - \$200 & 4th - \$100). The total for expenses includes the total costs of organizing and catering the event, as well as the awards.
- 5 An outstanding award for the Student Presentation Competition in the amount of \$300 has not been cashed.
- 6 Cash received at the door as payment for the luncheons and events is included as cash on hand, and is not presented separately for each event. A total of \$540.00 has been collected in cash for 2016, in addition to the \$420 remaining from 2015. The \$420 remaining from 2015 had been deposited into the bank account after the Cycle Tracks and Protected Intersection luncheon in order to reduce the total amount of cash on hand.

Report prepared by:

Anthony Kwok, E.I.T.,
2016 CITE National Capital Section Treasurer

5 2016 National Capital Section Technical Representative's Report

During the 2016 calendar year, the National Capital Section Executive held seven (7) events, including the year-end Annual General Meeting (AGM). The events included a student presentation night and several technical luncheon presentations; all topics were specific to the Ottawa region, with the exception of the CITE / TAC Lunch and Learn on Autonomous Vehicles. The table below summarizes the events held throughout the 2016 calendar year.

Table 5: 2016 National Capital Section List of Activities

Date	Speaker	Topic (Location)	Location	Total Attendees	Ticket Type (G/M/GS)
Feb. 10, 2016	Kornel Musci	Cycle Tracks and Protected Intersections – Why and How?	The Courtyard	41	19/16/6
Apr. 5, 2016	Students	CITE Student Presentation Competition	Carleton University	6	2/3/1
Apr. 8, 2016	Barrie C. Kirk	CITE/ TAC Joint Lunch and Learn – Autonomous Vehicles – Status and Trends	Marriott Hotel	57	35/8/14
Jun. 9, 2016	Alain Miguez	15 Forgotten Greber Ideas and How They Impacted Ottawa	The Courtyard	37	14/14/9
Sept. 21, 2016	Zlatko Krstulic	Cross-Town Bikeways	The ARC Hotel	49	31/14/4
Nov. 10, 2016	Joseph Potvin & Bill Pomfret	Business Model Innovation for Financing of Metropolitan-Scale Passenger Rail	The ARC Hotel	15	5/6/4
Jan. 11, 2017	NCS CITE Exec	Annual General Meeting	Johnny Farina	10	N/A
Total				215	106/61/38

G = General (no discount), M = Member (\$5 discount), GS = Gov. /Student (50% discount)

The *Student Presentations Competition* and *CITE / TAC Joint Luncheon* technical luncheons had a few “walk-up” attendees who are not reflected in the total number of attendees. The *Student Presentations Competition* had four (4) groups presenting which represented approximately 20 students from Carleton University and their classmates, in addition to 6 local CITE members who attended.

For our more popular events, it was common for tickets to be bought in bulk, up to 5 at a time. In total 22 tickets were purchased in bulk on 9 occasions. When tickets are purchased in bulk it is currently only possible to apply a single discount code, although this was not observed. This means that the number of general tickets purchased (no discount) is likely over-represented and the number of member or government/student tickets purchased (\$5 or 50%, respectively) is under-represented. This also means that between \$105 and \$420 in extra revenue was collected if we assume that the tickets purchased in bulk were used by members (\$5 discount) or government employees (50% discount). Changes to Eventbrite’s systems to allow for more than one discount code may reduce revenue for future events.

The CITE NCS e-mail list was moved from Gmail to MailChimp to reduce administrative work such as unsubscribing individuals who no longer wish to receive our e-mails, removing subscribers who have changed jobs, and deleting e-mails which were bounced due to the user’s mailbox being full. MailChimp also allows us to create nicer looking e-mails, track opens and clicks, and reduces the likelihood that e-mails will accidentally be sent using the to: field instead of the bcc: field.

The CITE NCS also started using the nationalcapital@cite7.org alias for e-mails sent from MailChimp. The switch was made primarily to reduce the likelihood that CITE NCS e-mails will be classified as spam due to increased adoption of DMARC by e-mail providers.

Report prepared by:

Eric Stewart, E.I.T.,
2016 CITE National Capital Section Technical Representative

6 2016 Nomination Committee Report

Further to the direction provided at the CITE National Capital Section Executive, a nominations committee lead by Andrew Harte was set-up to determine the 2017 CITE National Capital Section Executive. A notice of Call for Nominations was sent to the local CITE distribution list on January 5, 2017, with prior mentions at the end of local events on September 21 and November 10, 2016. The deadline for nominations was January 10, 2017.

Two new nominations were received from the general membership. The existing members will continue serving on the 2017 Executive, with Andrew Harte assuming the role of Past President. The remaining 2017 CITE National Capital Section Executive positions were acclaimed. The nominees will fill in the roles available within the 2017 Executive Committee.

Table 6: 2016 National Capital Section Executive Committee

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

Report Prepared by:

Andrew Harte, P. Eng.,
2016 CITE National Capital Section President
2017 Nominations Committee Lead