

National Capital Section

Canadian Institute of Transportation Engineers



2017 Annual Report

Submitted January 30th, 2018

Report Prepared by CITE National Capital Section Executive

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1 2017 Annual General Meeting (AGM) Agenda

The Canadian Institute of Transportation Engineers (CITE) National Capital Section's Annual General Meeting (AGM) was held on December 15th, 2017 at La Favorita located at 356 Preston Street, Ottawa, Ontario.

Items for Discussion:

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

2 Notes from 2017 AGM Discussions

2.1 Agenda

No comments were raised on the 2017 AGM Agenda.

*Motion to accept the AGM Agenda was made by Rob Vastag.
Seconded by Denis Paradis. Carried.*

2.2 Introduction of Attendees

The 2017 AGM attendance is summarized in the Table 1 below.

Table 1: 2017 AGM Attendance List

Role	Organization
Ian Borsuk	CITE NCS President, Dillon
Anthony Kwok	CITE NCS Liason Officer, Morrison Hershfield
Eric Stewart	CITE NCS Treasurer, Stantec
Meghan Whitehead	CITE NCS Technical Representative, City of Ottawa
Mushfiqur Rahman	CITE NCS Secretary, AECOM
Valerie McGirr	AECOM
Vanessa Skelton	AECOM
Doug Green	Dillon
Mohian Rahman	Carleton University
Denis Paradis	WSP
Rob Vastag	Stantec
Eric Gilmour	Dillon

2.3 Review of 2016 AGM Minutes

The minutes from the 2016 AGM were reviewed. A summary of the decisions on the action items are provided in Table 2 below.

Table 2: Review of 2016 AGM Motions

Motion	Action
Include additional sponsorship option for Carleton University Chapter of CITE.	Carried Forward
Coordinate CITE NCS events to encourage participation beyond Ottawa, to encompass the greater catchment area for our Chapter.	Carried Forward
Pursue the organization of a 2017 CITE National Conference Committee.	Completed
Prepare donation for Braaskma Transportation Engineering Scholarship at Carleton University (\$500).	Completed (Change to annual contribution)

The 2017 Executive Committee has accomplished two of the main motions brought forward from discussions at the 2016 AGM, which included pursuing the 2019 Annual Conference and donating \$500 to the J.P. Braaksma Transportation Engineering Scholarship.

Motions to be carried forward for the upcoming calendar year include:

- Local NCS chapter memberships will be discontinued and discounts will be provided to registered ITE members.

*Motion to accept the 2017 AGM Minutes made by Valerie McGirr.
Seconded by Anthony Kwok. Carried.*

2.4 2017 President Closing Statement

2017 was a great year for our local CITE chapter. We had coordinated a number of successful events and submitted a bid to host the 2019 CITE Conference in Ottawa. An organizing committee for the conference has been established and we have secured the Westin Hotel in Downtown Ottawa for the venue. Bassam Hamwi and Andrew Harte have volunteered their time to be Chairs of the Local Organizing Committee and we have received much support from others in the industry to help make this a successful event. I look forward to seeing Ottawa being the showcase for transportation in Canada in 2019.

I'd also like to thank our current NCS executive committee for their work in coordinating the successful luncheons. Additional recognition is also deserved for Denis Paradis, who assisted the executive committee during Meghan Whitehead's Parental leave.

The 2017 CITE Conference was held jointly with ITE in Toronto. It was amazing to see global transportation practitioners assemble to share ideas and knowledge, both theoretical and from practical experience. It was also great to see Carleton University take part in the Traffic Bowl and look forward to future wins.

*Motion to accept the 2017 Presidents Report made by Rob Vastag.
Seconded by Meghan Whitehead. Carried.*

2.5 2017 Treasurer's Account Summary

Eric Stewart presented the 2017 Treasurer's Report. The bank balance as of December 31st, 2017 was \$6,566.53, with \$185 in cash on hand. The \$300 in accounts payable from 2016 was included in the bank balance since the cheque can no longer be cashed. The 2017 closing balance has increased by \$1,883.55 from the 2016 calendar year.

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

Discussion:

- R. Vastag raised the idea of providing financial assistance for out of town guest speakers, which could include accommodations and transportation costs.
- D. Green raised the idea of hosting another seminar/ training event based on previous successes. V. Skelton, Chair of the CITE Training Committee, mentioned that CITE is in the process of rolling out training programs for the section chapters across Canada. Ideas that were generated from the discussion included training on complete streets, roadway safety, traffic calming, and the new Canadian Capacity Guide software being developed in partnership with PTV. The CITE Training Committee would need assistance from the local executive to find a local venue and for the advertising of the event.

2.6 2017 Technical Representative's Activities Summary

Meghan Whitehead presented the Technical Representative's Report. There were six (6) events held in 2017, which included four (4) luncheons, a Student Presentation Competition, and our Annual General Meeting. The following table details the events.

Table 3: 2017 National Capital Section Events

Date	Topic	Presenter
Mar. 29, 2017	Ottawa Travel Trends - Progress Towards a Sustainable Future (The Fox and Feather)	Jennifer Armstrong
Apr. 6, 2017	CITE Student Presentation Competition (Carleton University)	Student Presentations
Apr. 21, 2017	Ottawa's Stage 2 LRT Expansion (Ottawa Marriott Hotel)	Chris Swail
Jun. 26, 2017	Advisory Bike Lanes - A New Way to Share the Road (The Courtyard)	Justin Swan
Nov. 1, 2017	Highway Safety Manual (ARC The.Hotel)	Craig Lyon
Dec. 15, 2017	Annual General Meeting (La Favorita)	NCS CITE Exec

*Motion to accept the Technical Representative's Report made by Ian Borsuk.
Seconded by Doug Green. Carried.*

Discussion:

- The highest attended events from the past few years have been presentations by City of Ottawa staff. For future events, if there are new policies or initiatives being developed by the City, our local chapter can help them to promote/ bring awareness to them by organizing a luncheon event.
- Increased student participation between the local NCS chapter and the student chapter at Carleton through formal communications to the students and encouraging them to attend our events.
- Add a waiting list feature to future Eventbrite events.

2.7 2017 Nominations Committee Report

Ian Borsuk presented the nominations for the 2018 National Capital Section Executive. The 2018 Nominations Committee received 2 new nominations for the 2018 Executive Committee from the general membership. Current executive members will transition to their new roles as described below.

- Anthony Kwok will be the President
- Eric Stewart will be the Liaison Officer
- Denis Paradis will be the Treasurer
- Mushfiqur Rahman will be the Secretary
- Mohian Rahman will be Technical Representative
- Ian Borsuk will serve as Past President

From the nominations received, both nominees were welcomed to join the 2017 Executive Committee.

Motion to accept these 2017 Executive Committee appointments made by Rob Vastag. Seconded by Vanessa Skelton. Carried.

2.8 2018 Program of Activities

Ian Borsuk led a general discussion for suggestions to move forward with in 2018, 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 – Carol Franklin & Shawn Doyle
- City of Ottawa's PXO Program – Kunjan Ghimire
- 30km/h Speed Policy - Krista Tanaka
- Building Better Suburbs – Kornel Mucsi
- Ottawa Civic Hospital Campus Development
- Laurier Avenue Safety Review/ Video Analysis for Cyclists – Susan Woo
- Rail Safety – Dylan Drysdale
- Lebreton Flats Development
- Smart Cities and Mobility
- Sustainable and Active Transportation – Lorenzo (York Region) [Possible Speaker to TAC/CITE Luncheon]

A follow-up meeting with the 2018 Executive will be held in January to assign tasks for the upcoming year.

2.9 Further Considerations

Meeting adjourned at 1:38 pm.

Meeting notes prepared by:

Anthony Kwok, E.I.T., B.Eng.
2017 CITE National Capital Section President

3 2017 National Capital Section President's Report

2017 was a great year for our local CITE chapter. We had coordinated a number of successful events and submitted a bid to host the 2019 CITE Conference in Ottawa. An organizing committee for the conference has been established and we have secured the Westin Hotel in Downtown Ottawa for the venue. Bassam Hamwi and Andrew Harte have volunteered their time to be Chairs of the Local Organizing Committee and we have received much support from others in the industry to help make this a successful event. I look forward to seeing Ottawa being the showcase for transportation in Canada in 2019.

I'd also like to thank our current NCS executive committee for their work in coordinating the successful luncheons. Additional recognition is also deserved for Denis Paradis, who assisted the executive committee during Meghan Whitehead's Parental leave.

The 2017 CITE Conference was held jointly with ITE in Toronto. It was amazing to see global transportation practitioners assemble to share ideas and knowledge, both theoretical and from practical experience. It was also great to see Carleton University take part in the Traffic Bowl and look forward to future wins.

Report Prepared by:

Ian Borsuk, P. Eng.,
2017 CITE National Capital Section President

4 2017 National Capital Section Treasurer's Report

Table 4: 2017 National Capital Section Statement of Account

2016 Statement of Account		In	Out
Bank account		\$ 4,627.98	
Cash on hand		\$ 540.00	
Accounts payable		-\$300.00	
Closing Balance as of December 31, 2016		\$ 4,867.98	
2017 Account Activity			
Corporate Sponsorships		\$ 4,200.00	
CITE NCS Memberships (2016)		\$499.13	
CITE NCS Memberships (2017)		\$ 553.09	
CITE annual report rebates / student competition prizes reimbursement		\$ 250.00	
Luncheons and Events			
Ottawa Travel Trends - Progress Towards a Sustainable Future		\$ 1,470.56	\$ 1,673.76
Student Competition		\$ 104.49	\$ 242.51
CITE/TAC - Ottawa's Stage 2 LRT Expansion		\$ 2,086.20	\$2,814.14
Advisory Bike Lanes - A New Way to Share the Road		\$ 1,080.00	\$ 1,179.00
Highway Safety Manual		\$ 1,095.00	\$ 1,450.07
CITE Student Presentation Prizes			\$ 900.00
Executive Meetings and Administration			\$ 99.58
CITE National Conference Travel			\$ 1,050.86
Cash Deposit		\$510.00	
Braaksma Transportation Engineering Scholarship Fund			\$500.00
	Sub-total	\$ 11,848.47	\$ 9,909.92
	Net Total	\$1,938.55	
2017 Statement of Account			
Bank account		\$ 6,566.53	
Cash on hand		\$ 185.00	
Closing Balance as of December 31, 2017		\$ 6,751.53	

Report prepared by:
Eric Stewart, P. Eng.
2017 CITE National Capital Section Treasurer

5 2017 National Capital Section Technical Representative's Report

During the 2017 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; all topics were specific to the Ottawa region, with the exception of the presentation on the Highway Safety Manual. The table below summarizes the events held throughout the 2017 calendar year.

Table 5: 2017 National Capital Section List of Activities

Date	Speaker	Topic	Location	Total Attendees	Ticket Type (G/M/GS)
Mar. 29, 2017	Jennifer Armstrong	Ottawa Travel Trends - Progress Towards a Sustainable Future	The Fox and Feather	55	28/16/11
Apr. 6, 2017	Student Presentations	CITE Student Presentation Competition	Carleton University	6	6/n/a/0
Apr. 21, 2017	Chris Swail	Ottawa's Stage 2 LRT Expansion	Marriott Hotel	48	33/15/n/a
Jun. 26, 2017	Justin Swan	Advisory Bike Lanes - A New Way to Share the Road	The Courtyard	25	9/14/2
Nov. 1, 2017	Craig Lyon	Highway Safety Manual	The ARC Hotel	27	16/9/2
Dec. 15, 2017	NCS CITE Exec	Annual General Meeting	La Favorita	12	n/a
Total				161	92/54/15

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

Note: Occasional "walk-ups" are not reflected in Table 5.

The technical presentations covered a range of topics including long-range transportation trends, LRT planning, cycling design, and traffic safety. 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.

Several potential presenters have been identified for 2018. The first presentation of the year has been confirmed on the Transportation Impact Assessment Guidelines and scheduled in January. Additional presenters have been identified on rail safety and the implementation of transit to support suburban development.

New venues were considered with an aim to reduce the costs and ticket prices for the event. The Fox and the Feather had the lowest price and also had the highest attendance of all the events. The Arc Hotel and Courtyard continued to provide high quality meals for a higher cost. A continued effort to identify venues with a good balance between quality of the venue and low costs may be beneficial in future years.

Member discounts were continued this year for both general members as well as an additional discount for government and student discounts. The government and student member discounts accounted for less than 10% of all ticket sales, while general member discounts accounted for 34% of all ticket sales.

Report prepared by:

Meghan Whitehead, P. Eng.,
2017 CITE National Capital Section Technical Representative

6 2017 Nomination Committee Report

A Nominations Committee lead by Ian Borsuk, 2017 CITE NCS President, was formed in order to determine the members of the local CITE NCS Executive for 2018. A Call for Nominations notice was sent to the local sections distribution list on December 6, 2017. The deadline for nominations was December 14, 2017.

The Nominations Committee received two new nominations from the general membership. The existing members will continue serving on the 2017 Executive, with Meaghan Whitehead assuming an advisory role for the incoming Technical Representative. The remaining 2017 CITE National Capital Section Executive positions were acclaimed. The 2018 Executive is summarized below.

Table 3: 2018 National Capital Section Executive Committee

Role	Executive Member
President	Anthony Kwok
Liaison Officer	Eric Stewart
Treasurer	Denis Paradis
Secretary	Mushfiqur Rahman
Technical Representative	Mohian Rahman
Past President	Ian Borsuk

Report Prepared by:

Ian Borsuk, P. Eng.,
2017 CITE National Capital Section President
2018 Nominations Committee Lead