

National Capital Section

Canadian Institute of Transportation Engineers



2018 Annual Report

Submitted February 27th, 2019

Report Prepared by CITE National Capital Section Executive

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1 Agenda

The Canadian Institute of Transportation Engineers (CITE) National Capital Section's (NCS) Annual General Meeting (AGM) was held on December 14th, 2018 at La Favorita restaurant located at 356 Preston Street, Ottawa, Ontario.

Items for Discussion:

1. *Confirm 2018 AGM Agenda*
2. *Introduce Attendees*
3. *Review 2017 Annual General Meeting Minutes*
4. *President's Closing Statement*
5. *Treasurer's Account Summary*
6. *Technical Representative's Activities Summary*
7. *Report of the 2019 Nominations Committee*
8. *Discussion of 2019 Activities*
9. *Further Considerations*

2 Discussions

2.1 Agenda

See above.

*Motion to accept the agenda was made by Valerie McGirr.
Seconded by Andrew Harte. Carried.*

2.2 Introduction of Attendees

The 2018 AGM attendance is summarized in the Table 1 below.

Table 1: Attendance List

Role	Role	Organization
Mohammad Ramezani		Ainley Group
Valerie McGirr		AECOM
Sean Sarran		Carleton University
Eric Stewart	CITE NCS Liaison Officer	Dillon Consulting Limited
Ian Borsuk	CITE NCS Past President	Dillon Consulting Limited
Andrew Harte		CGH Transportation
Vanessa Skelton		GHD
Anthony Kwok	CITE NCS President	Morrison Hershfield
Denis Paradis	CITE NCS Treasurer	WSP

2.3 Review of 2017 AGM Minutes

The minutes from the 2017 AGM were reviewed. A summary of the decisions on the action items are provided in **Table 2** below.

Table 2: 2017 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
NCS Section Executive will discontinue chapter discounts and discounts will be provided to registered ITE members.	Carried Forward

The NCS Executive Committee has accomplished one of the main motions brought forward from discussions at the 2017 AGM, which was to phase out local section chapter memberships and provide discounts to all registered ITE members.

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

1. Include additional sponsorship option for Carleton University Chapter of CITE.
2. Coordinate CITE NCS events to encourage participation beyond Ottawa, to encompass the greater catchment area for our Chapter.
3. NCS Section Executive will discontinue chapter discounts and discounts will be provided to registered ITE members.
4. Continue to donate to the *John P. Braaksma Transportation Engineering with a Social Touch* scholarship. The NCS will look for opportunities for Carleton to match funding and consider opportunities to leverage existing programs at Carleton University or Ottawa University.

*Motion to accept the previous year's AGM Minutes made by Denis Paradis.
Seconded by Ian Borsuk. Carried.*

2.4 President's Closing Statement

With a limited number of luncheons on the calendar for 2018, members of our local national capital section made our luncheons count by reaching capacity or going beyond our expectations in terms of attendance. We had a great compliment of presenters presenting on a variety of topics from traffic impact assessments, traffic calming, roadway safety, and transportation planning. A notable mention to Vanessa Skelton, Chair of the Training Committee, for organizing the CITE Training Session in Ottawa which was a great success and went beyond our expectations, requiring a change of venue at the last minute.

I believe the efforts behind the scenes from our local executive (current and past) in organizing events throughout the year are effective at informing our members on current trends and topics. At the luncheon events this year, it was nice to be joined by new and familiar faces, and a growing interest from younger transportation professionals. I am excited and looking forward to seeing young members (new graduates and students) in our transportation industry continue to get involved in the local section to help us move forward and staying informed. I look forward to seeing how the chapter evolves in the coming year and I am excited for our involvement in the upcoming CITE conference in Ottawa for 2019.

On the conference front, I was happy to attend the 2018 CITE conference in Edmonton as part of our local Executive and a member of our conference arrangement committee to market and promote the 2019 conference to potential delegates. The conference included many interesting and insightful presentations and featured tours of their transportation infrastructure. I hope to be able to reconnect with peers at this year's conference and I hope that Carleton will be entering a team to take home the 2019 Traffic Bowl.

*Motion to accept the President's Report made by Ian Borsuk.
Seconded by Andrew Harte. Carried.*

2.5 Treasurer's Account Summary

Denis Paradis presented the 2018 Treasurer's Report. The bank balance as of February 24, 2019 was \$8,807.88, with \$42 in cash on hand. The 2018 closing balance has increased by \$2,056.35 from the 2017 calendar year.

2017 Statement of Account		In	Out
Bank account		\$ 6,566.53	
Cash on hand		\$ 185.00	
Closing Balance as of December 31, 2017		\$ 6751.53	
2018 Account Activity			
Corporate Sponsorships		\$2,400.00 ¹	
Cash Deposit		\$155.00	
ITE International Membership Dues Reimbursement		\$230.03	
ITE International 1st Quarter Section		\$ 430.35	
Luncheons and Events:			
Luncheon: City of Ottawa TIA Guidelines		\$1,645.00	\$1,787.58
CITE/TAC Luncheon: Update on Traffic Calming Guide		\$2,635.00	\$2,784.14
Luncheon: Vision Zero		\$830	\$748.25
Luncheon: Google Traffic Data (cancelled due to poor attendance)		\$0	\$932.25
Executive Meetings and Administration			\$73.81
CITE Executive Transfer for Complete Street Training Assistance		\$200	
	Sub-total	\$ 8,525.38	\$ 6,326.03
	Net Total	\$2,199.35	
2018 Statement of Account			
Bank account		\$8,765.88	
Cash on hand		\$42.00	
Closing Balance as of January 18th, 2019		\$8,807.88	

¹ Corporate sponsorships of \$300 were made by the following organizations: CIMA+, Dillon Consulting Limited, McIntosh Perry, Morrison Hershfield, Novatech, Robinson Consultants, Stantec, and WSP.

2.6 Technical Representative’s Activities Summary

Mohian Rahman presented the Technical Representative’s Report. There were five (5) events held in 2018, which included three (3) luncheons, a CITE Complete Streets training session and our Annual General Meeting. The following table details the events.

Table 3: Events

Date	Topic (Location)	Presenter
Jan. 18, 2018	City of Ottawa TIA Guidelines (The ARC Hotel)	Carol Franklin, Shawn Doyle
Apr. 20, 2018	CITE/TAC Luncheon: Update on Traffic Calming (Shaw Centre)	Hart Solomon
Oct. 17, 2018	CITE Luncheon: Vision Zero (The Fox and Feather)	Ali Hadayeghi
Oct. 23, 2018	CITE Complete Streets training session (Jim Durrell Recreation Centre)	Kate Whitfield, Kirk Paulsen
Dec. 14, 2018	Annual General Meeting (La Favorita)	NCS CITE Exec

*Motion to accept the Technical Representative’s Report made by Andrew Harte.
Seconded by Anthony Kwok. 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.
- CITE/TAC Luncheons: CITE will cover room costs at the Shaw Centre but we will need to provide a projector and screen
- Fox & Feather - the quality of the food at the restaurant seems to have improved as a result of reducing menu options.
- CITE NCS to look for accessible venues (e.g. wheelchair); neither the Courtyard, the Arc, or the Fox & Feather are wheelchair accessible.
- CITE NCS to look into west end venues with parking & transit.

2019 Events:

- January 16: Traffic Calming Training Sessions
- Organize CITE/TAC Luncheon ASAP
- Organize one additional luncheon before the CITE Conference
- Two more luncheons for Fall 2019.

2.7 Nominations Committee Report

Anthony Kwok presented the nominations for the 2019 National Capital Section Executive. The 2019 Nominations Committee received two (2) new nominations for the 2019 Executive Committee.

The two (2) nominations received were for:

- Jana Sarran (Secretary)
- Sean Sarran (Technical Rep)

Current executive members will transition to their new roles as described below.

- Eric Stewart will be the President
- Denis Paradis will be the Liaison Officer
- Mohian Rahman will be the Treasurer
- Anthony Kwok will serve as Past President

From the nominations received, both nominees were welcomed to join the 2019 Executive Committee.

Motion to accept these Executive Committee appointments made by Andrew Harte. Seconded by Valerie McGirr. Carried.

2.8 Program of Activities

Anthony Kwok led a general discussion for suggestions to move forward with in 2019, including administrative changes, ideas of potential events, and Section initiatives.

Outstanding List from 2017 AGM Minutes

- Presentation by Councillor Blais for issues relating to the City of Ottawa Transit Committee
- 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 Ridsdale
- Lebreton Flats Development
- Smart Cities and Mobility
- Sustainable and Active Transportation – Lorenzo (York Region)

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

1. CITE Training Session - Traffic Calming (CITE Training Committee)

A follow-up meeting with the 2019 Executive will be held in January to assign tasks for the upcoming year.

Discussion:

- CITE/TAC
 - Ottawa International Airport Expansion talk
 - New TAC Manual
- MSF (LRT) tour - conference or NCS chapter tour (Fall 2019)
- Provide “save the date” or “save the week” notices.
- Notices should be sent a month in advance
- Reminders should be sent two weeks in advance
- Include calendar of events in notices

2.9 Further Considerations

Discussion:

- CITE NCS Customized Logo for e-mails and events.
 - The NCS will work with Evonne Donaher, the communication coordinator at CITE, on a logo for the CITE NCS
- CITE Board of Director Elections
 - In the past, the CITE NCS President also served as the “Director” and as a result the “Director” was not an elected position.
 - Not-for-profit legislation requires the Director to be an elected position. The CITE NCS believes it would be best to create a new position as “Director”.
 - CITE has requested the Director term length of two (2) or three (3) years; the CITE NCS believes two years would be best for the NCS.
 - The CITE NCS feels that to be eligible for the “Director” position, candidates must have two years experience on the CITE NCS Executive.
 - It is anticipated that past CITE NCS President may be elected to Director.
 - CITE will coordinate the start year of the Director position so that not all sections elect a new Director at the same time.
- All CITE NCS Executives need to be full ITE members
- 2020 CITE NCS Executive Call for Nominations needs to be submitted with 60 days

*Motion to adjourn made by: Andrew Harte
Meeting adjourned at 1:41 pm.*

Meeting notes prepared by:

Anthony Kwok, E.I.T.
CITE NCS President

3 President's Report

With a limited number of luncheons on the calendar for 2018, members of our local national capital section made our luncheons count by reaching capacity or going beyond our expectations in terms of attendance. We had a great compliment of presenters presenting on a variety of topics from traffic impact assessments, traffic calming, roadway safety, and transportation planning. A notable mention to Vanessa Skelton, Chair of the Training Committee, for organizing the CITE Training Session in Ottawa which was a great success and went beyond our expectations, requiring a change of venue at the last minute.

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Report Prepared by:

Anthony Kwok, E.I.T.
CITE NCS President

4 Treasurer's Report

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Report prepared by:
Denis Paradis, P. Eng.
CITE NCS Treasurer

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5 Technical Representative's Report

During the 2018 calendar year, the NCS held four (4) events, including the year-end Annual General Meeting (AGM). The events included several technical luncheon presentations; all topics were specific to the Ottawa region. The table below summarizes the events held throughout the 2018 calendar year.

Table 5: List of Events

Date	Speaker	Topic	Location	Total Attendees	Ticket Type (G-M-S-V)
Jan. 18, 2018	Carol Franklin, Shawn Doyle	City of Ottawa TIA Guidelines	The ARC Hotel	35	27-4-3-1
Apr. 20, 2018	Hart Solomon	Update on Traffic Calming	Shaw Centre	58	36-15-1-6
Oct. 17, 2018	Ali Hadayeghi	Vision Zero	The Fox and Feather	25	12-5-0-8
Oct. 23, 2018	Kate Whitefield	CITE Training Session - Complete Streets	Jim Durrell Rec. Centre	29	n/a
Dec. 14, 2018	NCS CITE Exec	Annual General Meeting	La Favorita	9	n/a
Total				156	75-24-4-15

G = General (no discount), M = ITE Member (-\$10), S = Student (-50%), V = Government Employee (-\$15)

Note: Occasional "walk-ups" are not reflected in the table.

The technical presentations covered a range of topics including Road Safety Strategic Planning (RSSP), updates to the new edition of the Canadian Guide to Neighbourhood Traffic Calming, and review of the new City of Ottawa Transportation Impact Assessment (TIA) guidelines.

The Shaw Centre attracted the most attendees (58) on April 20, 2018 as the Transportation Association of Canada (TAC) held their spring technical meetings during that time.

New venues were considered with an aim to reduce the costs and ticket prices. A continued effort to identify venues with a good balance between quality of the venue and low costs may be beneficial in future years. From the Travel Mode and Satisfaction Survey, attendees mentioned they favour luncheons that are in the downtown core, venues that are less crowded and ticket prices that are affordable.

Member discounts were continued this year for both ITE members as well as an additional discount for government and student discounts. The government and student member discounts accounted for 16% of all ticket sales (increased from 10% in 2017), while ITE member discounts accounted for 20% of all ticket sales (decreased from 34% in 2017).

Report prepared by:

Mohian Rahman, B. Eng.
CITE NCS Technical Representative

6 2019 Nomination Committee Report

A Nominations Committee, led by Anthony Kwok, was formed to determine the members of the local 2019 CITE NCS Executive. A *Call for Nominations* notice was sent to the local sections distribution list on December 5, 2018. The deadline for nominations was December 13, 2018.

The Nominations Committee received two new nominations from the general membership. The existing members will continue serving on the 2018 Executive, transitioning in the Executive ladder. The remaining 2018 CITE National Capital Section Executive positions were filled by Jana Sarran and Sean Sarran.

The 2019 Executive is summarized below.

Table 3: 2019 National Capital Section Executive Committee

Role	Executive Member
President	Eric Stewart
Liaison Officer	Denis Paradis
Treasurer	Mohian Rahman
Secretary	Jana Sarran
Technical Representative	Sean Sarran
Past President	Anthony Kwok

Report Prepared by:

Anthony Kwok, E.I.T.,
CITE NCS President
CITE NCS Nominations Committee Lead

Eric Stewart, P. Eng.
CITE NCS Liaison Officer