



**Canadian Institute of
Transportation Engineers**

**Institut canadien des
ingénieurs en transports**

Executive Committee Annual Report 2019–2020

Activities completed June 2019 to April 2020

Presented to the Canadian Institute of Transportation Engineers Board of Directors
May 2020, Annual General Meeting (Video Conference)

Canadian Institute of Transportation Engineers

a Canadian Non-Profit Corporation

Institut canadien des ingénieurs en transport

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PRESIDENT'S REPORT

The beginning of the year started out much as expected, but things are very different than I imagined they would be this time last year. Looking ahead to the 2019-2020 term there is much uncertainty and yet a sense of opportunity for what can be. Below I've provided an overview of the past year.

Activities and Accomplishments

Some highlights of the past year include:

- Hosting first student leadership roundtable discussion in Ottawa
- New student chapters at
- Strategic Planning session with Executive Committee and invited guests in Vancouver
- Strategic Planning session with CITE Board In Victoria
- Chairing on-line meetings of the CITE Board
- Chairing on-line meetings of the CITE Executive
- Direct and oversee quarterly Transportation Talk
- Plan for the cancellation of the Vancouver CITE conference
- Act as executive liaison to the Technical Liaison Committee (TLC)

Meeting and Conference Participation

- Attended the following meetings to present and support:
 - ITE Annual Meeting and Exhibit in Austin, Texas
 - ACT Canada Summit in Kitchener, Ontario
 - Hamilton, Toronto and Southwestern Ontario Student Presentation Competition
 - Hamilton Section Meeting
 - Toronto Section Meeting
 - Greater Vancouver Section Meeting
 - Vancouver Island Section Meeting
 - Vancouver Conference Liaison Meeting
 - ITE International conference calls for District, Section and Chapter leadership

Coordination – Partner Organizations

- Transportation Association of Canada:
 - CITE Appointee to Chief Engineers Council, TAC Sprint meetings by teleconference. Presented report to the Chief Engineers Council of TAC on CITE activities and initiatives
 - Conference calls to liaise with TAC Technical Director
- Canadian Association of Road Safety Professionals (CARSP)
 - Ongoing coordination with Board Chair
- Canadian Urban Transit Association

- o Ongoing coordination with President and CEO

Priorities for 2020-2021

- Provide direction for the organization in these uncertain times
- Lead the CITE Board in the activities coming out of the Strategic Plan update
- Work with Section leadership to provide support for section activities over the coming year in whatever form they may take
- Work with TLC to choose Appointees to the various ITE Councils and Committees
- Support a new TLC recommended structure for Appointees to TAC Committees and Councils that ensures our organization responds appropriately to the new TAC structure

Respectfully submitted,



Julia Salvini, PEng
President, CITE
jsalvini@cite7.org

VICE PRESIDENT'S REPORT

As I write this year's executive report, I reflect on the unique year this has been. We are in the midst of a global pandemic, one with long lasting impacts on society. The impacts felt by CITE and its membership are only part of the story, with over 4.8 million COVID-19 cases worldwide, and over 319,000 tragic deaths. Many of us are currently working from home, often with kids doing 'school' from home, all the while adapting to new routines. We are relying on technology to keep us connected, both personally and professionally. While we have lost the opportunity (for now) to get together in person, it is encouraging to see many sections leverage our existing tools to connect, and truly embody the 'community of transportation professionals'.

I have been pleased to serve CITE and its membership as Vice President for the past year. I've highlighted some of the initiatives that I've been involved in over the past twelve months as a member of the CITE Executive.

Awards and Scholarships

While the 2020 CITE Annual Conference (and awards luncheon), originally scheduled for May 24-27, 2020 in Vancouver, BC, was cancelled due to the COVID-19 pandemic, it was important to continue to recognize the great work being done by our members. We are exploring new and innovative ways to recognize and celebrate our award winners this year. Stay tuned for more information.

This year's CITE award winners are as follows:

Award/Scholarship	Recipient
Student Scholarships & Awards	
Dr. Michel Van Aerde Memorial Scholarship	Iyad Sahnoon (University of Calgary)
John Vardon Memorial Scholarship	Tina Lin (University of Waterloo)
CITE Undergraduate Scholarship	Stefan Baer (University of British Columbia)
CITE WATT Consulting Group "Transportation in a Sustainable World" Student Award	Stefan Baer (University of British Columbia)
Stantec Paper Competition Award	Anastasia Soukov (McMaster University)
CCG Competition Award	Anastasia Soukov (McMaster University)
CCG Competition Award, 2nd Place	David Tran (York University)
CCG Competition Award, 3rd Place	Sheena J. Briggs (Lakehead University)

Practitioner Awards	
Stan Teply Outstanding Technical Project Award	Plus 15 Network Study
Transportation Achievement District Nominee (Transportation Planning)	Plus 15 Network Study
Transportation Achievement District Nominee (Complete Streets)	41st Avenue RapidBus
Rising Star Award	Amy Jiang
Section/Chapter Awards	
Outstanding Section Award	Southern Alberta Section
Section Momentum Award	Toronto Section
Outstanding Student Chapter Award	York University
Student Chapter Momentum Award	Carleton University

Congratulations to our award and scholarship winners and also a big thank you to our corporate sponsors for making this program possible.

Student Chapter Support

One of the key roles for the CITE Vice President is to support the student sections across Canada. One of the strategies included as part of the recently adopted CITE Strategic Plan was to 'provide support to strengthen Student Chapter activities, operations, and knowledge sharing.' The CITE Board identified this strategy as a key priority to advance in 2020, especially during these times where post-secondary students are dealing with remote learning, and reduced physical presence on campus. Three other CITE Board members (Jared Duivenstein, Amy Jiang and Anthony Kwok) and myself have kicked off a task force to determine how to best support our student chapters. This will include a 'virtual' version of our student chapter roundtable, first held as part of our CITE Conference in Ottawa in 2019. We will also be developing a Student Chapter Support Framework, to ensure a consistent level of support and oversight for all student chapters. Stay tuned for more information throughout the year!

CITE2020

One of the toughest decisions we have had to make as an executive was to cancel the CITE/QUAD 2020 Joint Annual Conference scheduled to take place May 24-27, 2020 in Vancouver, British Columbia due to the global coronavirus (COVID-19) pandemic. Unfortunately, this decision was made in response to the mandatory order from the Province of British Columbia to cancel gatherings of more than 250 people as well as guidance from the Public Health Agency

for Canadians to take preventative action. As the CITE Executive Liaison to the CITE2020 Vancouver Local Arrangements Committee (LAC), I was pleased to work with such a dedicated, hard-working team of local representatives to put together an exciting technical and social program for our community.

Thankfully, the hard work and effort of the team was not lost, as we were able to reschedule the conference to 2022 without financial penalty from the hotel. The Board has approved Jan Voss (*CTS Traffic Engineering Specialists*) to continue in his role as Chair of the CITE2022 LAC, and I am pleased to continue in my role as Executive Liaison to the LAC.

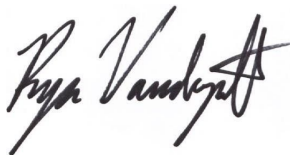


Ongoing involvement with CITE

In addition to those items I've already highlighted, my ongoing involvement as CITE Vice President has included the following:

- Participating in District Executive monthly meetings by teleconference (and now Google Meet!)
- Meeting in person in the fall of 2019 with the District Executive, the TLC and the LAC in Vancouver for our fall meetings
- Supporting the development of a new Strategic Plan for CITE, with in-person planning meetings held in Vancouver and Victoria in the fall and winter of 2019/20.
- Transitioning the role of Treasurer after the completion of the 2019 Year End Financials.
- Attending events with the Southern Alberta Section

Sincerely,



Ryan Vanderputten, M.Eng., P.Eng., FITE
Vice President, CITE
rvanderputten@cite7.org

SECRETARY-TREASURER'S REPORT

I started my role as the CITE Treasurer on January 1, 2020. I am building on the strong financial management systems developed by those who came before me. Our systems allow us to run a variety of reports, pay our bills and reimburse our members quickly through electronic payment, and have up to date information about our financials. Additionally, our bookkeeper and our Public Accountant have access to our financial management system and review our financial activities. Since our incorporation in 2017, the approvals and payments of bills are conducted by two separate individuals (Treasurer and Vice President).

As part of this report, I am pleased to share with you our final 2019 Financial Statement, which has been reviewed by the CITE Executive Committee, the CITE Board, and the CITE Public Accountant, Wilkinson Rogers. The Financial Statement will be brought forward to the membership for approval at the Annual General Meeting (AGM) in May.

The 2019-2020 marked an important year for CITE. We embarked on developing a new strategic plan for the next 5 years. I am happy to report that we were able to complete this task within the budget allocated to us by the Board. Additionally, CITE entered into an agreement with Transportation Association of Canada (TAC) to develop an Online Road Safety Training package where CITE and TAC are equal partners. This is a very exciting opportunity to provide high-quality training in much-demanded area of road safety to our membership. This initiative is progressing very well and the training are expected to roll out early in 2021.

At the time of drafting this report, we are amid the COVID-19 global pandemic. Our 2020 conference in Vancouver was rescheduled for 2022 due to the pandemic. Additionally, our revenue from advertising has declined since March 2020. These two sources of revenue account for the majority of annual revenue. As a result, the Executive Committee has planned for the reduction in our expenditure, including future travel. At this point, we are closely monitoring our revenue and expenses, and we will provide a revised budget to the Board for 2020 based on the best available facts.

CITE has a healthy reserve fund which can be utilized if necessary to support our important initiatives and fulfill our financial obligations. CITE will continue supporting our student chapters and our sections to ensure that we provide the best value and experience to our membership.

Sincerely,



Pedram Izadpanah
Secretary-Treasurer, CITE
pizadpanah@cite7.org

PAST PRESIDENT

It has been my honour to serve CITE in the position of Past President this past year. Below are some of the member and volunteer activities I have had the pleasure of assisting with as well as some priorities for next year.

Meeting and Conference Participation

Attended the following meetings to present and support:

- ITE Annual Meeting and Exhibit in Austin Texas
- Southwestern Ontario Section Meeting
- Hamilton Section Meeting
- McMaster Student Chapter Meeting
- Meetings of CITE Executive Committee in Victoria BC

Activities

My role as Canadian Past President included the following activities:

- Executive Liaison to the Hamilton 2021 Conference Local Arrangements Committee
- Executive Liaison to CITE's Training Committee
- Supported CITE's Strategic Plan process

Priorities for 2020–2021

- Serving as the Executive Liaison to the 2021 CITE Conference in Hamilton
- Supporting our Training Committee to deliver new products and courses

Respectfully submitted,



Edward Soldo, P.Eng., FITE
President, CITE
esoldo@cite7.org

DISTRICT DIRECTOR'S REPORT

It has been my honour to serve CITE in the position of District Director this past year. Below are some of the member and volunteer activities I have had the pleasure of assisting with as well as some priorities for next year.

Meeting Participation

- ITE International Board of Direction (IBOD) Meetings:
 - Austin, Texas - Annual Meeting, August, 2020
 - Washington, DC - November, 2019
 - Washington, DC – January, 2020
 - Virtual Meetings - ~~Baltimore, MD~~ – April, 2020
- Meetings of CITE Executive Committee
 - Vancouver, BC - October, 2019
- Meetings of CITE Strategic Plan Update
 - Vancouver, BC - October, 2019
 - Victoria, BC - February, 2020
- Southern Alberta ITE meetings

Activities

My role as Canadian District Director included the following activities:

- Member of the ITE Strategic Plan Committee and co-chair alongside ITE Vice-President Alyssa Rodrigues of the Institutional Sustainability sub-group
- Co-Chair of the Women of ITE Sub-Committee
 - Women of ITE information crusade covering different gender topics each month
 - Hosted a first forum and breakfast meeting for the ITE meeting in Austin including a gender and inclusion based escape room activity
 - Refreshing website and communications including making local level gender advancement activities available for programming at different levels of ITE
- Member of ITE's Diversity Committee
- Member of ITE's Nominations Committee
- LeadershipITE Mentor
- Prepared quarterly Transportation Talk messages from the District Director
- Prepared District Director reports prior to ITE IBOD meetings
- Supported Section bylaw and charter updates for adoption in 2020
- Supported ITE STEM activities
- Judge for ITE's Sandbox Microbiology Competition

Priorities for 2020-2021

- Continue to serve as the Canadian District Director and support implementation of ITE's and CITE's strategic plans

- Support the strengthening of ITE Councils and the nomination of Canadian representatives to advance the transportation profession through innovation, collaboration and evidence-based project work

Respectfully,



Jen Malzer, P.Eng., MSc.
Past President & Canadian District Director, CITE
jmalzer@cite7.org