

# National Capital Section

Canadian Institute of Transportation Engineers



## 2019 Annual Report

Submitted March 12th, 2020

*Report Prepared by CITE National Capital Section Executive*

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## Agenda

The Canadian Institute of Transportation Engineers (CITE) National Capital Section's (NCS) Annual General Meeting (AGM) was held on December 6<sup>th</sup>, 2019 at La Favorita restaurant located at 356 Preston Street, Ottawa, Ontario.

### Items for Discussion

1. *Confirm 2019 AGM Agenda*
2. *Introduce Attendees*
3. *Review 2018 Annual General Meeting Minutes*
4. *President's Closing Statement*
5. *Treasurer's Account Summary*
6. *Technical Representative's Activities Summary*
7. *Report of the 2020 Nominations Committee*
8. *Discussion of 2020 Activities*
9. *Further Considerations*

*Motion to accept was made by Mariam.  
Seconded by Denis. Carried.*

## Introduction of Attendees

The 2019 AGM attendance is summarized in Table 1 below.

**Table 1: Attendance List**

| <b>Name</b>     | <b>Role</b>                       | <b>Organization</b>           |
|-----------------|-----------------------------------|-------------------------------|
| Anthony Kwok    | CITE NCS Past President/Director  | Morrison Hershfield           |
| Eric Stewart    | CITE NCS President                | Dillon Consulting Limited     |
| Denis Paradis   | CITE NCS Liaison Officer          | WSP Canada                    |
| Mohian Rahman   | CITE NCS Treasurer                | Blackbird Constructors 407 GP |
| Mariam Bello    | CITE NCS Technical Representative | Dillon Consulting Limited     |
| Andrew Harte    | Guest                             | CGH Transportation            |
| John Kingsley   | Guest                             | CGH Transportation            |
| Vanessa Skelton | Guest                             | GHD Group                     |
| Colin Leech     | Guest                             | City of Ottawa                |
|                 |                                   |                               |
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## Review of 2018 AGM Minutes

The minutes from the 2018 AGM were reviewed. A summary of the decisions on the action items are provided in **Table 2** below.

**Table 2: 2018 AGM Motions**

| Motion  | Action          |
|---|-----------------|
| Include additional sponsorship options for Carleton University Chapter of CITE. Investigate ways to request add a supplementary sponsorship option and/or assist the Carleton University chapter financially to help them run events. | Carried Forward |
| Coordinate CITE NCS events to encourage participation with transportation professionals from adjacent municipalities. Consider adding social events afterwards.   | Carried Forward |
| NCS Section Executive will discontinue chapter discounts and discounts will be provided to registered ITE members.  | Implemented     |

The NCS Executive Committee has accomplished one of the main motions brought forward from discussions at the 2018 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 options 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. Continue to donate to the *John P. Braaksma Transportation Engineering with a Social Touch* scholarship. The donation should be made on GivingTuesday, which occurs in November or December, so that Carleton University will match the donation, doubling the contribution. We should also consider opportunities to leverage other programs at Carleton University or the University of Ottawa.

*Motion to accept was made by Denis.  
Seconded by Mariam. Carried.*

## President's Closing Statement

The 2019 calendar year was a busy one for the CITE NCS Executive, and unlike past years in a few ways.

In April we held the Student Paper Competition night at Carleton University. To encourage attendance, the event was completely free (instead of charging \$5 for admission). The event was very well attended and I hope we continue to make efforts to connect with Carleton University engineering students and the Carleton University chapter in the future.

In May, the annual CITE conference was held at the Westin hotel in Ottawa between June 2-5. I am thankful to the CITE NCS chapter for the opportunity to attend the conference and represent the executive committee. This conference brought together hundreds of attendees from across Canada to benefit from dozens of interesting presentations. I'd like to congratulate and thank the local arrangements committee, which includes many of our current and past CITE NCS Exec members, for their hard work organizing this successful conference.

In November, the CITE NCS exec participated in an entirely new type of event for us: the CITE STEM Outreach Competition (an ITE initiative). For this event, the CITE NCS partnered with the Boys and Girls Club of Ottawa to introduce the topic of transportation engineering to children in the form of a presentation and workshops. The event was very successful and brought together a number of different groups in our community, including children, parents, CITE NCS members, and the Carleton University student chapter. As a result of our hard work on planning and executing this event we were recognized by ITE and awarded the inaugural ITE STEM award in the small events category - receiving \$250 to re-invest in future STEM events in our community. Based on the success of this year's event, I suspect it will become an annual event. I'd like to thank Mariam Bello, as well as the Carleton University CITE student chapter, for all of their hard work coordinating and preparing for this event.

Also in November, we created a CITE NCS lifetime achievement award, which will be presented at the next luncheon. I would like to thank our sponsors this year for their financial contributions which made the events noted above possible.

The CITE NCS Exec has momentum as we move towards the 2020 calendar year and I am grateful for the opportunity to serve as President.

Report prepared by:  
Eric Stewart, P.Eng.  
CITE NCS President

*Motion to accept was made by Anthony.  
Seconded by Vanessa. Carried.*

## Treasurer's Account Summary

Mohian Rahman presented the 2019 Treasurer's Report. The bank balance as of January 31st, 2020 was \$8,277.47, with \$0.00 in cash on hand. The 2019 closing balance has decreased by \$530.41 from the 2018 closing balance.

| <b>2018 Statement of Account</b>                |  | <b>In</b>               | <b>Out</b>  |
|---|--|-------------------------|-------------|
|   | Bank account   | \$ 8,765.88             |             |
|   | Cash on hand   | \$ 42.00                |             |
| <b>Closing Balance as of January 18th, 2019</b> |  | <b>\$ 8,807.88</b>      |             |
| <b>2019 Account Activity</b>                    |  |                         |             |
|   | Corporate Sponsorships   | \$3,000.00 <sup>1</sup> |             |
|   | Cash Deposit   | \$42.00                 |             |
|   | ITE International 4th Quarter Section 2018   | \$538.81                |             |
|   | ITE International 1st Quarter Section 2019   | \$183.64                |             |
|   | ITE International 3rd Quarter Section 2019   | \$30.78                 |             |
|   | Executive Meetings and Administration  |                         | \$347.22    |
| <b>Luncheons and Events:</b>                    |  |                         |             |
| <b>Mar. 5th, 2019</b>                           | How to Get People to Bike to the Train Station                                       | \$770.10                | \$974.91    |
| <b>Apr. 5th, 2019</b>                           | CITE/TAC Luncheon: Turnkey Conflict-Based Solution for Automated Road Safety Studies | \$1,622.36              | \$2,323.73  |
| <b>Apr. 11th, 2019</b>                          | 2019 CITE Student Presentation Competition   | \$0.00                  | \$1,349.89  |
| <b>June 2-5, 2019</b>                           | CITE National Conference President's Registration                                    | \$0.00                  | \$762.75    |
| <b>Oct. 25th, 2019</b>                          | Ottawa Traffic Calming + Collector Street Design Guidelines                          | \$1,843.45              | \$2,610.91  |
| <b>Nov. 21st, 2019</b>                          | STEM Event - Transportation Engineering: BGCO  | \$0.00                  | \$150.14    |
|   |  |                         |             |
|   | Sub-Total  | \$ 8,301.14             | \$ 8,519.55 |
|   | Net Total  |                         | -\$488.41   |
| <b>2019 Statement of Account</b>                |  |                         |             |
|   | Bank account   | \$8,277.47              |             |
|   | Cash on hand   | \$0.00                  |             |
| <b>Closing Balance as of January 31st, 2020</b> |  | <b>\$8,277.47</b>       |             |

Report prepared by:  
Mohian Rahman, EIT  
CITE NCS Treasurer

*Motion to accept was made by Mariam.*

<sup>1</sup> Corporate sponsorships of \$300 were made by the following organizations: AECOM, BT Engineering, CIMA+, Dillon Consulting Limited, Morrison Hershfield, Novatech, Parsons Corporation, Robinson Consultants, Stantec and WSP.

Seconded by Eric. Carried.

## Technical Representative's Activities Summary

Mariam Bello presented the Technical Representative's Report. During the 2019 calendar year, the NCS held 8 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 executive also put on their first STEM event at the Boys & Girls Club of Ottawa.

The table below summarizes the events held throughout the year. Note that in the last column, the ticket type breakdown only appears for events that had a registration fee. Note that occasional "walk-ups" are not reflected in the table.

**Table 3: List of Events**

| Date            | Speaker             | Topic   | Location                  | Total Attendees*          |
|-----------------|---------------------|---|---------------------------|---------------------------|
| Mar. 5th, 2019  | Matt Pinder         | How to get people to bike the Train Station   | Gezellig                  | 29<br>(10G, 8M, 2S, 9V**) |
| Apr. 5th, 2019  | Sohail Zangenehpour | CITE/TAC Lunch & Learn: Turnkey Conflict-Based Solution for Automated Road Safety Studies | Shaw Centre               | 37<br>(26G, 8M, 3V)       |
| Apr. 11th, 2019 | Misc.               | 2019 CITE Student Presentation Competition  | Carleton U                | 16                        |
| Oct. 25th, 2019 | Justin Swan         | Ottawa Traffic Calming + Collector Street Design Guidelines                               | Al's Steakhouse           | 50<br>(32G, 11M, 7V)      |
| Nov. 21st, 2019 | Mariam Bello        | STEM Event - Transportation Engineering:  | Ron Kolbus BGCO Clubhouse | 20                        |
| Dec. 6th, 2019  | CITE NCS            | Annual General Meeting  | La Favorita               | 8                         |
| <b>Total</b>    |                     |   |                           | <b>170</b>                |

\*G = General (no discount), M = ITE Member (-\$5), S = Student (-50%), V = Government Employee (-\$15)

\*\*For this event, the Government Employee discount was \$10 instead of \$15 due to cost of venue.

### 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.



- Al's Steakhouse attracted the most attendees (50) on Oct 25th, 2019. It was a highly successful lunch & learn which was most likely due to a combination of: presenter being from the City of Ottawa, location of venue, and cost of a ticket.
- 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 2018 Travel Mode and Satisfaction Survey, attendees mentioned their preference is that luncheons 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 18% of all ticket sales (increased from 16% in 2018), while ITE member discounts accounted for 23% of all ticket sales (increased from 20% in 2018).
- 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.

#### Actions for 2020:

- Continue to partner with Carleton University Chapter for events.
- Look for accessible venues (e.g. wheelchair); we do not have any affordable venues in an attractive location.
- Look into other affordable venues in the Byward Market, around downtown, and west of the downtown core with parking & transit.
- Look for venues near the Constellation Drive City of Ottawa office location.
- Ask attendees at events what primary mode of travel they used to get there when they check in to update our Travel Mode survey data.
- Look into using the CITE ticketing system instead of Eventbrite to reduce fees.
- Ask for ideas and volunteers for presentations.

Report prepared by:

Mariam Bello, EIT

CITE NCS Technical Representative

*Motion to accept was made by Andrew.*

*Seconded by Mohian. Carried.*

## Nominations Committee Report

A Nominations Committee, led by Anthony Kwok, was formed to determine the members of the local 2020 CITE NCS Executive. A Call for Nominations notice was sent to the local sections distribution list on November 7th, 2019 and a follow up was subsequently issued on November 25th, 2019. The deadline for nominations was December 4, 2019.

The 2019 Nominations Committee received the following nominations for the 2020 Executive Committee: John Kingsley (CGH Transportation), Nii Noi Akuetteh (WSP), Shawn Smith (WSP), Jordan Papazoglou (WSP), and Victoria Teng (WSP).

### Discussion:

- Five (5) nominations were received for three (3) vacant positions so a vote was needed to decide who would join the executive group.
- Prior to holding the vote, Denis provided background information about the candidates' professional careers.
- All members in attendance voted and were present for the counting of the ballots, except for John Kingsley who was not present for the vote for either.
- John Kingsley, Shawn Smith, and Nii Noi Akuetteh were welcomed to the executive group. Their positions were left to be determined at the next meeting.
- Jordan Papazoglou and Victoria Teng were invited to join an event planning group to assist the executive group with preparing for luncheons and other events (e.g. finding and booking venues, setting up at luncheons)..
- For future years, there general consensus was that the unwritten ladder system currently in place for the CITE NCS Executive group should be removed.
- The expectation for future years is that executive members will join the group for 2-3 year terms as a desired minimum, with the President serving at the end of a longer term and the Director remaining an elected position requiring two years of service to be eligible.
- The CITE and section bylaws are in the process of being re-written and they may impact the nominations progress for future years.

Report Prepared by:

Anthony Kwok, P. Eng.,  
CITE NCS Director  
Nominations Committee Lead

*Motion to accept was made by Mohian.  
Seconded by Eric. Carried.*

## Program of Activities

Eric Stewart led a general discussion for suggestions to move forward with in 2020, including administrative changes, ideas of potential events, and section initiatives.

### Outstanding List from 2018 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
- Lebreton Flats Development
- Smart Cities and Mobility
- Sustainable and Active Transportation – Lorenzo (York Region)

### Proposed Events for 2020:

- Luncheon #1 of 2020 (City Staff presenter): Present lifetime achievement award to Dr. Ata Khan
- Organize CITE/TAC Luncheon ASAP
- Organize 1 more event in spring 2020 (Ahmed Abdelnaby)
- Two more luncheons for Fall 2020
- A walking lunchtime tour (with food stops) of the re-opened Elgin Street

### Discussion:

- CITE/TAC
  - Ottawa International Airport Expansion talk
  - New TAC Manual
- MSF (LRT) tour
- Notices should be sent a month in advance
- Reminders should be sent two weeks in advance
- Include calendar of events in notices

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

## Further Considerations

### Discussion:

- CITE NCS Customized Logo for e-mails and events.
  - The NCS will work with Evonne Donaher, the communications coordinator at CITE, on a logo for the CITE NCS
- All CITE NCS Executives need to be full ITE members

*Motion to accept was made by Mohian.  
Seconded by Andrew. Carried.*

Meeting notes prepared by:

Eric Stewart, P. Eng.  
CITE NCS President, 2019