

ANNUAL REPORT

2020

Canadian Institute of Transportation Engineers
Institut canadien des ingénieurs en transports

A Canadian Non-Profit Corporation



Canada's Community of Transportation Professionals
La communauté des professionnels du transport au Canada

www.cite7.org



SUPPORTING TRANSPORTATION PROFESSIONALS FOR **SAFE & HEALTHY** MOBILITY IN CANADA

CITE's mission is to provide the Canadian transportation community opportunities to learn, connect, contribute, and grow



A MESSAGE FROM THE PRESIDENT



JULIA SALVINI

At this time of uncertainty and about halfway through my mandate as President, I am pleased to be sitting on the CITE Executive with such a wonderful group of people. Jen, Edward, Ryan, and Pedram, I am grateful for your vision, your support, your passion for CITE, and your friendship. Steven and Evonne, we could not do what we do for this organization without you. Thank you for guiding us, for your consistent efforts, and for helping us find ways to be as effective for our membership as possible - and for doing it with humility and a smile.

2020 was a very different year than we imagined it would be at CITE due to the COVID-19 pandemic. On the downside, restrictions on travel and gathering meant not meeting at our 2020 Annual Conference. But when I look at the things we had planned for the year, I'm pleased to see the success our organization has achieved. In addition to the 2020 snapshot of CITE in this Annual Report, here are some notable highlights:

The CITE Board of Directors gathered in February 2020 to finish updating our Strategic Plan and is now well into the implementation phase. They have developed some new governance documents and are looking at how better to support our students virtually. Thank you to the CITE Board of Directors for leading our organization through this time of uncertainty.

Sections and Student Chapters across the country have been doing exciting things to serve our members at the local level. Events early in the year drew strong attendance and a wide breadth of topics. Later, as events transitioned online, we saw Sections taking advantage of the virtual platform by bringing in speakers from out of town and marketing to a broader geographic audience.

In the midst of the pandemic, we also welcomed a brand new Student Chapter at the University of Windsor.

With the cancellation of the 2020 Annual Conference, we were able to defer our event contracts to 2022 and look forward to meeting in-person next year in Vancouver.

Recognizing the constraints of planning for the in-person conference we had scheduled for Hamilton in June 2021, the CITE Board decided to move the conference online. A National Arrangements Committee is being led by James Donnelly from Kelowna, BC.

Finally, to each of our members across this great country, I'd like to thank you for all you do to add value to CITE. The connections and depth that each of you brings to the organization make this a place where people can continue to learn, connect, contribute and grow.

2020 HIGHLIGHTS

a year of resilience, innovation, and adaptation



Career Connect with Kate

This initiative was launched as an innovative way to help people network without in-person opportunities, bringing together job-seekers with those employed in the industry to paint a picture of jobs in the transportation field and share networking intel. It has grown into a valuable resource for people looking to work in transportation in Canada.



ITE International District Innovation Award

CITE won the inaugural ITE District Innovation Award, recognizing our efforts to provide a great member experience and facilitate the work of Section volunteers. Initiatives to support Sections, streamline operations, and enhance our Annual Conference provide exceptional value to members across our vast District and facilitate operations for our local volunteers.



CITE's first virtual AGM

Without the opportunity to meet in person at a 2020 conference, we ran our first ever virtual Annual General Meeting (AGM). The online platform allowed members of all stripes from across the country to gather and participate in this important event.

Our volunteers continue to enhance the value of our organization and adapt to the changing times.



CITE Training Committee

Committed to providing accessible and relevant professional development opportunities for our members, CITE's Training Committee is taking our training efforts online. Thank you to outgoing Past Chair, Vanessa Skelton, outgoing Chair Mehemed Delibasic and new Chair Anna Snook for their leadership in this committee.



Technical Liaison Committee (TLC)

The TLC continues to coordinate our technical efforts as an organization and, in 2020, responded to a new ITE technical award program in very short order. Thanks to Irini Akhnoukh for her leadership as Chair of the TLC over the last two years and a welcome to incoming Chair Mars Otten-Andrew.

CITE Appointees

Coordinated by the TLC, our Appointees represent CITE on Councils and Committees at our key partner organizations. See a full list of Appointees on [page 9](#).



Our Appointees to Transportation Association of Canada (TAC) Councils & Committees continued to connect our organizations with virtual meetings in 2020. Thank you to our outgoing TAC Appointees James Donnelly, Pedram Izadpanah, Jeannette Montufar, Maureen Van Ravens, and Kate Whitfield.



We continue to be well-represented on the ITE International stage

Congratulations to the two 2020 LeadershipITE graduates from Canada: Amy Jiang and Garreth Rempel



In 2020, we appointed CITE representatives to many ITE Technical Committees and Councils to bring our unique Canadian perspective to the work of ITE. They participated in their first meetings and are excited about how we can connect with the efforts of ITE.

CITE 2020–2024

Strategic Plan at a glance

WHO WE ARE AND WHAT WE STAND FOR

Mission

To provide the Canadian transportation community opportunities to learn, connect, contribute and grow to best meet the needs for safe and healthy mobility in Canada



Guiding Principles

Integrity

We are responsive and accountable to our members and partners

Excellence

We strive to develop quality people, services, and products, and we tackle current industry trends

Future-focused

We prepare our members by anticipating trends and needs

Inclusive

We provide opportunities for all to connect and participate in the transportation community

Community

We focus on both social and technical aspects to foster relationships among transportation professionals

WHERE WE'RE GOING



Priority Areas

Membership growth

Attract members who represent the transportation community

Goals



Membership value & retention

Provide opportunities for all our members to learn, connect, contribute and grow



Value of our products & services

Provide products and services that strengthen and advance the transportation community



Organizational strength

Sustain a thriving organization and a strong sense of community

HOW WE'RE MOVING FORWARD

Strategies

- ▶ Identify priority populations and professions to attract
 - ▶ Use tailored messaging to attract a broad representation of the transportation community
 - ▶ Develop and implement initiatives to increase members from public agencies
- ▶ Provide support to strengthen Section activities, operations, and knowledge sharing
 - ▶ Provide support to strengthen Student Chapter activities, operations, and knowledge sharing
 - ▶ Offer training and professional development opportunities
 - ▶ Create opportunities to participate, develop leadership, and be recognized
- ▶ Maintain engaging conferences that build skills, address priority issues, and explore emerging areas of interest
 - ▶ Create and leverage partnerships to develop and provide greater access to relevant resources
 - ▶ Develop new products and services
 - ▶ Use tailored messaging to maximize the sharing of our products and services
- ▶ Strengthen our governance
 - ▶ Develop and implement a Communications Strategy that supports the achievement of our Goals
 - ▶ Ensure the effectiveness of our systems, policies, and procedures
 - ▶ Build a strong culture that fosters fun and upholds our Guiding Principles

STRATEGIC PLAN IMPLEMENTATION

2020 was a chance for our Board of Directors to begin implementation of several strategies identified in the updated Strategic Plan. We look forward to continuing the progress in 2021 and beyond.



Board Portal

A Board Portal has been established that provides members core resources to assist them in their responsibilities as Directors of a Canadian non-profit organization including meeting documents and reference materials. The portal is also a key component of the on-boarding process for new directors.



Section Support

CITE expanded support for Sections by providing registration services, hosting services and platforms for webinars to continue local events during the COVID-19 pandemic. Many of our sections made use of the support and the national advertising of the events allowed members to attend events across the country.



Student Chapter Support

CITE surveyed Student Chapter leaders in the Spring to determine how best to create a support framework to strengthen student chapter activities, operations, and knowledge sharing. This survey was to be followed up with a virtual roundtable in the fall but that has been postponed due to COVID. The Board hopes to continue to develop a support framework for the student chapters which will also help get students involved post-pandemic.



Elections Nominating Committee

A Nominations Committee was struck for this year's election to find, encourage and recommend members who would provide the necessary skills to guide CITE now and into the future and to set the requirements and parameters of the election. Along with this was the first nominee Town Hall meeting hosted by the Executive Committee to meet with prospective candidates and help them understand the various roles and responsibilities on the Executive Committee.

EXECUTIVE COMMITTEE

The Canadian Institute of Transportation Engineers (CITE) is a registered Canadian Not-for-profit corporation. A Board of Directors, comprised of members representing each of our 13 member Sections across the country and our Executive Committee, oversees the organization's operations.

The Executive Committee is elected by members of the Canadian District of ITE to operate CITE's day-to-day activities. One of the Board members is designated as a representative on the International Board of Direction of ITE.



Julia Salvini

Southwestern Ontario Section
President, Salvini Consulting



Ryan Vanderputten

Southern Alberta Section
Director of Transportation Planning, The City of Calgary



Pedram Izadpanah

Hamilton Section
Partner & Vice-President, TES



Edward Soldo

Hamilton Section
Director of Transportation Operations and Maintenance, City of Hamilton



Jen Malzer

Southern Alberta Section
Transportation Engineer, The City of Calgary

CITE Support

Steven Garner

District Administrator

Evonne Winchiu Donaher

Communications Coordinator

SECTION DIRECTORY

2020 Board of Directors & Section Presidents

Within the Canadian District are regional Sections and, in some cases, Chapters of Sections. Each Section has its own governing body that is sanctioned by CITE with a representative on the CITE Board of Directors.

We extend a special thank you to outgoing Board members Paul Bourque, Rob Merritt, Doug MacRae, Jennifer Chapman, and Jared Duivestein. Sections are operated by an Executive led by the Section Presidents.

Vancouver Island Section

vancouverisland@cite7.org

Director: Bruce Beames

President: Bruce Beames

Vancouver Section

vancouver@cite7.org

Director: Jared Duivestein

President: Amy Do

BC Interior Section

bcinterior@cite7.org

Director: Ian Roth

President: Tom Baumgartner

Northern Alberta Section

northernalberta@cite7.org

Director: Daniel Zeggelaar

President: Anthony Ng

Southern Alberta Section

southernalberta@cite7.org

Director: Meera Kopp

President: Zoran Carkic

Lethbridge Chapter

lethbridge@cite7.org

President: Eric Dyson

Chapter is represented on the Board through the Southern Alberta Section

Saskatchewan Section

saskatchewan@cite7.org

Director: Nathalie Baudais

President: Nathalie Baudais

Manitoba Section

manitoba@cite7.org

Director: Jennifer Chapman

President: Jennifer Chapman

Toronto Section

toronto@cite7.org

Director: Amy Jiang

President: Kelsey Waugh

Hamilton Section

hamilton@cite7.org

Director: Rob Merritt

President: Rob Merritt

Southwestern Ontario Section

southwestontario@cite7.org

Director: Doug MacRae

President: Jeff Jongasma

National Capital Section

nationalcapital@cite7.org

Director: Anthony Kwok

President: Denis Paradis

Quebec Section

quebec@cite7.org

Director: Paul Bourque

President: Paul Bourque

Atlantic Provinces Section

atlantic@cite7.org

Director: Mike Connors

President: Mike Connors

CITE COMMITTEES & APPOINTEES

Technical Liaison Committee (TLC)

- ▶ Chair: *Irini Akhnoukh, City of Calgary*
- ▶ Vice-Chair: *Mars Otten-Andrew, WSP*
- ▶ *Ryan Martinson, Toole Design*
- ▶ *Farhad Shahla, City of Mississauga*

Training Committee

- ▶ Chair: *Mehemed Delibasic, McIntosh Perry*
- ▶ Vice-Chair: *Anna Snook, City of St. John's*
- ▶ Past Chair: *Vanessa Skelton, GHD*
- ▶ *Ian Roth, Urban Systems*
- ▶ *Maryam Tabeshian, WSP*

TAC Appointees

- ▶ **Chief Engineers Panel:** *Julia Salvini, Salvini Consulting & President, CITE*
- ▶ **Mobility Council:** *Kate Whitfield, Alta Planning + Design*
 - › **Active Transportation Integrated Committee:** *Marian Mithani, Eco-Counter*
 - › **Mobility Management Committee:** *Justin Bak, City of Toronto*
- ▶ **Safety, Design & Operations Council**
 - › **Geometric Design Committee:** *Marcia Eng, Urban Systems*
 - › **Road Safety Committee:** *Pedram Izadpanah, TES & Secretary-Treasurer, CITE*
 - › **Traffic Operations & Management Committee:**
James Donnelly, Urban Systems Luis Escobar, Stantec Greg O'Brien, WSP
Jim Mallett, Paradigm Transportation Solutions Limited
Jeannette Montufar, MORR Transportation Consulting
- ▶ **Connected and Automated Vehicles Task Force:** *Steven Kemp, Durham Region*
- ▶ **Workforce Development Council:** *Maureen Van Ravens, Town of Halton Hills, Ontario*

ITE Appointees

- ▶ **Coordinating Council:** *Mars Otten-Andrew, WSP and Irini Akhnoukh, City of Calgary*
 - › **Transportation Education Council:** *Sean Nix, Mohawk College*
 - › **ITE Ethics Standing Committee:** *Dale Lynch*
- ▶ **Complete Streets Council:** *Ryan Martinson, Toole Design*
 - › **Pedestrian and Bicycle Standing Committee:** *Mars Otten-Andrew, WSP*
 - › **Transit Standing Committee:** *Dan Ross, WSP*
- ▶ **Transportation Systems Management & Operations (TSMO) Council:** *Sajad Shiravi, Miovision*
 - › **Connected and Automated Vehicles Standing Committee:** *Steven Kemp, Durham Region*
 - › **Urban Goods Movement Standing Committee:** *Madhuri Seera, The City of Calgary*
- ▶ **Traffic Engineering Council:** *David Thatcher, Stantec*
 - › **Roundabout Standing Committee:** *Simon Li, Tetra Tech*
 - › **Joint Rail Grade Crossing Committee:** *Garreth Rempel, TRAINFO Corporation*
- ▶ **Transportation Planning Council:** *Irini Akhnoukh, The City of Calgary*
 - › **Parking Standing Committee:** *Dale Lynch*
 - › **Sustainability Standing Committee:** *Todd Litman, Victoria Transportation Policy Institute*
- ▶ **Transportation Safety Council:** *Arif Khan, York Region*
- ▶ **Public Agency Council:** *Ryan Vanderputten, The City of Calgary*
- ▶ **Consultants Council:** *Alf Guebert, AAGuebert & Associates*

CITE 2020

EXCELLENCE IN TRANSPORTATION AWARDS & SCHOLARSHIP WINNERS

Award/Scholarship	Recipient
STUDENT SCHOLARSHIPS & AWARDS	
Dr. Michel Van Aerde Memorial Transportation Scholarship	Iyad Sahnoon, <i>University of Calgary</i>
John Vardon Memorial Transportation Scholarship	Tina Lin, <i>University of Waterloo</i>
CITE Undergraduate Scholarship	Stefan Baer, <i>University of British Columbia</i>
CITE WATT Consulting Group "Transportation in a Sustainable World" Student Award	Stefan Baer, <i>University of British Columbia</i>
Stantec Paper Competition Award	Anastasia Soukov, <i>McMaster University</i>
Canadian Capacity Guide (CCG) Competition Award	Anastasia Soukov, <i>McMaster University</i>
CCG Competition Award, 2nd Place	David Tran, <i>York University</i>
CCG Competition Award, 3rd Place	Sheena J. Briggs, <i>Lakehead University</i>
PRACTITIONER AWARDS	
Stan Teply Outstanding Technical Project Award	McElhanney & City of Calgary <i>Plus 15 Network Study</i>
ITE Transportation Achievement Award Canadian District Nominee, <i>Transportation Planning</i>	McElhanney & City of Calgary <i>Plus 15 Network Study</i>
ITE Transportation Achievement Award Canadian District Nominee, <i>Complete Streets</i>	WSP & City of Vancouver <i>41st Avenue RapidBus</i>
ITE Rising Star Award Canadian District Nominee	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

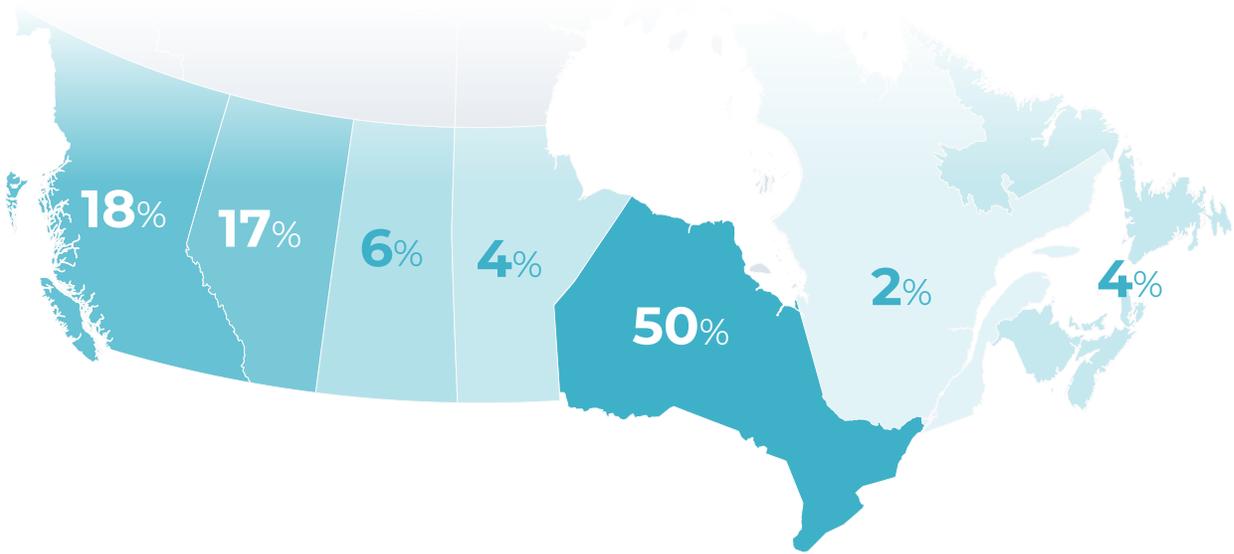
ANNUAL STATISTICS

Member count by Section

Section	2020 Member Count	2020 % of total	2019 Member Count
Vancouver Island	30	1%	34
Vancouver	282	13%	271
BC Interior	51	2%	51
Northern Alberta	97	6%	136
Southern Alberta	259	12%	272
Saskatchewan	122	5%	118
Manitoba	73	3%	87
Toronto	662	33%	704
Hamilton	230	12%	235
Southwestern Ontario	67	3%	65
National Capital	87	4%	76
Quebec	37	2%	32
Atlantic	73	3%	82
Unspecified	3	0%	8
Total CITE Members	2,073		2,171

Note: Statistics are drawn from the ITE International membership database as of December 2020

CITE BY THE NUMBERS



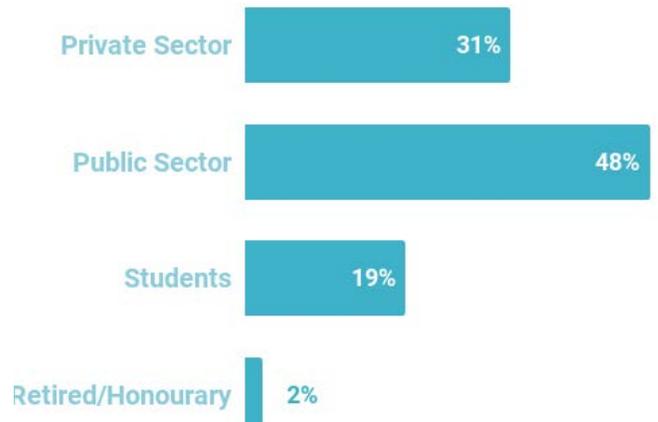
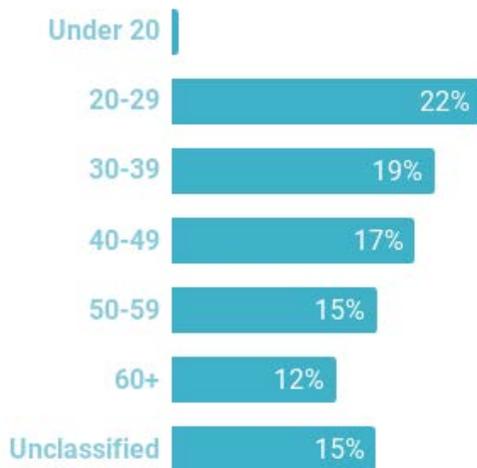
2073 members in 2020



350+ companies and organizations represented in our membership



110 Canadian Fellows of ITE who have made significant contributions to the profession and organization



The age of CITE's membership is fairly balanced across age groups with most members in the 20–29 age category representing a strong student and young member contingent.

CITE members represent over 350 different companies and organizations with the two largest employer types being consulting firms and local/municipal governments.

Canadian Institute of Transportation Engineers

Financial Highlights

STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2020

	2020	2019
ASSETS		
Cash	\$ 121,088	\$ 121,072
Investments	254,131	308,522
Prepaid expenses	42,176	27,927
Accounts receivable	16,000	34,577
Harmonized sales tax recoverable	2,148	1,399
	<u>\$ 435,543</u>	<u>\$ 493,497</u>
LIABILITIES		
Accounts payable and accrued liabilities	\$ 27,153	\$ 90,960
Unearned revenue	44,058	29,058
	<u>71,211</u>	<u>120,018</u>
FUND BALANCE		
OPERATING	<u>364,332</u>	<u>373,479</u>
	<u>\$ 435,543</u>	<u>\$ 493,497</u>



The complete financial statements are available to view at cite7.org

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STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCE

FOR THE YEAR ENDED DECEMBER 31, 2020

	2020	2019
REVENUE		
Membership dues	\$ 71,969	\$ 62,697
Advertising	44,725	76,606
Section revenue	13,152	69,722
Interest income	5,875	6,062
Scholarships and donations	4,000	4,270
Annual conference	-	252,572
Training revenue	-	35,629
Product sales	-	7,915
	<u>139,721</u>	<u>515,473</u>
OPERATING EXPENSES		
Administration	32,157	32,886
Professional fees	29,535	16,978
Section rebates and dues distribution	22,790	71,972
Technical initiatives	12,680	69,867
Communications	10,719	23,881
Awards and scholarships	9,000	15,449
Executive expenses	7,704	22,901
IT and telecommunication	4,456	4,638
Director expenses	3,971	9,689
Traffic bowl	2,812	12,444
Bank charges	2,763	6,171
Annual conference	2,084	271,036
Insurance	4,354	1,827
Student presentation	1,600	2,000
Membership support programs	1,400	5,969
Postage and mailing	843	1,101
Training	-	27,787
CITE appointees	-	9,031
	<u>148,868</u>	<u>605,627</u>
EXCESS OF EXPENDITURES OVER REVENUE	(9,147)	(90,154)
FUND BALANCE - Beginning	373,479	463,633
FUND BALANCE - Ending	\$ 364,322	\$ 373,479

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2020

	2020	2019
OPERATING ACTIVITIES		
Expenditures over revenue	\$ (9,147)	\$ (90,154)
Changes in non-cash working capital:		
Accounts receivable	17,829	(23,935)
Prepaid expenses	(14,249)	(1,927)
Accounts payable and accrued liabilities	(63,808)	64,777
Unearned revenue	15,000	14,598
Cash flow from operating activities	<u>(54,375)</u>	<u>(36,641)</u>
INVESTING ACTIVITIES		
Reinvested interest	(5,875)	(6,061)
Proceeds from sale of marketable securities	60,266	-
Cash flow from investing activities	<u>54,391</u>	<u>(6,061)</u>
NET INCREASE (DECREASE) IN CASH DURING THE YEAR	16	(42,702)
CASH - Beginning	<u>121,072</u>	<u>163,774</u>
CASH - Ending	<u>\$ 121,088</u>	<u>\$ 121,072</u>



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