



**CITE Executive
Teleconference Minutes
November 8, 2014 8:30 CST**

Present: Peter Truch (President) (PT)
Jen Malzer (Vice-President) (JLM)
Edward Soldo (Secretary/Treasurer) (ES)
Bruce Belmore (District Director) (BB)
Jeannette Montufar (Past President) (JM)

Regrets: None

1. Call to Order

- PT called the meeting to order at 8:30 CST.

2. Approval of Agenda

Motion (ES/BB): That the Agenda be approved as modified.

✓ **CARRIED**

3. Approval of September 19, 2014 Executive Meeting Minutes

Motion (JLM/JM): That the Minutes be approved.

✓ **CARRIED**

4. CITE Member Communications

- Communications in General: Relevancy, Timeliness, Medium, Frequency - Creating a new website, have an events page for all sections and district to populate. Have articles page of relevant topics and promote TLC page. The development of an app was discussed that could help promote job ads, newsletters, section newsletters, section and district events, articles from TLC and other relevant information.

Motion (ES/BB) - That the website be reviewed, including a potential change in platform, through the development of a RFP for services. JLM with input from BB lead a review of the existing website to review potential changes and any interim solution, which may include the development of a CITE web app.

✓ **CARRIED**

- Future of Transportation Talk: A discussion focused on the paper version of TT. Four electronic versions are preferred given the high level of returned mailings (over 200), the cost of mailing and development has become onerous.

Motion (JLM/BB) - That the paper version of TT be discontinued and the savings be applied to alternative delivery methods including the development of an app and website changes.

✓ **CARRIED**

Motion (BB/JM) - That PT and Sandy explore alternative software for delivery of notices and TT be assessed in order to promote the articles and newsletter in a more efficient manner (i.e. multiple email blasts, alternative ways of sending TT)..

✓ **CARRIED**

- Conference Web App: The need for an electronic version of the conference program has been highlighted similar to ITE conference app, potentially using the same app structure.

Motion (ES/JLM) - That the Regina LAC work at developing a conference app through ITE that is transferable from year to year. MMM will sponsor the development of the initial through in kind services, future changes be paid for by CITE and sponsorship for each conference will be made available.

✓ **CARRIED**

5. **Board of Directors Representation and Engagement Task Force**

- Further to the board direction in Waterloo, a review of how CITE engages sections and chapters, how the board is communicated and how representation is selected.

Motion (ES/JM): That a teleconference be setup by ES to discuss terms, engagement and to develop a white paper on a series of recommendations by June of 2015.

✓ **CARRIED**

6. **Past Business Followup**

- Insurance Renewal - Done on a yearly basis.

Action (ES): Provide a memo and overview of our insurance coverage to all sections at the next BOD for information.

- **H. Allen Swanson Award** - The responsibility been elevated to the ITE international.
- **TAC Partner Agency Agreement** - The agreement is being drafted, PT is coordinating the drafting of the agreement for review.

- **Appointee Reports** - The appointee reports need to be submitted. Two appointees Education and Human Resources Development Council and Road Safety Standing Committee are at the end of their term.

Action (JM): A call for the two appointees needs to sent out and applications reviewed.

- **Section & Chapter Charters and Bylaws** - There are a number of section charters that need to be reviewed and signed off.

Action (BB/PT): That PT and BB undertake a review and PT sign the documents. The signed documents are to be posted on the CITE website. Student chapters report to the District.

- **CITE Financial Commitments** - A review of financial commitments need to be done.

Action (ES): That ES provide a memo summarizing budgets and financial commitments.

- **Scholarship Sponsorship** - All scholarship funding is up to date. Invoices to be sent out in January for 2015.

- **Leadership ITE Funding** - ITE International is looking for districts, sections and chapters to provide potential funding to local candidates.

Motion (BB/JLM): CITE will provide a maximum of \$3,000 per year for financial support to selected candidates in Leadership ITE, split evenly if financial need is requested. The amount to be reviewed and revisited through the annual budget process.

Action (PT): That PT contact ITE International regarding the potential candidates that require funding.

7. **2015 Regina LAC Presentation, Virtual Tour and Other Conference Items**

- The LAC provided an overview of the conference. Paper abstract is moved back to December 14, a new option was included to submit a paper or only a presentation. An overview of finances, sponsorship, venues, program and promotion was provided. A second renewed promotion of the event, including the abstract call, reaching out to potential exhibitors and sponsors will be undertaken in the next few weeks.

Meeting adjourned at 19:00 CST until 8:30 CST on Sunday November 9, 2014.

8. **TLC: Current Initiatives, TLC Governance and Operations**

- Update on membership, Russell Brownlee has resigned to become Vice Chair of ITE Coordinating Council.
- Update on TLC Governance. TLC presented the draft TLC Terms of Reference. Copy of updated TOR is attached.

Motion (ES/JM): That the TLC Terms of Reference be approved.

✓ **CARRIED**

Motion (ES/BB): That Dwayne Cross be appointed the Chair of the TLC and Pedram Izadpanah be appointed the Vice Chair of TLC and the CITE representative on the ITE Coordinating Council.

✓ **CARRIED**

- Update on TLC Governance. TLC presented the draft TLC Terms of Reference. Copy of updated TOR is attached.
- TLC Budget - Discussion on budget focused on the ability to modify the budget based on emerging issues and changes in scope. TLC provided a draft budget for 2016. Project development was increased \$5,000 to allow for flexibility.

Item	2015	2016
Revenue:		
Training	\$15,000	\$15,000
Expenses:		
TLC Administration	\$7,000	\$9,000
Project Development ¹	\$5,000	\$10,000
Traffic Calming ²	\$5,000	\$5,000
TAC Sponsored Projects ²	\$10,000	\$10,000
Active Transportation (CLASP) ³	\$10,000	\$10,000
Total	\$37,000	\$44,000

Notes:

- 1 Project submission anticipated from Pedram. Possible projects discussed included accessibility guidelines, distracted drivers, non-motorized trip generation guidelines, Complete Streets.
- 2 Funding for traffic calming project, French translation, and/or new sponsorship.
- 3 Funding for AT related project(s) as wrap-ups and/or by-products of CLASP.

Motion (BB/JLM): That the draft TLC budget be received for consideration in the development of the 2016 CITE Budget.

✓ **CARRIED**

- Projects - Discussion ensued regarding various projects. The viability and promotion of the Canadian Capacity Guide was explored. The potential for TOMSC or TRB to promote CCG was discussed. TLC to contact said agencies regarding level of support for continuing CCG project.
- TLC Training - The TLC has appointed Kerra Mruss as the Training Coordinator to lead, manage and interact with sections on training opportunities.
- Road Safety Project is complete as it has been technically approved by the TLC. To be presented to the BOD by the executive.
- Canadian Roundabout Project is complete as it has been technically approved by the TLC. To be presented to the BOD by the executive.
- CLASP - Project is ready for closeout. An information presentation will be done as the final deliverable for the project by the end of December. In 2015, TLC will develop a TOR from reports and data that has been collected to produce an Active Transportation webinar for a broad cross section of users with the UBCO.
- Potential new projects - Accessibility Guidelines, Distracted Drivers, Trip Generation Rates that are unique for Canada, Transit Projects and Complete Streets. Call for PM for potential projects, development of TOR for each.
- TLC will request training packages from various vendors as potential training opportunities. TLC will be putting out a membership survey to obtain input on future directions and project.
- Stan Teply Technical Achievement Award, TLC requested that expenses be paid for the presentation of award to Mr. Teply.
- TAC to provide comments on the Traffic Calming Agreement, requires approval from the CITE Executive. TLC will forward final recommended agreement to executive for final approval and signature.
- Task Force meeting to be arranged to review existing and projected TLC projects and training. TLC to review the need for a training package for potential project managers. JLM to setup a new meeting in early 2015.
- Potential improvement for communications between TLC and executive through additional involvement in teleconferences and bi annual meeting.

9. **Next Meeting**

- December teleconference TBD. PT to arrange.
- **Motion** (ES/BB): Adjourn meeting at 12:00 CST.

✓ **CARRIED**

**Canadian Institute of
Transportation Engineers**

**Technical Liaison Committee
Terms of Reference**

November 9, 2014

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1. Purpose of the Technical Liaison Committee Terms of Reference

This document outlines the background and purpose of the Canadian Institute of Transportation Engineers (CITE) Technical Liaison Committee (TLC). The TLC is to be the liaison between the CITE membership, the CITE Board, ITE International and its Councils, and other technical organizations, for project development, technical information dissemination and other technical initiatives of the Institute.

This terms of reference supersedes the March 2009 Terms of Reference and should be read with and incorporated into the current CITE Executive Guidelines.

2. Background of the Technical Liaison Committee

The Committee was originally formed in early 2006 to address communications, technical projects, and to support initiatives. Comprised of a small group of CITE members who have a keen interest in transportation engineering, planning and policy development, these members have the opportunity to participate in, and contribute to, a variety of technical projects and related policy development that has a direct impact on the future of transportation both in Canada and internationally.

Since the TLC is a coordinating body tasked with ensuring that volunteers have the tools and support required, it generally does not directly involve itself with the working elements of active projects. However, the TLC does set project priorities, maintains communications, and ensures schedule compliance.

3. Mandate

The TLC mandate is to ensure that Canadian District members have the opportunity to participate in technical projects and policy development through:

- ITE Council participation;
- Dissemination of technical projects, initiatives, and training (“technical initiatives”) through ITE and other organizations; and
- Management of Canadian District technical initiatives.

4. Reporting Structure

The TLC reports to the CITE Executive and Board of Directors.

The CITE Vice President will liaise between the TLC and the CITE Executive. The Vice President will ensure the timely conveyance of communications, materials, and requests/requirements between both groups.

5. TLC Membership

A minimum of five to a maximum of nine members will comprise the TLC.

The TLC will issue a call for Committee membership when additional members are required. The TLC Chair will request approval from the CITE Executive for a call for volunteers. The new member(s) are selected by the TLC, and appointed by the CITE Executive. TLC members are recommended by the TLC Chair and appointed by the Executive to a two year renewable term.

TLC members will nominate the TLC Chair and Vice-Chair, and the Executive will appoint the nominees for a two year renewable term. Outgoing Chair will remain a member of the TLC Committee for a minimum of one year.

Nomination and appointment of TLC membership and leadership will occur in conjunction with the CITE Executive fall meeting, in advance of the CITE Executive elections.

TLC members must remain CITE members in good standing throughout the period of their appointment.

Travel expenses and costs related to the attendance of CITE Technical Liaison meetings are the responsibility of the members, but may be subsidized by TLC at its discretion.

6. Meetings and Attendance

Two in-person and up to four teleconference meetings are typically held annually. The in-person meetings are held at the CITE Annual Conference prior to the CITE Board

Meeting, and in conjunction with the CITE Executive fall meeting in the host conference city.

If more than two successive meetings are missed, a member may be asked to step down.

7. Duties and Responsibilities

Duties and responsibilities of the TLC are as follows:

1. Identify and prioritize Canadian technical needs and issues through communication with the CITE membership;
2. Oversee the delivery of quality technical initiatives, products, training, and services to the Canadian transportation community. Administer and direct Canadian technical activities and projects, and facilitate CITE member participation in technical projects, and on the Councils and Committees of the Institute;
3. Monitor Canadian satisfaction with CITE technical products and services;
4. Choose a member of the TLC to actively participate in the Coordinating Council meetings at the ITE Annual Conference and Exhibit, ITE Annual Conference and the Transportation Research Board. Section 9 below elaborates on the individuals' duties and responsibilities;
5. Develop, negotiate approval for, and manage the TLC budget as approved by the CITE Board of Directors;
6. Communicate regularly with the membership, by:
 - a. Providing current content for a TLC article in each Transportation Talk;
 - b. Sponsoring and moderating a minimum of one technical session at the CITE annual meeting;
 - c. Maintaining the TLC web pages on the CITE website, reviewing and updating a minimum of four times per year; and
 - d. Communicating through other means/media as needs arise;
7. Increase the awareness and availability of ITE technical initiatives for the Canadian transportation community;
8. Promote CITE technical products and services to ITE International members;
9. Manage and promote the Stan Teply Outstanding Technical Achievement Award; and

10. Provide a written report to the CITE Board once per year coincident with the Annual Meeting.

8. Management of Projects

Project Managers (PMs) will be chosen for the administration and delivery of projects on behalf of the TLC. PMs will be chosen by appointment or selection through a call for volunteers. A TLC member will be assigned as the project liaison, providing regular communication between the TLC Committee and the Project Steering Committee.

9. Canadian Representative to ITE Coordinating Council

Background:

The ITE Coordinating Council, under the direction of the Chair and Vice Chair, oversees the work and cross-disciplinary coordination of the individual councils and numerous council projects. The Canadian District has a position on the Coordinating Council. This representative is recommended by the TLC Committee, nominated by the Canadian District Director, and appointed by the current ITE President.

The term of this position is for three years, renewable under the same conditions. The representative should be familiar with CITE policies, procedures, and directions, and have experience with the ITE Technical Councils, preferably with the Coordinating Council.

Duties and Responsibilities:

The representative will be expected to:

- Attend two of three annual ITE Coordinating Council meetings – if more than two successive meetings are missed, the appointee may be asked to step down.
- Travel expenses and costs related to the attendance of ITE Coordinating Council and CITE Technical Liaison meetings are the responsibility of the appointee, but may be subsidized by ITE at their discretion. At present, ITE provides up to \$1,500 USD remuneration each year for travel and accommodations related to the Canadian District Representative attending the in-person meetings of the Coordinating Council.

10. Meeting Management, Agendas and Reporting

To the extent possible, meetings will be a combination of presentations and working sessions. The format of meetings will be discussed with TLC members in advance of

their upcoming meetings.

- The Chair or Vice-Chair will develop agendas, and coordinate accompanying materials.
- Materials will be sent out in advance of meetings.
- Completion and circulation of meeting minutes will be rotated through the TLC members.
- TLC meeting notices, agendas and minutes will be made available to the CITE Vice-President.
- The Chair or Vice-Chair will present on the activities of the TLC to the CITE Executive and Board at the fall and spring in-person meetings.

11. Decision Making

Development of consensus is the goal of the TLC members for all decision making activities. In the absence of achieving consensus, a majority vote of all TLC members will complete the decision making process.

12. Terms of Reference Review

The Terms of Reference for the TLC will be reviewed bi-annually, during the final year of the Chair's two-year term.