

**MINUTES OF A MEETING OF THE EXECUTIVE COMMITTEE OF  
CANADIAN INSTITUTE OF TRANSPORTATION ENGINEERS  
INSTITUT CANADIEN DES INGÉNIEURS EN TRANSPORTS**

held at the Westin Hotel, Ottawa, Ontario  
on the **1st day of June, 2019**  
at the hour of 9:00 o'clock in the morning, Eastern Standard Time

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**Present:**

A quorum of directors was present, namely:

Edward Soldo, President (ES)

Julia Salvini, Vice-President (JS)

Ryan Vanderputten, Secretary-Treasurer (RV)

Jen Malzer, District Director and Past-President (JLM)

**Resources:**

Steven Garner, District Administrator (SG)

Evonne Donaher, Communications Coordinator (ED)

**Guests:**

Bruce Belmore, ITE President

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The Chairperson, Edward Soldo, acted as Chairperson and the Secretary, Ryan Vanderputten, acted as Secretary of the meeting.

A quorum of the directors being present, the Chairperson declared the meeting to be duly constituted at 9:20 o'clock in the morning.

## **1. Approval of Minutes and Agenda**

On motion duly made, seconded and unanimously carried, the following resolution was passed:

**BE IT RESOLVED THAT:**

*the meeting minutes of the May 17, 2019 meeting of the CITE Board be approved*

On motion duly made, seconded and unanimously carried, the following resolution was passed:

**BE IT RESOLVED THAT:**

*the agenda for the June 1, 2019 meeting be approved as amended*

## 2. Financial Update

No additional report was presented other than that contained in the year-end report to the Board.

## 3. Conference Update

The Executive liaison advised that everything was ready to go for the conference registration to open on Sunday and that a final briefing with the local arrangements committee was to take place later in the day.

## 4. Canadian Capacity Guide

There was a brief discussion noting that the Traffic Engineering Sub-Committee is uncertain of its role and that it may no longer be required.

There was a question of the benefit of the CCG Award and whether the award should have a more national focus. There was a preference expressed for the money for the award to flow through CITE rather than being directly awarded by the sponsor. This discussion was tabled for a future meeting.

With respect to edits to the CCG manual, the Communications Coordinator noted that considerable effort had been expended on converting the document to an editable form. It was still unclear as to what specific edits were required.

ACTION (JS/ED): Follow-up with CCG contact to complete edits

## 5. Road Safety Webinar Series (TAC Pooled Funding)

A proposal for joint funding for a Road Safety Webinar Series with the Transportation Association of Canada (TAC) was reviewed. The Executive Committee noted that if CITE were to provide significant funding that it should also have significant representation on the project steering committee. It was suggested that the project could be funded from reserves.

On motion duly made, seconded and unanimously carried, the following resolution was passed:

### **BE IT RESOLVED THAT:**

*the CITE Executive Committee present principles of an agreement to the CITE Board to support the Road Safety Webinar Series that would include three CITE members on the steering committee including co-chair. TAC to undertake production and hosting of the webinar and CITE to share in 50% of the net revenue hosting the webinar*

On motion duly made, seconded and unanimously carried, the following resolution was passed:

**BE IT RESOLVED THAT:**

*The CITE Executive Committee recommend to the CITE Board to approve to fund the Road Safety Webinar Series to the amount of up to \$75,000 from reserves contingent on establishing a successful agreement with TAC*

## 6. ITE Operating Procedures (Bylaws)

The proposed operating procedures for the Canadian District of ITE were briefly reviewed.

There was a lengthy discussion regarding one-year terms for Board members to align with ITE. It was noted that the Executive Committee is elected separately from the CITE Board and that it would be possible to adopt one-year terms for Executive Committee members. However, since director terms are two-years, a departing Executive member would remain on the Board until their term as director had expired.

There was a question regarding enabling director terms to begin and end at the calendar year rather than the annual general meeting.

ACTION (SG): Seek clarification from CITE lawyer on whether director terms can be altered so that they are elected at the AGM but have their terms start on January 1st.

## 7. Nomination Policy

There was a discussion regarding the need to establish a nominations policy that would define the members of the nomination committee as well as define nomination objectives in terms of attributes, balance and diversity of the Executive Committee nominees. It was suggested that past Executive members be on the nominating committee.

ACTION (SG): Draft a nomination policy for review by the Executive Committee

## 8. Strategic Plan

It was noted that CITE is overdue for a strategic plan review. Several options for proceeding were discussed. It was noted that ITE is also beginning a review and that it would be beneficial to share information. The Committee settled on a two-session approach for the review. The first, would involve a face-to-face meeting in conjunction with the Fall meetings in Vancouver of the Executive Committee along with three prominent members selected based upon their past service and CITE vision. Several names were considered. A second session would be held in January/February in Victoria of the entire Board to review and finalize the new strategic plan.

ACTION (JS/SG): Include this item on the next Executive meeting to finalize meeting members and process

## 9. Communications Strategy

Item tabled until after the Strategic Plan has been finalized

## 10. Technical Liaison Committee Update

The Executive Committee met with the TLC to review committee status and action plan. The Executive Committee reviewed the Road Safety Webinar series proposal and suggested that the TLC be tasked with identifying the individuals to sit on the project steering committee.

There was a discussion regarding CITE representatives on the ITE Committees and the need for better communication. It was noted that often reports on their activities are found in the ITE newsletter rather than reported directly to the Executive Committee. TLC to act as the checks and balances with respect to proper representation and communication between the various committee appointees.

It was confirmed that the President decides on terms of appointees with recommendation from the TLC

There was concern expressed by the TLC that technical projects were not being done anymore and that the committee may require an additional member to focus on this area. The Executive reminded the committee that it was not their role to find technical projects to do but to provide the necessary expertise to various projects undertaken by CITE. The Road Safety Webinar series was an example of the TLC's role in a CITE project.

## 11. Virtual Office

A report on the benefits of shifting CITE's business address to a virtual office from a post office box was presented. Two locations were considered; Ottawa and Toronto. The Committee felt that Ottawa was the more appropriate location given the national nature of CITE.

On motion duly made, seconded and unanimously carried, the following resolution was passed:

### **BE IT RESOLVED THAT:**

*CITE establish a virtual office in Ottawa*

ACTION (SG): Establish new virtual office and make necessary changes to various address references for CITE

## 12. Other Business

### 12.1. Use of “Engineer”

The Committee reviewed the proposed language for member compliance agreement with respect of the use of the term “Engineer” in Canada and, more specifically, Quebec. There was a brief discussion on how this could be implemented to ensure that existing and new members have acknowledged the agreement.

ACTION (SG): Coordinate with ITE and CITE lawyer to establish the necessary compliance procedure

### 12.2. International Board of Direction (IBOD) Update

A brief review of discussions at the IBOD was presented. Of note:

- ITE is looking to increase membership. Opportunities exist to increase agency membership
- There was an identified need to do more to appeal to transportation planning including credit for courses taken
- Coordinating Council is looking for volunteers

ACTION (ES): Discuss agency membership with the City of Toronto

### 12.3. Training Committee

It was noted that the Training Committee requires new volunteers and that the Committee will not be meeting in conjunction with the Executive Committee meetings in October.

### 12.4. Advertising on Section Pages on Website

The Committee was asked if they had any issues with Sections advertising their respective sponsors on the CITE website Section pages. No issues were highlighted other than the advertising should be done in a way that does not clutter or otherwise distract from existing sponsors

### 12.5. Transportation Professional Certification Board

District Director suggested Jan Voss to be appointed to the Transportation Professional Certification Board.

ACTION (ES): To confirm with Alf of Jan’s recommendation to the TPCB.

## 12.6. Designation of Privacy Officer

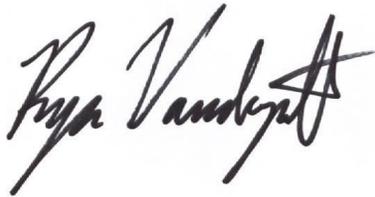
Under Canadian Privacy legislation, CITE is required to name a Privacy Officer to coordinate the handling of the organization's privacy policy, issues and complaints.

On motion duly made, seconded and unanimously carried, the following resolution was passed:

### **BE IT RESOLVED THAT:**

Steven Garner, District Administrator be appointed CITE Privacy Officer

There being no further business, the meeting was terminated at 5:33 o'clock in the afternoon, eastern standard time.

A handwritten signature in black ink, appearing to read "Ryan Vandeynt". The signature is written in a cursive, flowing style with a large, stylized initial "R".

Secretary