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Introduction
The CITE Atlantic Provinces Section Executive are pleased to present our 2019 Annual Report. The report provides a summary of our Section’s Executive, current membership, and financial information. It also provides an overview of Section activities that took place during 2019.

Section Organization
Executive
The Atlantic Provinces Section, currently in the second year of their term, includes the following members:

- President: Mike Connors, P.Eng.
- Vice-President: Tanya Davis, P.Eng.
- Secretary-Treasurer: Mark Gunter, P.Eng.
- Past President: Roddy MacIntyre, P.Eng.

In 2020, our biannual election will be held to elect a new Secretary-Treasurer.
Membership
The Atlantic Provinces Section currently has 81 members and includes members from all four Atlantic Provinces.

Our membership comprises a mix of employment sectors. More than half of our members are public sector employees, while the private sector represents nearly a quarter. There are 12 student members, with representation from both the University of New Brunswick and Dalhousie University.
Sponsors
The Atlantic Section is fortunate to have generous support from several private and public-sector sponsors in the region. These sponsors play an integral role in our Section's activities, providing funding that enables us to hold high quality technical and social activities on a regular basis.
Section Activity
Semi-Annual Technical Meetings
The Atlantic Section continued our tradition of semi-annual one-day technical sessions in May and November in Halifax and Fredericton, respectively. These technical sessions are essentially one-day conferences at which a full-day of presentations on projects and technical topics are provided.

Spring Technical Meeting: Halifax, NS
We held our annual spring meeting in Halifax at Dalhousie University’s Sexton Campus on May 8-9. Over 70 people attended our full day technical session, which featured presentations by professionals and students from across the region (meeting agenda is provided in Appendix A).

In addition to the technical session, our spring meeting was complemented by the following:
- Complete Streets Training: Kate Whitfield and Kristen O’Toole (ALTA Planning + Design) conducted a full-day training session on Complete Streets, which was attended by over 30 practitioners and students;
- Evening Social: An evening social was held at the Red Stag Tavern in downtown Halifax on eve of the technical session.
- Technical Tour - Meeting attendees were treated to a walking tour of the ‘Argyle & Grafton Shared Streetscape Project’, a recent addition to Halifax’s downtown that has garnered international attention as StreetsBlog’s “Best Urban Street Transformation of 2017”

The session was made possible by generous contributions from our sponsors including Dalhousie University, exp Services, Crandall Engineering, WSP, DesignPoint Engineering & Surveying, and the Province of Nova Scotia.
Our annual fall meeting was held on November 7-8 at Kingswood Resort in Fredericton. Over 60 people from across the Atlantic region attended a full day technical session, which included several presentations covering topics ranging from road safety and interchange design to complete streets and microsimulation modeling (meeting agenda is provided in Appendix A). Following the technical session, we held our 2019 Annual General Meeting. We also found time for some fun, of course, hosting a well attended evening social event on-site at the resort that included bowling and laser tag.

The Atlantic Provinces section are thankful for the generous support from event sponsors including CBCL, WSP, Crandall Engineering, Dillon Consulting, and exp. Services.
Student Chapters
The University of New Brunswick has an active CITE Student Chapter. The group, led by faculty supervisors Dr. Eric Hildebrand and Dr. Trevor Hanson, regularly attend and contribute to our Section events, and are also active in CITE initiatives.

Annual General Meeting
The 2019 AGM was held following our fall meeting in Fredericton. Minutes from the meeting are included in Appendix B.

Social Events
The Atlantic Provinces Section typically holds social events in conjunction with our semi-annual technical sessions. These events provide an opportunity for our members to gather in an informal setting to chat, share a pint, and make some connections. On the eve of our spring meeting in Halifax, more than 30 people came out to the Red Stag Pub in Halifax. In the fall, more than 45 members attended a bowling night at the Kingswood Resort in Fredericton. A special thank you goes out to exp. Services for sponsoring both of these events.

CITE Section Activity Award
All four members of the Atlantic Provinces Executive – Mike Connors, Tanya Davis, Mark Gunter, and Roddy MacIntyre – attended the CITE Conference in Ottawa in early June, where they were honored to accept the CITE Section Activity Award. This award is very much appreciated by our Executive!

Financial Statement
The Atlantic Provinces Section’s Financial Statement for 2018-19 is provided below:

### 2018-2019 Financial Statement (November 1, 2018 - October 31, 2019)

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<thead>
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<tbody>
<tr>
<td><strong>Income Statement</strong></td>
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<td></td>
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</tr>
<tr>
<td>Total Income</td>
<td>$11,631.74</td>
<td>$8,052.42</td>
<td>$7,020.00</td>
<td>$6,243.76</td>
<td>$11,326.80</td>
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<tr>
<td>Total Expenses</td>
<td>$4,613.37</td>
<td>$7,895.95</td>
<td>$7,189.38</td>
<td>$6,622.92</td>
<td>$7,430.15</td>
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<tr>
<td>Net Income</td>
<td>$7,018.37</td>
<td>$156.47</td>
<td>$169.38</td>
<td>-$379.16</td>
<td>-$3,896.65</td>
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<tr>
<td><strong>Account Statement</strong></td>
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<td></td>
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<td></td>
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<tr>
<td>Beginning Balance</td>
<td>$6,911.75</td>
<td>$13,930.12</td>
<td>$14,086.59</td>
<td>$13,917.21</td>
<td>$13,538.05</td>
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<tr>
<td>Cash inflow</td>
<td>$11,631.74</td>
<td>$8,052.42</td>
<td>$7,020.00</td>
<td>$6,243.76</td>
<td>$11,326.80</td>
</tr>
<tr>
<td>Cash outflow</td>
<td>$4,613.37</td>
<td>$7,895.95</td>
<td>$7,189.38</td>
<td>$6,622.92</td>
<td>$7,430.15</td>
</tr>
<tr>
<td>Ending cash balance Oct 31</td>
<td>$13,930.12</td>
<td>$14,086.59</td>
<td>$13,917.21</td>
<td>$13,538.05</td>
<td>$17,434.70</td>
</tr>
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Appendix A

Spring and Fall 2019
Technical Session Agendas
CITE Atlantic Provinces Section
Professional Development / Spring Technical Session
Halifax, NS
Wednesday May 8th & Thursday, May 9th

Location: Dalhousie University, Sexton Campus, Halifax, NS [See Attached Map]
Registration: May 8th Training Session: CITE Complete Streets Workshop
$250 (CITE member), $325 (non-CITE member), $125 (students)
Location: Room B227, B Building, Dalhousie Sexton Campus, 1360 Barrington Street

May 9th Technical Session
$75 (includes coffee breaks and hot lunch, free for students)
Location: Sexton IDEA Building - Irving Auditorium, 5217 Morris Street

Please register online:
https://www.cite7.org/event/cite-atlantic-provinces-section-spring-meeting-training/

Meeting Sponsors

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>AM Coffee</th>
<th>Lunch</th>
<th>PM Coffee</th>
<th>Evening Social</th>
</tr>
</thead>
<tbody>
<tr>
<td>WSP</td>
<td>DESIGN POINT</td>
<td>crandal Engineering Solutions</td>
<td>NOVA SCOTIA</td>
<td>exp.</td>
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</table>

Technical Program – May 9th, 2019

8:15 am Registration / Breakfast

8:45 am Opening remarks
Mike Connors, P.Eng.
CITE Atlantic Provinces Section President

9:00 am Tactical Urbanism: Bring on the Paint and Creativity
Kristen O’Toole, ACIP – Transportation Planner
Alta Planning + Design (Minneapolis, MN)

9:30 am Warrant System for Red Light Cameras
Hannah McBride – Student, University of New Brunswick

10:00 am NovaTRAC 2018: Halifax Regional Municipality Travel Activity Study
Dr. Ahsan Habib – Director, School of Planning
Dalhousie University

10:30 am Coffee Break

11:00 am Parking is Changing
Victoria Horne – Parking Services Program Manager
Halifax Regional Municipality

11:30 am Argyle & Grafton Streetscape Project
Hanita Koblents – Principal Planner, Streetscapes
Halifax Regional Municipality

12:00 pm Lunch (provided): Walking Tour of the Argyle and Grafton Streetscaping Project

1:30 pm Cogswell District Redevelopment Project
Donna Davis – Project Manager: Cogswell Redevelopment, Halifax Regional Municipality

2:00 pm Route 15 – Route 128 Interchange Traffic Study
Ryan Esligar, P.Eng. – Transportation Engineer
Crandall Engineering Ltd. (Fredericton, NB)

2:30 pm Coffee Break

2:45 pm Fitzroy Street Bikeway
Mark Macdonald, P.Eng. - Sr. Transportation Engineer
CBCL Limited (Charlottetown, PE)

3:15 pm Northwest Arm Pedestrian Bridge
Beaver Bank Connector Intersection Redesign
Matthew Glynn – Student, Dalhousie University
Chrisy Duggan – Student, Dalhousie University

3:45 pm Downtown Halifax Bikeways
Courtney McCarthy, P.Eng. – Transportation Engineer
WSP Canada Inc. (Dartmouth, NS)

4:15 pm Closing Remarks
Mike Connors, P.Eng.
CITE Atlantic Provinces Section President

Please join us for an evening social on Wednesday, May 8th (7-10PM) at the Red Stag Tavern (1496 Lower Water Street).

On behalf of your CITE Atlantic Provinces Section Executive:

Mike Connors, President
Tanya Davis, Vice President
Mark Gunter, Secretary/Treasurer
Roddy MacIntyre, Past President
CITE Atlantic Provinces Section
2019 Fall Technical Session
Fredericton, NB
Thursday, November 7th, 2019

Location: Kingswood Resort (1700 Kingswood Way, Fredericton, NB)

Registration: $75+HST (includes breakfast, coffee breaks and hot lunch). Free for students.

Please register online: https://www.cite7.org/event/ite-atlantic-fall-2019-meeting/

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<tr>
<th>Meeting Sponsors</th>
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<tbody>
<tr>
<td>Breakfast</td>
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<td>CBCL</td>
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<tr>
<th>Technical Program – November 7th, 2019</th>
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<tbody>
<tr>
<td>8:15 am Registration / Breakfast</td>
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<tr>
<td>8:45 am Opening remarks</td>
</tr>
<tr>
<td>9:00 am Traffic Safety Studies at Industrial Sites</td>
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<td>9:30 am Highway 101 Cambridge Interchange and Connector Road (Cambridge Station, NS)</td>
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<td>10:00 am Adding a Collision History Component to the TAC Signal Warrant Matrix Procedure</td>
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<td>10:30 am Coffee Break</td>
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<tr>
<td>11:00 am HRM Strategic Road Safety Framework Update</td>
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<tr>
<td>11:30 am Public Transit Feasibility Study: Lunenburg County</td>
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<td>12:00 pm Lunch Break</td>
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<td>1:00 pm Transport Canada Motor Vehicle Safety Research in New Brunswick</td>
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<td>1:30 pm Barrington Street Complete Streets Upgrades</td>
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<td>2:00 pm Barrington Street Traffic Microsimulation</td>
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<td>2:30 pm Coffee Break</td>
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<tr>
<td>2:45 pm Harrisville Boulevard ‘Dog bone’ Roundabout</td>
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<td>3:15 pm Dutch Village Road – Complete Street Functional Design</td>
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<tr>
<td>3:40 pm Closing Remarks</td>
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<tr>
<td>4:00 pm ITE Atlantic Provinces Annual General Meeting</td>
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Please join us for an evening social on Wednesday, November 6th. We will be bowling at Kingswood between 6-9PM. Drop in anytime!

On behalf of your CITE Atlantic Provinces Section Executive:
Mike Connors, President
Tanya Davis, Vice President
Mark Gunter, Secretary/Treasurer
Roddy MacIntyre, Past President
Appendix B

2019 Annual General Meeting Minutes
MEETING MINUTES
7 November 2019
Fredericton, NB

In attendance:

Executive: Mike Connors, Tanya Davis, Mark Gunter, Roddy MacIntyre
Members: Adam Lanigan, Hugh Morrison, Jill Morrison, Harrison McGrath, Greg O’Brien

1. Welcome & Call to Order
Mark Gunter called meeting to order at 3:30 pm

2. Approve 2018 AGM Minutes
Attendees were given time to review the past meeting minutes.

MOTION: to approve 2018 AGM minutes.
Moved by: Roddy MacIntyre
Second: Tanya Davis
Carried

3. Treasurer’s Report
Section Treasurer Mark Gunter presented Treasurer’s report for the year. Highlights include:

- Net profit for the year was $3,896.65, which was attributed to a) strong registration at both the Spring and Fall Technical Sessions; and b) lower venue and catering costs for these events compared to previous years.
- Our two major events – the Spring and Fall Technical Sessions - were both profitable. The 2018 Fall Meeting generated $4,680.00 in revenue and $3,367.38 in costs. for a net profit of $1,312.62. The 2019 Spring Meeting generated $4,750.00 in revenue and $3,962.77 in costs. for a net profit of $787.23.
- As a result of the net profit, the closing bank balance (as of October 31, 2019) was $17,434.70, compared to an opening bank balance of $13,538.05 (as of November 1, 2018).
Based on recent attendance levels and current venue arrangements, there is no reason to believe that the Spring and Fall Technical Sessions won’t continue to be profitable in the future. With a healthy bank balance in place, the Executive will explore other spending opportunities that will offer value to the membership.

**ACTION:** Mark Gunter to follow up with Steven Garner re: HST rebate

**MOTION:** to approve 2018-19 Treasurer’s Report.
Moved by: Adam Lanigan
Second: Tanya Davis
Carried

4. Future Meetings / Training

- Consider that national meeting is early this year (end of May)
- IMSA is likely having their meeting -- consider partnering. Mark Cormier?
  Dalhousie indicated that they’d be interested in something similar to last year (on campus, but in a different room). Partner with IMSA or Dal…seems to be an either or (IMSA likely don’t want to be downtown). Put it out to membership?
  - Group decides that Dal is preferred approach.
- Set up feedback survey soon for this event. Survey to focus on Fredericton meeting feedback, spring meeting venue preference
- Tentative date will be May 7

**ACTION:**
1. Mike to contact Ahsan go gauge interest in spring meeting and to check on venue availability on May 7
2. Mike to send draft survey questions to Mark. Mark to get online survey set up.

5. National CITE Initiatives

- Tanya provided brief update from Tanya on CITE strategic plan. Mentioned compliments / praise from CITE for our section

6. New Initiatives

- Group discussed the large bank balance and brainstormed ways to use it.
  Potential options:
  - Host a training session and subsidize the costs for members: Probably makes sense to partner with CITE if they end up organizing anything.
  - Student Chapter Grants: Provide money to chapter for activities. Would only help UNB now, but could help encourage Dal to start a student chapter
  - Student travel aid: Cash to help Dal students to travel to Fredericton, UNB students travel to Halifax

**Proposed Approach:** Set up the following student financial support mechanisms, to be reviewed annually at end of fiscal year (Oct. 31)
- $500 Student Chapter Grant -- stipulate that a report must be submitted after use to document how money was used
$500 Travel Bursary once annually for UNB and Dalhousie to help cover travel costs for the spring and fall meetings, respectively.

Moved by: Greg O’Brien  
Second: Mark Gunter  
Carried

ACTION:
1. Executive to further discuss the logistics of implementing these items at next executive meeting

7. Other Business

ACTION:
1. Mike to ask Steven Garner about travel costs for February strategic planning session in Victoria.

MOTION: to adjourn the 2019 AGM.

Moved by: Tanya Davis  
Second: Mark Gunter

Carried
Meeting adjourned at 4:15PM.