



**Canadian Institute of  
Transportation Engineers**

**Institut canadien des  
ingénieurs en transports**

# **Executive Committee Annual Report 2018–2019**

Activities completed June 2018 to May 2019

Presented to the Canadian Institute of Transportation Engineers Board of Directors  
June 2019, Ottawa, Ontario

**Canadian Institute of Transportation Engineers**

a Canadian Non-Profit Corporation

**Institut canadien des ingénieurs en transport**

une organisation à but non lucratif canadienne

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## PRESIDENT'S REPORT

It has been a rewarding second and final year as President of CITE. I have had the pleasure of participating in many events and activities this past year, allowing me to meet many members across the country.

### District Executive Committee

Some highlights of the past year include:

- CITE was incorporated as a national non-profit corporation
- Training courses offered in numerous technical areas
- CITE provided membership on the TAC Connected and Automated Vehicles Task Force
- New student chapter was approved at Seneca College
- New British Columbia Interior Section was approved

### Activities

- Prepared quarterly Transportation Talk articles from the President
- Managed the development of context for Transportation Talk
- Served as meeting chair for monthly Executive calls and bi-monthly Board calls

### Meeting and Conference Participation

- Attended the following meetings to present and support:
  - ITE Annual Meeting and Exhibit in Minneapolis Minnesota
  - Southwestern Ontario Section Meeting
  - Hamilton Section Meeting
  - McMaster Student Chapter Meeting
  - Ottawa Conference Liaison Meeting
  - Leadership ITE meetings in Minneapolis Minnesota
  - ITE International conference calls for District leadership

### Coordination – Partner Organizations

- Transportation Association of Canada:
  - CITE Appointee to Chief Engineers Council, TAC Fall Conference and Technical Meeting in Saskatoon Saskatchewan
  - Chaired appointee meetings at fall technical meeting
  - Presented report to the Chief Engineers Council of TAC on CITE activities and initiatives
  - Conference calls to liaise with TAC Technical Director
  - Renewed TAC Appointment Agreement
  - Renewed TAC CITE Collaboration Agreement

## Priorities for 2019-2020

- Transition to Past President!!
- Support our newly formed Technical Liaison Committee at ITE and TAC
- Support the Training Committee in the development of new material and courses

Respectfully submitted,



Edward Soldo, P.Eng., FITE  
President, CITE  
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## VICE PRESIDENT'S REPORT

The 2018-2019 year for CITE has been busy and it has been my pleasure to act as Vice President on your behalf. I've highlighted some of the initiatives that I've been involved in for CITE below.

### Awards and Scholarships

We look forward to presenting the following awards and scholarships at the annual conference in Ottawa and to discussing our awards program with student and academic representatives from across the country.

<b>Award/Scholarship</b>	<b>Recipient</b>
Dr. Michel Van Aerde Memorial Scholarship	<b>Mohamed Essa</b> (University of British Columbia)
John Vardon Memorial Scholarship	<b>Laura Cabral</b> (University of Alberta)
WSP Undergraduate Scholarship	<b>Chandler White</b> (University of British Columbia)
Student Presentation Competition	<b>Karalee Klassen-Townsend</b> (University of Manitoba)
CCG Competition Award	<b>Joshua Thompson</b> (Ryerson University)
H. Robert Burton Distinguished Service Award	<b>Jeannette Montufar</b>
Outstanding Voluntary Contribution Award	<b>Dave Richardson</b>
Rising Star Award	<b>Amy Jiang</b> and <b>Rebecca Peterniak</b>
Stan Teply Outstanding Technical Project Award	<b>Macleod Trail and 162 Avenue Diverging Diamond Interchange Project</b>
Section Activity Award	<b>Atlantic Provinces Section</b>
Student Chapter Activity Award	<b>University of Alberta</b>
Section Activity Delta Award	<b>Southern Alberta Section</b>
Student Chapter Activity Delta Award	<b>York University</b>

Congratulations to our award and scholarship winners and also a big thank you to our corporate sponsors for making this program possible.

## Ongoing involvement with CITE

In addition to those items I've already highlighted, my ongoing involvement as CITE Vice President has included the following:

- Participating in District Executive monthly meetings by teleconference
- Serving as a liaison to the newly appointed Technical Liaison Committee (TLC)
- Meeting in person in the fall of 2018 with the District Executive, the TLC and the LAC in Ottawa for our fall meetings
- Meeting regularly by phone with the LAC in Ottawa to continue planning for the 2019 annual conference as the Executive Liaison to the committee
- Meeting in person with the LAC in Ottawa and attending a joint event between TAC and the National Capital Section
- Attending the TAC spring meetings as the CITE representative to Chief Engineers' Council
- Attending events with both the Southwestern Ontario Section and the Toronto Section

Respectfully submitted,



Julia Salvini, P.Eng., MITE  
Vice President, CITE  
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## **SECRETARY-TREASURER'S REPORT**

Dear CITE Members,

As you may recall, CITE became an Incorporated Not For Profit at the end of 2017. As such, the 2018 Financial Statements are the first as an Incorporated entity. 2018 was a learning year for both the executive and your Board. There were a number of new processes to be learned, including new rules related to the review and approval of financial statements. I am pleased to share with you our final 2018 Financial Statement, which has been reviewed by the CITE Executive Committee and the CITE Board, and will be brought forward to the membership for approval at the Annual General Meeting (AGM) in Ottawa in June. Please note that there are some minor revisions from the financial statements published in the Spring 2019 edition of Transportation Talk. These revisions reflect some recommendations that came from the year-end review by our public accountant.

2018 was another very successful year for CITE. We maintained a strong financial position, allowing us to reinvest in our membership through a variety of initiatives. 2018 saw the development of a new training program, offering in-person sessions across the country on a variety of technical topics. Our continued partnership with the Transportation Association of Canada has led to joint technical projects, including the recently completed 2nd Edition of the Canadian Guide to Traffic Calming.

We continue to invest in our students through membership support and a broad scholarship program. This enables students and academic leaders to participate in many of the CITE events across Canada, including the inaugural Student Leadership Summit, and 10 student chapters participating in the 2018 Traffic Bowl in Edmonton.

The CITE Board again approved the appointment of Wilkinson Rogers as the CITE Public Accountant for the 2018 Financial Year. They have reviewed our financial statements and provided the following statement:

*"Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Canadian Institute of Transportation Engineers as at December 31, 2018, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for Not-for-Profit organizations."*

There are a number of items to highlight as part of the 2018 financial statement:

- Membership Dues - ITE International now distributes section dues directly to the various sections. Historically, section dues were paid to the District, and then distributed by CITE to the sections. As such, the Membership Dues income in 2018 was lower than budgeted. The Section Dues expense incurred in 2018 was the distribution of 2017 dues.

- Product Sales - through our agreement with TAC, net revenue from the sale of the Canadian Guide to Traffic Calming (2nd Edition) publication is shared 50/50 with CITE.
- Section Revenue - CITE now facilitates event registration for a number of sections. This can reduce the third-party transaction costs incurred by sections. This revenue is offset by Section Payments under expenses.
- Training Revenue - Revenue generated by the CITE Training Program is offset by Hosted Training. The net Training Revenue for 2018 was approximately \$1,200. This was due to higher travel costs for the training providers for sessions in Western and Atlantic Canada.
- Increased reliance on the District Administrator and Communications Coordinator roles will be reflected in the revised 2019 budget.
- Bank Charges have increased due to the increased number of online transactions related to training, the annual meeting and section events.
- Legal costs were related to the Incorporation of CITE.

A motion will be put forward at the AGM to transfer the net revenue from 2018 into our reserve fund. This will further support the long term financial sustainability of CITE.

The CITE Board also approved a revised 2019 Budget to reflect a number of changes since the budget was originally approved back in 2017, including many of the items highlighted in the 2018 Financial Statement.

One of the significant 'behind the scenes' changes in 2018 was the shift to an online financial management system. This has streamlined a number of financial processes, and coincided with the incorporation of CITE. We have also updated a number of our financial policies in 2018 to ensure the long term sustainability of our organization. If you have any questions related to anything related to the CITE financials, please feel free to contact me and I would be pleased to provide further detail.

Sincerely,



Ryan Vanderputten, M.Eng., P.Eng.  
Secretary-Treasurer, CITE  
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## PAST PRESIDENT and DISTRICT DIRECTOR'S REPORT

It has been my honour to serve CITE in the position of Past President this past year and as District Director since January 2019. Below are some of the member and volunteer activities I have had the pleasure of assisting with as well as some priorities for next year.

### Meeting Participation

- ITE International Board of Direction (IBOD) Meetings:
  - Washington, DC – January 12 to 13, 2019
  - New Haven, CT – May 7 to 8, 2019
- Meetings of CITE Executive Committee
  - Ottawa, ON - October 12 to 14, 2018
- Southern Alberta ITE meetings
- University of Calgary ITE student chapter meetings

### Activities

My role as Canadian Past President / District Director included the following activities:

- Executive Liaison to CITE's Training Committee
- Prepared quarterly Transportation Talk articles from the District Director
- Prepared District Director reports prior to ITE IBOD meetings
- Nominations Coordinator for 2019 CITE Executive call where candidates were acclaimed in all positions:
  - President: Julia Salvini
  - Vice President: Ryan Vanderputten
  - Secretary / Treasurer: Pedram Izadpanah
- Supported CITE's Incorporation and new Board practices
- Submitted a Transportation Talk article with researcher Mariana Brussoni on transportation design for and with children
- Co-Chair of the Women of ITE Sub-Committee
  - Launched Women of ITE information crusade covering different gender topics each month
  - Planning a forum and breakfast meeting for the ITE meeting in Austin
- Member of ITE's Diversity Committee
- Facilitated formation of new Seneca College Student Chapter
- Supported ITE STEM activities:
  - Writing a blog on why I am an engineer
  - Contributing the "Streets Have Personality" activity to ITE's STEM page

### Priorities for 2019–2020

- Joining ITE's newly formed Industry Council and Training Task Force
- Serve as the Canadian District representative on the 2020 ITE International Nominating

Committee (to elect ITE International Vice President)

- Learning Section and District needs around advancing the gender conversation
- Support our newly formed Technical Liaison Committee and particularly to connect more of our members with International Committees to better represent the Canadian voice at all IBOD meetings

Respectfully,



Jen Malzer, P.Eng., MSc.  
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