



ITE District 7 (Canada)  
Manitoba Section  
2020 Annual Report

March 1, 2021

*Prepared for:*

Canadian Institute of Transportation Engineers



## TABLE OF CONTENTS

	<u>Page No.</u>
1 INTRODUCTION .....	1
2 SECTION EXECUTIVE .....	1
3 SECTION MEMBERSHIP .....	1
4 FINANCIAL REPORT .....	1
5 SECTION ACTIVITIES .....	3
5.1 Technical Luncheons .....	3
5.2 Technical Webinars .....	6
5.3 Annual Business Meeting .....	8
5.4 Annual Fundraiser .....	8
5.5 Website .....	9
5.6 Section Charter and By-Laws Update .....	9
5.7 CITE Conference Planning .....	9
6 STUDENT CHAPTER ACTIVITIES .....	9
7 AWARDS AND ACHIEVEMENTS .....	9
7.1 ITE Manitoba Kean Low Memorial Student Paper and Presentation Prize .....	9
8 SUMMARY .....	10

## 1 INTRODUCTION

This is the annual report for the ITE Manitoba Section, covering the period from January 1, 2020 to December 31, 2020.

## 2 SECTION EXECUTIVE

The Executive members of the Manitoba Section in 2020 were:

- **President:** Jennifer Chapman, P. Eng.
- **Vice President:** Steven Florko, P.Eng.
- **Secretary:** Rebecca Peterniak, M.Sc., P.Eng., RSP<sub>1</sub>
- **Treasurer:** Steve Wood, M.Sc., P.Eng.
- **Past President:** David Wiebe, P. Eng., PTOE

## 3 SECTION MEMBERSHIP

As of December 31, 2020, the Manitoba Section had 78 members which is a decrease of one member compared to 2019. The membership breakdown is as follows, with 2019 numbers given in brackets:

- **Regular members:** 46 (44)
- **Student members:** 26 (29)
- **Fellows:** 6 (6)
- **Total:** **78 (79)**

## 4 FINANCIAL REPORT

The Section's 2020 financial performance was significantly different than the projected budget, due to a number of factors. The revenue was lower than expected, primarily due to the cancellation of the 2020 fundraiser. However, we received a generous donation from the family of Kean Lew towards the prize pool for the Student Paper Competition.

The largest difference between the actual and projected budgets was the relatively dormant expenses in 2020. Due to COVID-19, many of the regular line items such as the Section Board of Director travel, in-person executive meetings, and value-add for membership were all unused this year. Since the Section still has unallocated income and a healthy fund balance, we plan to offer another value-added initiative in the coming year to provide further opportunity to members.

<b>Balance of Funds on hand at the Beginning of the Reporting Period:</b>	<b>\$7,892.92</b>
<b>Balance of Funds on hand at the End of the Reporting Period:</b>	<b>\$8,343.22</b>

<b>CITE Manitoba Section – 2021 Budget</b>				
	<b>2020 Budget</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>Notes for 2020 Budget</b>
<b>Revenue</b>				
Membership Fee	\$700.00	\$686.74	\$675.00	Based on existing membership numbers and last year's total revenue.
Fundraiser	\$740.00	\$0.00	\$0.00	Unsure of status of 2021 expenses and fundraiser.
CITE Provision for Student Presentation Award	\$400.00	\$400.00	\$400.00	Assumed 2021 consistent with 2020.
Yuan Lew Donation	\$0.00	\$500.00	\$0.00	2021 assume \$0 unless we hear otherwise.
Monthly Luncheons	\$80.00	\$189.12	\$0.00	Difficult to estimate due to (1) uncertain number of in-person meetings upcoming, (2) uncertain what room fee will be for 2020-2021 season (not paid yet). Assume 0 profit for 2021.
Technical Tours	\$0.00	\$0.00	\$0.00	Assuming any potential tours would be cost-neutral.
Miscellaneous	\$0.00	\$0.00	\$0.00	Budgeted same as last year.
<b>TOTAL REVENUES</b>	<b>\$1,920.00</b>	<b>\$1,775.86</b>	<b>\$1,075.00</b>	
<b>Expenses</b>				
Website Domain Fee	\$90.00	\$24.00	\$50.00	Provision for 2021 for the "itemanitoba.ca" domain.
Executive Meetings	\$175.00	\$0.00	\$75.00	Budget for 1 meeting near end of year.
Funding for Student Chapter	\$500.00	\$500.00	\$500.00	Hold consistent.
Travel Expenses for Manitoba Section Board Director	\$1,000.00	\$0.00	\$0.00	Low likelihood of travel in 2021.
Student Awards	\$525.00	\$950.00	\$525.00	2020 had a bonus contribution. Leave awards same as 2019.
Monthly Luncheon Shortfalls	\$0.00	\$0.00	\$0.00	Set to 0 (see revenue Row 5).
TBD Value-Add for Members (training, outreach, etc.)	\$1,000.00	\$0.00	\$0.00	Events including value-adds uncertain at this point.
CITE Conference Bid	\$200.00	\$0.00	\$0.00	Uncertain at this point.
Miscellaneous	\$100.00	\$0.00	\$100.00	Budgeted same as last year.
<b>TOTAL EXPENSES</b>	<b>\$3,590.00</b>	<b>\$1,474.00</b>	<b>\$1,250.00</b>	
<b>Profit/Loss</b>	<b>-\$1,670.00</b>	<b>\$301.86</b>	<b>-\$175.00</b>	

## 5 SECTION ACTIVITIES

ITE Manitoba held a variety of events throughout 2020. We began the year with two luncheons in the first two months and subsequently held quarterly webinars. Here is an overview of our 2020 activities, with further details to follow:

Month	Event
January	<b>Technical Luncheon</b> Constantina Douvris, MALA, CSLA, from HTFC Planning & Design presented on the <i>Kenora Downtown Revitalization Project</i> .
February	<b>Technical Luncheon</b> Keenan Patmore, M.Sc., P.Eng., and Karen Toews, CET, from Manitoba Infrastructure presented on <i>Changes to Speed Limit Setting and the Access Permit Process</i> .
March	<b>Kean Lew Memorial Student Paper Competition</b>
July	<b>Webinar</b> Tyler George, M.Sc., P.Eng., and Chris Baker from the City of Winnipeg presented on <i>Traffic and Transportation Impacts of COVID-19 in Winnipeg, MB</i> .
October	<b>Webinar</b> Marie-Soleil Cloutier from Institut National de la recherche Scientifique, Denae Penner from Green Action Centre, and Jamie Hilland from Urban Systems presented on <i>School Travel Planning</i> .
December	<b>Webinar &amp; Annual Business Meeting</b> Stephen Chapman, P.Eng., from MORR Transportation Consulting Ltd. presented on a <i>Proof of Concept study employing technology to efficiently study pedestrian and cyclist activity at blocked railway crossings in Winnipeg and Vancouver</i> .


### 5.1 Technical Luncheons


The ITE Manitoba Section endeavors to hold monthly meetings where members and friends of ITE can network, enjoy a lunch together and take-in engaging, relevant transportation engineering topics. There were two technical luncheons in 2020, with an average attendance of 30 people.

These meetings offer an excellent opportunity for all members to keep abreast of what is going on in the profession in Manitoba and beyond. Student members are strongly encouraged to attend and are charged a discounted rate. Each presenter has their lunch paid for by the Section for their generous donation of time.

We continue to hold our luncheons at the Winnipeg Winter Club with catering provided by Urban Prairie Cuisine. Luncheon fees were \$26 for members and \$15 for students. Events are advertised and tickets are purchased through CITE's website.

Here are some details and photos from our 2020 luncheons:

	Speaker	Topic	Attendance
<b>January 21, 2020</b>	<b>Constantina Douvris, MALA, CSLA, from HTFC Planning &amp; Design</b>	<b>Kenora Downtown Revitalization Project</b>	Members: 22 Students: 1
	<p>At a time of mill closures and general uncertainty in the lumber industry throughout Northwest Ontario, the City of Kenora took a fresh look at their downtown and its future to support possible economic drivers. In order to create a place that locals and visitors alike would want to spend time in and linger, Kenora took a Complete Streets approach focused on vehicular, pedestrian, and boating circulation as part of their revitalization plans. The City also weaved in culture, heritage, wayfinding, green infrastructure, art, and some bold engineering. This multi-phase project offers a number of practical lessons on how infrastructure renewal and economic development can be effectively married to placemaking.</p> 		

February 18, 2020	Speaker	Topic	Attendance
	<p><b>Keenan Patmore, M.Sc., P.Eng., and Karen Toews, CET, from Manitoba Infrastructure</b></p>	<p><b>Changes to Speed Limit Setting and the Access Permit Process</b></p>	<p>Members: 31 Students: 3</p>
<p>This presentation covered changes to speed limit setting and the access permit process regulated by the Traffic and Transportation Modernization Act. The Act came into effect in spring 2019 and makes significant changes to how traffic and transportation are regulated in Manitoba. Key changes include:</p> <ul style="list-style-type: none"> <li>• Eliminating the Highway Traffic Board and modifying the process to request a speed limit change.</li> <li>• Allowing municipalities and local traffic authorities to set speed limits on municipal roads.</li> <li>• Modifying the permit application process for access roads, signs, and structures.</li> </ul>		<p>The presentation provided an overview of these changes and a detailed explanation about the new process.</p>	

## 5.2 Technical Webinars

Due to the impacts of COVID-19, the ITE Manitoba Section was unable to hold its regular luncheon meetings as of March 2020, and subsequently held quarterly webinars to continue to provide engaging technical content. There were three technical webinars in 2020, comprising 6 speakers total, with an average attendance of 49 people.

These webinars provide a means for ITE members and friends to view technical content from a variety of presenters on a range of relevant topics within one session. Efforts were made to organize the presentations based on themes.

These webinars were organized using the *Google Meet* platform and hosted by our Section president Jennifer Chapman. Participants are encouraged to share questions and comments using the platform voice feature or chat feature, providing an interactive environment in the absence of an in-person event. The webinars are a cost-neutral event and members and friends of ITE can attend free of charge.

Here are some details from our 2020 webinars:

	Speaker	Topic	Attendance
<b>July 16, 2020</b>	<b>Tyler George, M.Sc., P.Eng., and Chris Baker from the City of Winnipeg</b>	<b>Traffic and Transportation Impacts of COVID-19 in Winnipeg, MB</b>	Members: 57 Students: 5
	<p>Two transportation professionals from the City of Winnipeg shared the impacts the COVID-19 pandemic has had on traffic volumes and active transportation in the City as well as their experiences in responding to them.</p> <ul style="list-style-type: none"> <li>• Tyler discussed the City’s traffic monitoring program and the recent traffic trends related to the COVID-19 pandemic. He also provided some information about the City’s permanent bike counters.</li> <li>• Chris presented on Winnipeg’s Open Streets projects, which transform sections of streets from socially distant recreational opportunities to bike boom.</li> </ul>		



October 29, 2020	Speaker	Topic	Attendance
	<b>Marie-Soleil Cloutier from Institut National de la recherche Scientifique, Denae Penner from Green Action Centre, and Jamie Hilland from Urban Systems</b>	<b>Webinar on School Travel Planning</b>	Members: 42 Students: 1
<p>This webinar featured three speakers who presented about a variety of topics and projects related to School Travel Planning.</p> <ul style="list-style-type: none"> <li>• Marie-Soleil took a closer look at two projects where 1) children were observed when crossing the street in different built environments and 2) walkabouts were organized around schools to help familiarize students their itinerary in walking to school.</li> <li>• Denae spoke about a pilot of School Streets in Winnipeg, coordinated by the Green Action Centre, which started in early September 2020 at Isaac Brock School. A School Street is a temporary road closure on the street in front of a school, with a short-term restriction on vehicle through-traffic, and presents an innovative approach to support student health and safety.</li> <li>• Jamie discussed the increased importance of youth and school engagement as part of transportation planning projects over the past decade. This presentation looked at the various processes employed to effectively consult and engage with students and families as part of neighbourhood study and design projects including: the Ruby/Banning corridor study, the West Alexander to East Exchange project, as well as the recently completed Wolseley to Downtown walk/bike project. Jamie examined current best practices and highlighted lessons learned from past projects.</li> </ul>			

December 16, 2020	Speaker	Topic	Attendance
	<b>Stephen Chapman, P.Eng., from MORR Transportation Consulting Ltd.</b>	<b>Proof of Concept study employing technology to efficiently study pedestrian and cyclist activity at blocked railway crossings in Winnipeg and Vancouver</b>	Members: 35
<p>This presentation was held in conjunction with the ITE Manitoba Section annual business meeting.</p> <p>Stephen gave a presentation on a proof of concept study completed for Transport Canada that employed technology to efficiently study pedestrian and cyclist activity at blocked railway crossings in Winnipeg and Vancouver. The presentation covered development of the monitoring system, calibration, data collection, observed characteristics at the crossings, performance results, and future considerations.</p>			

### **5.3 Annual Business Meeting**

The Annual Business Meeting was held on December 16, 2020 through *Google Meet*, followed by a technical webinar. The Annual Business Meeting included a summary of the Manitoba Section's activities through 2020, summary of Kean Lew Memorial Student Paper Competition, status of annual fundraiser, status of potential bid to host the 2022 CITE Conference, and review of the proposed budget for 2021.

### **5.4 Annual Fundraiser**

The ITE Manitoba Section planned to switch-up the annual fundraiser event for 2020. The past 3 years have seen successful escape room tournament events and in 2020, planning was initiated for a fresh look to the annual fundraiser featuring a walking Scavenger Hunt of downtown Winnipeg. At the time of planning, the Section was aware that some events would not be possible due to COVID-19, and elected to hold more of a FUN-raiser, which was intended as a networking event filled with fun activities for Section members and friends to partake in.

Unfortunately, we were unable to follow-through with the event as in-person events were no longer possible as of summer 2020. However, we would like to thank those involved in the fundraiser planning committee in 2020 and we hope to carry-out a similar event in 2021!

## **5.5 Website**

The ITE Manitoba Section maintains a website at <http://www.itemanitoba.com/> to keep members informed about ongoing activities throughout the year. The website contains information about the section, contacts, and notices for upcoming events.

The website also includes the Section’s Charter and By-laws, CITE Charter and By-laws, Annual Budgets and previous Annual Reports. The website is an ideal location to provide this information to members and other visitors to the site. It also provides a means of increasing transparency in the organization.

ITE Manitoba events are also posted on the CITE website to make use of the online registration platform.

## **5.6 Section Charter and By-Laws Update**

In 2019-2020, ITE went through a widespread process of updating Charters and By-laws. As of Summer 2020, the Manitoba Section provided input to CITE on the draft Manitoba Section Charter and By-laws. As of June 2020, the Manitoba Section Charter and By-laws are approved by the CITE District, and are effective as of January 1, 2021. The Manitoba Section Charter and By-laws can be found on ITE Manitoba’s website.

## **5.7 CITE Conference Planning**

In 2020, ITE Manitoba submitted a letter of intent to host the 2022 CITE conference in Winnipeg. In early 2020, a Local Arrangements Committee (LAC) was formed and held its first meeting in February 2020 to discuss the formal bid process, LAC personnel roles, potential conference themes, and other ideas. Due to COVID-19, the conference bid was put on hiatus, and as of December 2020, ITE Manitoba is awaiting further instructions from CITE regarding an updated timeline for the potential conference and bids.

# **6 STUDENT CHAPTER ACTIVITIES**

The University of Manitoba is the host of the local student chapter to the ITE Manitoba Section. They continue to be one of the most active chapters in ITE, with regular participation at CITE conferences and international ITE meetings, including the Collegiate Traffic Bowls.

Full details of their activities are included on their website: <http://www.iteumanitoba.ca/>

# **7 AWARDS AND ACHIEVEMENTS**

## **7.1 ITE Manitoba Kean Lew Memorial Student Paper and Presentation Prize**

Beginning in 2010, the Manitoba Section’s annual student paper and presentation prize was renamed the Kean Lew Memorial Student Paper Prize after Mr. Kean Lew, P. Eng. a graduate of the University of

Manitoba and former member of the ITE Manitoba Section. He was a friend of many of the members and tragically lost his life in 2009.

Requests for papers from students in the Civil Engineering program at the University of Manitoba are made at the beginning of the calendar year. Submitted papers are reviewed and scored by a panel of volunteer judges drawn from ITE Manitoba Section members, and the top three are invited to participate in the presentation competition. The presentations are graded by the judges and final scores are tallied. The winner is invited to present at a Section luncheon and is eligible for entry into the CITE Student Presentation Competition.

Congratulations to Amanda Pushka and Abby Scaletta, both students from the University of Manitoba, who received first and second place, respectively.

## **8 SUMMARY**

The ITE Manitoba Section Executive facilitated a year of activities including monthly technical luncheons to begin the year, quarterly webinars for the remainder of the year, and the Kean Lew Memorial Student Paper Competition. All events provide invaluable networking and information sharing opportunities within Manitoba's transportation engineering community. Unfortunately, due to COVID-19, some in-person events were not possible including the annual fundraiser, technical tours, and workshops.

The Executive appreciates the ongoing support of ITE members with volunteering for presentations, on the annual fundraiser organizing committee, and with participation at other events. The Executive is especially thankful for our member support over this challenging year and we're looking forward to a brighter year ahead with the hopes of resuming some regular activities and holding exciting new activities in 2021 and beyond!