

CANADIAN SOCIETY OF LANDSCAPE ARCHITECTS

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# CORPORATE POLICIES MANUAL



**CSLA**  
Canadian Society of  
Landscape Architects

**AAPC**  
L'Association des architectes  
paysagistes du Canada

APPROVED BY THE CSLA BOARD OF DIRECTORS ON DECEMBER 10<sup>TH</sup>, 2012

Last Updated: December 2013 (by Michelle Legault, CSLA Executive Director)

# Table of Contents

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Table of Contents .....	1
1. Policy and Procedure on the Orientation of New CSLA Board Directors .....	2
2. Annual General Meeting Policy .....	2
3. Audit Policy.....	3
4. Bulletin Policy .....	3
5. Component Travel Subsidy Policy .....	4
6. Congress Policy & Guidelines.....	4
7. Dues Policy.....	7
8. IFLA Representative Policy.....	8
_Approved October 2003.....	8
_Revised November 2013.....	8
Appointment .....	8
Term .....	8
Nomination & Election of Candidates.....	8
9. Insurance Policy.....	8
_Approved in 2003 .....	8
Policy .....	8
Procedure .....	9
10. Landscapes/Paysages Policy .....	9
11. Privacy Policy .....	14
12. Reserve Fund Policy.....	17
13. Code of Ethics (under review) .....	18
14. Archiving Policy and Guidelines.....	20
Background .....	20
Definitions.....	20
Responsibility .....	20
Policy .....	20
Guidelines on Archiving the CSLA's Records.....	21
15. Policy on Reimbursement of Travel Expenses.....	23
16. Policy on Affiliates Status.....	24

# 1. Policy and Procedure on the Orientation of New CSLA Board Directors

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(Approved June 8<sup>th</sup>, 2012)

**Responsibility** The responsibility for developing and implementing an effective program of board orientation is shared between the Executive Director and the Executive Committee.

**Purpose** Orientation is intended to prepare new Board of Directors members for their role in the organization. Orientation is also extremely useful for all members to ensure they are operating from the same knowledge base.

Proper orientation of new members ensures that the Board of Directors continues to be well-informed, with the knowledge needed to lead an effective organization, regardless of the natural rotation in its board members.

**Policy and Procedure** Orientation should be undertaken as soon as new members are elected or appointed.

Within one month of their appointment to the CSLA Board of Directors, new members shall receive:

- a Board Manual,
- a Corporate Policies Manual
- a current Annual Report
- a current Strategic Plan, and
- minutes of the last two Board of Directors meetings.

The President of the CSLA should telephone or e-mail the new member and answer any questions they may have about the material sent by the Executive Director. Follow-up by the Executive Director if necessary.

The new member should also arrange to have a full briefing from the departing association representative, if possible.

Finally, the Executive Director should ensure that the new member feels equipped with the required information during the meetings, and should arrange, as necessary, for informal exchanges either before or after scheduled meetings.

## 2. Annual General Meeting Policy

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(Approved March 15<sup>th</sup>, 1983, revised in 2007.)

Arrangements for the Annual Meeting shall be the responsibility of CSLA Executive Director.

No other Congress events shall be scheduled to conflict with the Annual Meeting.

The meeting room shall be capable of seating a minimum of one hundred (100) members and shall be equipped with a public address system.

The agenda for the Annual Meeting shall follow the below guide:

- a) Call the Meeting to Order (the President).
- b) Read the Notice for the Annual Meeting-Congress (the Executive Director).
- c) Identify the need or lack of need for a quorum to the membership (the President).
- d) Introduction of the Presiding Table (the President).
- e) The Tabling and Reading of the Minutes of the Last Annual Meeting (the Executive Director).
- f) The Tabling of the President's Report on the Society (the President).
- g) The Tabling of the Report on the Accounts of the Society (the Chair, Finance Committee).
- h) The Report on the Election of Officers (the Executive Secretary-Treasurer).
- j) Ratification for the Unanimous Adoption of the Report on the Election of Officers (the President).
- k) The Introduction of the new President-Elect and invitation to join the presiding table (the President).
- l) Presentation on the next Annual Congress (Component Association President or Congress Chairman).
- m) Question and Answer Period for Membership (the President).
- n) The Introduction of the incoming President (the President).
- o) The formal thanks of the Society to the outgoing President (the new President).
- p) The Report of the New President.
- q) Adjournment (the new President).

### 3. Audit Policy

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**(Approved in 2007.)**

The CSLA will have its Financial Statements prepared annually by a qualified Chartered accountant. These statements will be reviewed by an auditor and all tax required returns prepared.

Procedure: The Executive Director will ensure that the CSLA Financial Statements are prepared on an annual basis.

### 4. Bulletin Policy

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**(Approved January 2003)**

The CSLA shall publish a Bulletin for distribution to members and interested parties, according to the following:

- The Bulletin is published in both official languages.

- The Bulletin is an electronic document only- it is e-mailed to members and posted to the CSLA website.
- The Bulletin is to be sent out on a regular basis, a minimum of 6 times per year.
- Issues are retained on the website for a period of one year, after which time they will be deleted.
- Editorial is solicited from all CSLA members, Board of Directors or component associations and will be included as determined by the Executive Director.

## 5. Component Travel Subsidy Policy

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(Approved May 2003)

### Objective

The CSLA BoG encourages Members of the Board of Governors to attend all meetings and also encourages components to find alternate funding, possibly through the assistance of provincial and/or national governments.

It is the intent of the CSLA to provide these funds as a subsidy to assist Component travel budgets, but not necessarily to cover all the costs of a Member's travel.

- The CSLA BoG will continue to have two scheduled face-to-face meetings per year that all Board members are encouraged to attend.
- The CSLA BoG subsidy is aimed at assisting three component associations (NLALA, NWTALA and NUALA) to have representation at these two BoG meetings.
- The Subsidy budget allocates funds for representatives to assist with travel costs for three component associations: NWTALA, NUALA and NLALA.
- The total amount allocated per component per year should not normally be used for one meeting only.
- The CSLA BoG subsidy is aimed at assisting components to pay for travel costs.
- Should a portion of the grant not be required the CSLA Excom will determine its use.

## 6. Congress Policy & Guidelines

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(Approved 15 March 1983, Modified 23 October 2013)

### Introduction

Selecting the right destination for the CSLA Congress is critical. The rationale behind choosing the next conference destination should be a business case. It will protect the association and mitigate risk. It may also help the CSLA reduce costs and ultimately manage all stakeholder expectations. The destination must be appealing, accessible and affordable; this will ultimately drive the delegate numbers.

### Background

The CSLA holds an annual Congress to hold Board Meetings, an Annual General meeting, an awards banquet and the investiture of new members of the College of Fellows. It also provides an opportunity for professional development and networking for members.

For many years, the CSLA partnered with a component association, who would, on the CSLA's behalf, organize the Congress. Since 2013, however, the CSLA has taken on the planning of the Congress, often maintaining the host relationship with a component and relying on the component association for a segment of the planning.

A list of previous CSLA Congresses can be found at the end of this policy/guideline, in Schedule A.

**Policy**

- i) The locations for the Congress must be approved by the Board of Directors on an alternating east-west basis with the Manitoba-Ontario border being the dividing line. Any variation in this procedure or proposals for international destinations must be approved by a two-thirds vote of the Board of Directors. Profitability, desirability of travel destination and logistical issues must also be considered when selecting Congress locations.
- ii) The Congress shall be held not more frequently than every ten months and not less frequently than every eighteen months on such date as approved by the Board of Directors.
- iii) The the administration and the accounting for the Congress is assumed by the CSLA.
- iv) A partnership agreement with components will be outlined for each event, detailing roles and responsibilities and including a profit sharing agreement
- v) Profit and loss, and distribution of such between the component organization and the CSLA are to be negotiated for every event.
- vi) All Congress advertising, registration, program and related information shall be issued in both official languages.
- vii) A planning committee, which includes the CSLA's Executive Director, must be established for every Congress. This Committee shall report to the Board of the CSLA.

**Guidelines for Roles and Responsibilities of the CSLA and Component Organization**

The following are guidelines for sharing areas of responsibility for the Congress:

<i>CSLA</i>	<i>Component</i>	<i>Both</i>
_Financial management	_On-site trade show coordination	_Appointing a Congress Chair and
_Communications	_Setting theme, program and	_Planning Committee
_General logistics	selecting presenters	_Selecting venue
_Coordination with venue	_Volunteer coordination	_Establishing Congress budget
_Call for sponsors	_Tour/transportation	_Setting the schedule
_Call for presenters	coordination	
_Graphic design and layout		
_Coordination of registration		

**Guidelines for the Evaluation of a Congress Destination/Date**

In selecting the Congress location and dates, the following elements should be evaluated:

- a) Participation:

- a. Member and non-member availability within the proposed destination/location
- b. Provision of methods for remote participation by members via technological communications
- b) Conference Content:
  - a. Availability of local speakers
  - b. Availability of local tours
- c) Conference Revenue:
  - a. Suitability for trade show for exhibitors and sponsors
- d) Logistics:
  - a. Support for proposed venue/destination
  - b. Venues for conference sessions/events and off-site functions
  - c. Telecommunications and Infrastructure
  - d. Availability of accommodation
- e) Destination Appeal and Resources for Participants:
  - a. Potential language barriers
  - b. Transportation accessibility
  - c. Economic stability of destination
  - d. Safety and security
  - e. Medical facilities
  - f. Climate
  - g. Tourism opportunities
- f) Conference Timing:
  - a. Competing or related conferences

### Guideline about International Destinations and Remote Congresses

The CSLA may host a Congress in an international destination no more than every 5 years.

International destinations must:

- o Provide the CSLA members who are not able to participate with a remote way to experience content live.
- o Provide a distinct benefit to the chosen location for outreach, collaboration, etc...
- o Provide members with an opportunity to expand their knowledge
- o Consider customs regulations and visa requirements, safety and security

### Schedule A - CSLA Congress History

Year	Host Component	Location
1968 (IFLA Congress)	AAPQ	Montreal
1973	OALA	Kitchener
1977	OALA	Toronto
1978	MALA	Winnipeg
1981 (IFLA Congress)	BCSLA	Vancouver
1983	AALA	Edmonton
1984	OALA	Ottawa
1985	SALA	Saskatoon
1986	BCSLA	Vancouver
1988	MALA	Winnipeg
1989	AAPQ	Montreal

1990	AALA	Calgary
1991	OALA	Toronto
1992	SALA	Saskatoon
1993	AAPQ	Montreal
1994	BCSLA	Victoria
1995	MALA	Winnipeg
1997	AALA	Edmonton
1998	AAPQ	Montreal
2000	OALA	Ottawa
2001	AAPQ - Joint ASLA Congress (cancelled due to 9-11)	Montreal
2003 (IFLA Congress)	AALA	Calgary' Alberta
2004	NLALA	St John's
2005	MALA	Winnipeg
2006	BCSLA	Vancouver
2007	OALA & AAPQ	Cuba
2008	AAPQ	Quebec City
2009	OALA	Toronto
2010	AALA	Edmonton
2011	NuALA	Iqaluit
2012	APALA	Halifax
2013	SALA	Regina
2014	N/A	Ottawa
2015	N/A	Mexico City
2017 (IFLA Congress)	AAPQ	Montréal

## 7. Dues Policy

(Approved November 28<sup>th</sup>, 2002.)

CSLA annual dues for Full Members are to be paid in full by the component associations on or before April 1<sup>st</sup> of the current year.

Additional amounts are billed on a quarterly basis for any Associate members who attain Full members status, new Full members who join after March 30 or Full members who join the component association after that date by any other means.

These additional amounts **only** are charged on a quarterly basis as per the accompanying table, and should be reconciled and paid on or before December 31 of the current year.

This is in accordance with the Policies and Procedures Manual of the CSLA (March 15, 1983) which states:

“New members of Component Associations attaining membership during the fiscal year of the Society shall be charged Society dues on a quarterly pro-rated basis as follows:”



Time period	Fees payable
January- March	Full fee
April - June	$\frac{3}{4}$ of full fee
July- September	$\frac{1}{2}$ of full fee
October- December	$\frac{1}{4}$ of full fee

## 8. IFLA Representative Policy

\_Approved October 2003.  
\_Revised November 2013.

### Appointment

Appointment of the IFLA Representative is the responsibility of the Board of Directors of the CSLA, and requires a motion of the Board.

### Term

The Term of Office of the IFLA Representative is of three years. Reappointment of a serving Representative could only occur if no other candidates could be identified. Reappointment would be for three years and is not renewable.

### Nomination & Election of Candidates

The Board of Directors would appoint two members to an IFLA Nomination Committee, whose responsibility would be to identify two candidates who had agreed to allow their names to be considered for the appointment. Candidates for the IFLA appointment would normally be selected from Past Presidents of the CSLA. The names of the prospective Candidates would be made known only to the Board and would not be released publicly.

Selection of the successful candidate would be by secret ballot of the Board of Governors. The President of the Board would only cast a vote in the event of a tie.

## 9. Insurance Policy

\_Approved in 2003

### Policy

The CSLA will maintain insurance policies for Non- Profit Directors and Officers Liability that provides a minimum of \$1,000,000 liability coverage for each Director of the CSLA.

In addition the CSLA will maintain liability coverage for events such as Board meetings, Awards presentations and the annual conference. This provides liability coverage for the CSLA office in the event of a claim.

## Procedure

The Executive Director will ensure that the above named insurance coverage is in force and renewed on an annual basis.

# 10. Landscapes/Paysages Policy

(Approved 8 September 2004)

## 1. Introduction

This *Landscapes/Paysages* policy details one component of the broader CSLA Communications Policy, providing for a Canadian periodical publication on landscape architectural practice and theory titled *Landscapes/Paysages*. As such, this policy may refer to other CSLA communication tools, such as the *Roster*, the *Bulletin*, or the *website*, but does not set out policy for them.

*Landscapes/Paysages* shall be the official magazine and primary form of print communication for the CSLA/AAPC. It is intended to provide Canadian landscape architects and other readers with a forum for information and dialogue about practice and research relevant to the profession.

## 2. Purpose, Goals, and Objectives of *Landscapes/Paysages*

### 2.1 Purpose

CSLA shall use *Landscapes/Paysages* as its primary means of external print communication, with five main purposes:

- 2.1.1 Communication:  
To develop and maintain communication among CSLA component members, and between the CSLA and other groups or individuals.
- 2.1.2 Information:  
To provide information on and relevant to the practice of landscape architecture in Canada.
- 2.1.3 Education:  
To provide educational material on trends, techniques, research, landscape architecture practice, and other related topics.
- 2.1.4 Internal identity:  
To strengthen the awareness of CSLA component members regarding their common interests and the activities of CSLA/AAPC.
- 2.1.5 External identity:  
To inform the public, other professionals, professional organizations, and governments about landscape architecture, landscape architects and the CSLA/AAPC.

### 2.2 Goals

In order to achieve the purposes of *Landscapes/Paysages*, the following goals are given high priority:

- 2.2.1 Provide information about contemporary landscape architectural practice, about advances in landscape architectural theory, and about current landscape architectural research for landscape architects and the general readership.
- 2.2.2 Provide information on landscape architectural matters that are particularly Canadian, including national, provincial, regional, and local concerns of national interest.
- 2.2.3 Provide information about recent and upcoming events of interest regarding landscape architecture.
- 2.2.4 Provide information about the structure, goals and activities of the CSLA and its Component Organizations.
- 2.2.5 Provide a vehicle for publication of research and commentary relating to the landscape architectural profession.
- 2.2.6 Produce a cost-effective publication of the highest quality substantive content, written expression, and visual appearance, reflecting the aspirations of the CSLA/AAPC.

### 3. Format of *Landscapes/Paysages*

*Landscapes/Paysages* shall be produced and distributed as a national periodical that combines aspects of a professional magazine and an academic journal.

The CSLA *Bulletin* shall be published by the CSLA to focus on the affairs, programs and activities of the CSLA/AAPC, its components, and their members.

The CSLA *website* shall be maintained as a point of public access to the CSLA and as a resource for the membership. Among other CSLA documents, the website shall include an archive of articles from the national publication for the public, and an archive of the *Bulletin* for the membership.

The CSLA may, from time to time, publish other special purpose documents and communications in accordance with its broader communication policy.

*Landscapes/Paysages* shall be published in accordance with the following objectives:

- 3.1 There shall be a minimum of two issues per year. Each issue shall have a target of thirty-six (36) pages minimum inclusive of advertising.
- 3.2 The annual content targets, exclusive of advertising, shall be:
  - 3.2.1 60 percent articles on contemporary landscape architecture practice and issues of interest to the profession and wider readership.
  - 3.2.2 20 percent refereed articles of current relevance to the landscape architecture profession.
  - 3.2.3 20 percent information and commentary on current events, such as CSLA activities, book reviews, editorials, and conference listings.
- 3.3 Advertising shall be accepted as a source of revenue and information about products and services offered by the landscape architectural profession and available to the profession.
- 3.4 Issues of the publication may focus on particular themes, including regional content.
- 3.5 The Editorial Board shall establish criteria for submissions, including content and formatting requirements for text and images.

### 4. Organizational Structure for the Production of a National Periodical

- 4.1 Roles and Responsibilities

- 4.1.1 The Executive Director shall be responsible for the administration of this policy and shall report to the Board of Governors on its implementation.
- 4.1.2 The CSLA Board of Governors shall be responsible for monitoring implementation of this policy, and reviewing and updating it as required to ensure it is current and relevant.
- 4.1.3 The Editorial Board is intended to broadly represent the Board of Governors, the landscape architecture academic community, and the Component Organizations.
- 4.1.4 The role of the Editorial Board shall be to provide overall editorial direction for the national periodical, including:
  - 4.1.4.1 ensuring that content targets are achieved and that all regions of Canada are represented in content;
  - 4.1.4.2 providing direction as to themes, features and special issues, and publishing this plan to the membership;
  - 4.1.4.3 encouraging the membership and others interested in Canadian landscape architecture to contribute material, and soliciting material around the identified focus for any issue;
  - 4.1.4.4 participating in review of articles submitted to the periodical;
  - 4.1.4.5 recruiting suitable academic and/or practicing referees to review refereed articles, and establishing and using a confidential refereeing process;
  - 4.1.4.6 appointing a Guest Editor for each issue from the membership of the Editorial Board; and
  - 4.1.4.7 providing advice to the Board of the CSLA regarding this policy.
- 4.1.5. The role of the Editor in Chief shall be to assume a leadership role in conjunction with the Editorial Board and Managing Editor/Publisher in soliciting, collecting, reviewing and editing all articles and submissions relating to that particular issue.
- 4.1.6. The Managing Editor/Publisher shall be responsible for coordinating final editing, design, layout, production and distribution of *Landscapes/Paysages*. Depending on the terms of the contract, the Managing Editor may also be required to act as advertising agent.
- 4.2 Contracts for Publisher & Editor in Chief
  - 4.2.1. The CSLA shall enter into a contract or contracts with a company or companies to act as Publisher & Managing Editor and with the Editor in Chief for the production *Landscapes/Paysages*. The contract(s) shall specify the number, timing and size of the issues, the responsibilities of the Publisher, the Managing Editor, the Editor in Chief, Editorial Board and the CSLA/AAPC, and procedures for contract review. The contract may be a multi-year contract but shall include provisions for annual review and for termination with due notice.
  - 4.2.2 The contract(s) shall specify the total price to be paid for the production and distribution of the periodical and shall define the formula by which revenues from advertising sales and similar matters are to be allocated between the Publisher/Managing Editor and the CSLA/AAPC.
  - 4.2.3 In consultation with the Editorial Board, the Executive Committee shall review submissions and negotiate a contract consistent with this policy and the CSLA budget for *Landscapes/Paysages*.
  - 4.2.4 The Publisher/Managing Editor may subcontract certain services associated with producing the periodical as part of the contract between the Publisher/Managing Editor and the CSLA/AAPC.
- 4.3 The Editorial Board
  - 4.3.1 Members of the Editorial Board shall be appointed for two year, overlapping terms, subject to renewal.
  - 4.3.2 The Editorial Board shall elect one of its members as Chair.
  - 4.3.3 Membership of the Editorial Board is composed as follows:
    - 4.3.3.1 Up to two persons appointed by each component organization from its membership;
    - 4.3.3.2 One person appointed by each accredited landscape architecture program from its faculty;
    - 4.3.3.3 The Executive Director of the CSLA/AAPC, *ex officio*.

- 4.4 At least two members of the Editorial Board shall be French-speaking and two members shall be English-speaking.
- 4.5 All members of the Editorial Board shall be Members or Associate Members of the component associations.
- 4.6 Members of the Editorial Board should be interested in publications and the profession, but need not be experts in the business of publishing.
- 4.7 Members of the Editorial Board shall consult with each other and with the Editor in Chief throughout the year.
- 4.8 Members of the Editorial Board are required to have electronic mail access, as this shall be a key means of communication among Editorial Board members.
- 4.9 The names of the Editor in Chief and other members of the Editorial Board shall be included in each issue of *Landscapes/Paysages*.
- 4.10 In consultation with the Chair of the Editorial Board, the Executive Director shall submit an annual report to the CSLA Board of Governors.
- 4.11 The Editorial Board shall establish guidelines and document working procedures.
- 4.12 The Editorial Board shall prepare an annual editorial plan, including the number of issues for each year, focus topics for each issue, and Senior Editor for each issue.
- 4.13 The Editorial Board shall publish guidelines for authors detailing submission requirements.
- 4.14 The current L/P Policy, Editorial Plan and Submission Guidelines shall be posted on the CSLA website.

## 5. Material to be Selected for Publication

- 5.1 The content of *Landscapes/Paysages* should rely to the greatest extent possible on materials written by members of the CSLA components.
- 5.2 *Landscapes/Paysages* should include articles from all regions of Canada.
- 5.3 *Landscapes/Paysages* should include material in both of Canada's official languages and should reflect CSLA policies related to languages.
- 5.4 Emphasis should be placed on use of graphic materials to illustrate each article.
- 5.5 *Landscapes/Paysages* should include a variety of content, including practice, theory, and research.
- 5.6 *Landscapes/Paysages* should include some material of interest to, or written by, landscape architecture students. In particular, *Landscapes/Paysages* should provide some recognition of conferences and meetings held by or including Canadian landscape architecture students.

## 6. French / English Language Policy

- 6.1 The Editor in Chief of the periodical shall abide by the CSLA official languages policy. If the Editor in Chief and Editorial Board are predominantly francophone, the concerns expressed herein shall apply to the English language instead.
- 6.2 The Editor in Chief shall ensure that a francophone with a high degree of language skills is included on the editorial team. The Editor in Chief shall also ensure that mechanisms are in place to monitor the French content of the magazine, to solicit French articles, correspond in French with authors, and proofread French text, including galleys.
- 6.3 The annual editorial plan and guidelines for authors shall be published in both languages.
- 6.4 All basic information such as cover page information and main titles shall appear in both English and French.

- 6.5 All items of an informational nature such as abstracts, editorials, announcements, and CSLA affairs shall appear in both languages.
- 6.6 At least one feature article in each issue shall be published in full in both English and French.
- 6.7 The Editor in Chief shall undertake to have all translation done by a professional translator whose first language is the language into which the translation is being made, and approved by a member of the Editorial Board with a high degree of skill in the language into which the translation is made.

7. Miscellaneous Policies Regarding the Publication, Distribution and Administration of the *Landscapes/Paysages* and Other National Publications

- 7.1 Coverage of the CSLA Annual Congress and Annual General Meeting shall be included in an issue of *Landscapes/Paysages* as soon as possible after the Congress and/or Meeting. Congress coverage should include as a minimum an overview of some of the key sessions. This is not intended to fill the role of conference proceedings and the obligation to provide this coverage should not be diminished in any way if the Publisher / Managing Editor separately contracts with a conference committee to produce conference proceedings.
- 7.2 Coverage of any Congress held by, for or including Canadian landscape architecture students should be contained in an issue of *Landscapes/Paysages* as soon as possible after the conference.
- 7.3 The national awards program of the CSLA shall be included in one of the issues of *Landscapes/Paysages*, as soon as possible after the announcement of award winners. Coverage shall include at minimum a listing of all winners and associated clients, with a minimum of one photograph or graphic image associated with each award. Commentary shall include recognition of the jurors and summary comments from the Chair of the awards program. Should jury comments specific to each of the awards be included, they shall be written in a positive tone and include reasons why the project has been recognized.
- 7.4 One copy of *Landscapes/Paysages* shall be distributed to the membership of each component association at the expense of the association.
- 7.5 At the expense of the CSLA/AAPC, *Landscapes/Paysages* shall be provided to each recognized Canadian landscape architecture program in numbers sufficient to distribute one copy to each student of landscape architecture.
- 7.6 The CSLA shall retain ownership of back issues.
- 7.7 The Publisher/ Editor in Chief shall provide CSLA with an electronic copy of all articles for the purpose of archives. Archived articles shall be maintained for public access on the CSLA **website** in a file format that protects text and images from copying.
- 7.8 The CSLA / AAPC shall retain the copyright for *Landscapes/Paysages*. The Publisher / Editor in Chief shall obtain waivers of copyright from all authors on behalf of the CSLA/AAPC.
- 7.9 The written consent of the CSLA is required for the reproduction or use of any item published in *Landscapes/Paysages* and such consent shall not be reasonably withheld provided that appropriate credits are included in any such reproduction or use.
- 7.10 The Publisher / Managing Editor shall have primary responsibility for the sale of advertising in *Landscapes/Paysages*. The Board of Governors of the CSLA shall approve advertising rates proposed from time to time by the Publisher/Managing Editor.
- 7.11 Advertisements by landscape architecture consultants shall only be accepted from firms that employ CSLA component members to deliver professional landscape architecture services.
- 7.12 Job advertisements shall incorporate a wording that requires, or at least encourages, membership in a component

## 11. Privacy Policy

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### (Approved in 2003)

The Canadian Society of Landscape Architects (the “Society”) is committed to maintaining the security, confidentiality and privacy of your personal information. This Privacy Policy documents our on-going commitment to you, and has been developed in compliance with relevant privacy legislation.

### Scope of Policy

The Policy applies to the Society and its collection, use and disclosure of personal information relating to its members. It addresses personal information about individuals only, and does not apply to any information collected, used or disclosed with respect to corporate or commercial entities.

This Policy does not impose any limits on the collection, use or disclosure of the following information by the Association:

- Your business contact information; and
- Certain information which is publicly available (such as information in telephone directories and public registries).

### Accountability

The Society is responsible and accountable for personal information under its control and has designated a Privacy Officer who is responsible for the Association’s compliance with this Policy. Contact information is provided at the end of this document.

### Purposes

The Society collects personal information for the following purposes:

- to allow the Society to communicate with members and others;
- to provide various services and benefits to members and others;
- to maintain information about special skills and abilities of members;
- to carry out Society procedures such as committee participation and elections;
- to conduct member surveys in order to improve programs and services; and
- to comply with its obligation at law and under the Society bylaws.

This information may be disclosed to third parties for these purposes. Disclosure might be to the public (e.g. special skills of members) or to persons providing services to the Society (e.g. data processors). The Society does not share your personal information with others who may wish to solicit your participation or membership or offer products or services to you.

The above collections, uses and disclosures are a reasonably necessary part of your relationship with the Society as a member.

You may instruct the Society to refrain from using your personal information to contact you regarding special events or programs being offered by the Society. The Society acknowledges that it will not refuse you access to any product or service merely because you advise the Association to stop using your personal information in these ways.

When personal information that has been collected is to be used for a purpose not previously identified, the Society will identify the new purpose and obtain your consent unless the use is authorized or required by law.

## **Consent**

The Society will obtain your consent to collect, use or disclose personal information except where the Society is authorized or required by law to do so without consent. For example, the Society may collect, use or disclose personal information without your knowledge or consent where:

- The Society is collecting or paying a debt; or
- The Society is obtaining legal advice.

Other exceptions may apply.

Your consent can be express, implied or given through an authorized representative such as a lawyer, agent or broker.

Consent may be provided orally, in writing, electronically, through inaction (such as when you fail to notify the Society that you do not wish your personal information collected/used/disclosed for various purposes after you have received notice of those purposes) or otherwise.

You may withdraw consent at any time, subject to legal, contractual and other restrictions, provided that you give reasonable written notice of withdrawal of consent to the Society. On receipt of written notice of withdrawal of consent, the Society will inform you of the likely consequences of the withdrawal of consent, which may include the inability of the Association to provide certain services for which that information is necessary.

## **Limits on Collection of Personal Information**

The Society will not collect personal information indiscriminately, and will limit collection of personal information to that which is reasonable and necessary to provide its services and which is reasonable and necessary for the purposes consented to by you. The Society will also collect personal information as authorized by law.

### **Limits for Using, Disclosing and Retaining Personal Information**

Your personal information will only be used or disclosed for the purposes set out above, and as authorized by law.

The Society will keep personal information used to make a decision affecting you for at least one year after using it to make the decision.



The Society will destroy, erase, or make anonymous documents or other records containing personal information as soon as it is reasonable to assume that the original purpose is no longer being served by retention of the information and retention is no longer necessary for legal or business purposes.

The Society will take due care when destroying personal information, so as to prevent unauthorized access to such information.

### **Accuracy**

The Society will make a reasonable effort to ensure that your personal information is as accurate complete and current as is necessary to fulfill the purposes for which it was collected.

If you notify the Society that that your personal information is inaccurate or incomplete, it will be amended as required. If appropriate, the Society will send the amended information to third parties to whom the information has been disclosed.

When a challenge regarding the accuracy of your information is not resolved to your satisfaction, the Society will annotate the personal information under its control that the correction was requested, but not made.

### **Safeguarding Personal Information**

The Society protects the personal information in its custody or control by making reasonable security arrangements to prevent unauthorized access, collection, use, copying, modification, disposal or similar risks.

The Society will take reasonable steps, to ensure that a comparable level of personal information protection is implemented by any suppliers or agents who assist in providing services to you or to the Society. These safeguards include physical, administrative, or electronic security measures. Investigative measures will be taken if the Society has reasonable grounds to believe that personal information is being inappropriately collected, used or disclosed.

### **Openness**

The Society is open about the policies, procedures it uses to protect your personal information, and will disclose information about them in writing at your request. Furthermore, the Society will provide a description of the type of personal information it holds, along with a general description of its use and disclosure.

### **Access**

You have a right to access your personal information. Upon written request, and authentication of your identity, the Society will provide you with any personal information it currently holds, except where the law requires or permits this access to be denied. It will also give you information about the manner in which your information is being used, and a description of the individuals and organizations to whom that information has been disclosed. Such information will be made available within 30 days, or the Society will provide written notice where additional time is required to fulfill the request.

In the event that an access request is refused, the Society will notify you in writing, giving the reason for refusal and outlining further steps which are available to you.

## Complaints

In the event of a complaint, the petitioner would forward his or her complaint to the CSLA office where it would be reviewed by the Executive Committee. A report would then be made to the CSLA Board of Governors on recommended actions. The Board would then approve these actions and a log of the process would be filed.

Any enquiries, complaints or questions regarding this Policy should be directed in writing to the Privacy Officer. Contact Information:

Executive Director  
CSLA  
P.O. Box 13594  
Ottawa, ON  
K2K 1X6  
executive-director@csla-aapc.ca

## 12. Reserve Fund Policy

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(Approved November 4<sup>th</sup>, 2006, modified March 20<sup>th</sup>, 2013)

### Purpose:

To manage the CSLA reserve Fund.

### Definitions:

The CSLA Reserve fund is intended to provide a financial cushion in the event of unplanned loss of revenue or extraordinary expense.

### Policy:

The CSLA will maintain a Reserve Fund of a minimum of \$125,000, representing one-third of the CSLA's Annual operating budget, which will be invested in 5 separate GIC's with laddered maturity dates.

All interest earned from these investments will be reinvested in the Reserve Fund in order that the fund keeps pace with inflation.

### Procedures:

The Executive Director will administer the Reserve Fund and will advise the CSLA Board of the details of these GIC's through regular Year to date reports.

The reserve fund will be divided into five pieces, each to be invested in a GIC maturing in different years. Each GIC will thus mature it would be reinvested for a three to five-year term. The fund can either be used directly or borrowed against.

### **Background:**

The presence and size of a reserve fund should be directly related to reasonably foreseeable risks. In the case of the CSLA/AAPC, revenue comes from annual dues. The risk would be that for some reason, one or more components might suddenly withdraw or fail to forward dues. The Society would then be faced with having to continue to pay any outstanding commitments.

The accountant CSLA consulted recommended against investing the reserve fund in anything other than interest-bearing instruments. These are reserve funds, not growth funds and should not be in equities or other instruments whose values rise and fall.

## 13. Code of Ethics (under review)

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Landscape Architecture is a professional activity practised by highly skilled persons, who, by virtue of their training and experience, are recognised by the profession as being capable practitioners. It is of paramount importance that the landscape architect be held in high respect by the public as well. Only in the manner by which they conduct their professional activities can this be achieved and maintained. In representing the profession of landscape architect the Canadian Society of Landscape Architect, its members and affiliates, herein present a policy governing professional conduct. The ethics of the professional activity of the landscape architect are essentially those governing all professions and businesses. The intent of the Code is to provide a more definite guide in maintaining the standards and the consequent service and influence of the profession.

### **Public Relations**

The landscape architect's foremost responsibility is to inspire high respect and confidence in the profession. Sustained public acceptance is not only essential for professional achievement and progress, but it is vital in the role of promoting and serving general public welfare.

Practices detrimental to the profession are:

- Advertising in a manner other than that which respects the dignity and responsibility of landscape architect. Excellence in professional work is primarily the most effective advertisement. Unprofessional advertising is that which displays poor taste or has in some manner self seeking, dishonest or commercial overtones.
- Use of name CSLA except as provided by the by-laws of the Society. Any individual or firm falsely claiming membership to the society is subject to legal action.
- Use of the landscape architect's name in any undertaking with which he/she has no professional capacity. The protection of landscape architect's reputation and standards of his/her work are in jeopardy should his/her names appear in connection with anything for which he/she is not legally or professionally responsible.

- To accept or undertake professional work beyond the capacity of the landscape architect. The reputations of the landscape architect and the profession as a whole suffer when he/she attempts to undertake a job that requires a more specialised knowledge or a higher degree of competence than he/she possesses; or if the landscape architect is under such obligation as to be incapable of freely devoting his/her time in an unbiased manner.

### **Client Employer relations**

The landscape architect's primary responsibility is to act in the best interests of the client or employer, providing that these interests do not conflict with the landscape architect's overall professional obligations. The employment of a landscape architect is based on trust in his/her professional integrity.

- Practices which cause this integrity to suffer are:
- Receipt of any remuneration, directly or indirectly, in the form of commercial or speculative profit on materials or labour.
- Land development interests or the execution of construction work.
- Acceptance of any compensation from interests other than the client or employer. It is unprofessional for the landscape architect to maintain any other interests or professional connections that involves services or the sale of materials to the client or employer.
- The practice of competing with other professionals for work than the primarily on the basis of fees, or by submitting work for approval without compensation. The schedule of fees prescribed by the Society is based on complete and competent performance. Any such reduction of fees is to benefit of neither the client nor the profession.
- Submission of work without compensation prior to contract agreements.

### **Inter-Professional Relations**

It is the primary interests of all concerned to maintain the integrity of the profession of landscape architecture, as well as related professions. Co-operation among professional colleagues is often required in serving the public welfare. A free exchange of thinking among professionals, the promotion of professional education, the advancement of employees, associates or students will be to the general benefit of all, and help maintain high profession standards.

Practices that can damage professional relationships are:

- Attempting falsely or maliciously to injure, or appear to injure, the profession reputation of another landscape architect. Such statements of detriment are injurious to the profession as a whole as well as to the individuals involved.
- Securing work on any other basis than that of competence or experience
- Soliciting work of another landscape architect.
- Inter-professional collaboration that is detrimental to the reputation of the landscape architect.
- participation in competitions that do not conform to the CSLA "Code of Conduct of Competitions for Works of landscape Design."

The method of administering the Code rests with the Board of Governors of the Canadian Society of Landscape Architects. Action taken by the board in the event of any member or affiliate of the Society violating the Codes will be determined according to the regulations of the Society.

## 14. Archiving Policy and Guidelines

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(Approved July 11<sup>th</sup>, 2013)

### Background

Over the course of its 80 year history, the CSLA accumulated over 75 boxes of documents. When Executive Director Michelle Legault was hired in March, 2012, one of her first priorities was to complete the archiving of all CSLA records. However, archiving is an ongoing process and should be integrated into the CSLA's administration.

### *Paper Records*

From March, 2012 until March, 2013, all paper records were reviewed and classified into three categories:

- a) stored in office, either electronically or paper
- b) stored off-site
- c) discarded.

In addition, minutes, annual reports and historical information were loaded onto the CSLA website, ensuring a double back-up system.

### *Electronic Records*

In March, 2012, all electronic records received from previous administrators were consolidated into one electronic file.

### Definitions

#### *Archives*

Those records that are appraised as having continuing value.

#### *Electronic Records*

Records communicated and maintained by means of electronic equipment.

#### *Paper Records*

Paper records include all files, books and publications.

#### *Vital Records*

Vital records are documents which are essential for the continuation of the organization, such as by-laws, letters patent, certificates of continuance, annual reports, meeting minutes, board manuals, policy and procedures, financial statements, insurance policies and contracts.

### Responsibility

The responsibility for the execution of this policy rests with the Executive Director.

### Policy

### *Purpose*

The purpose of this policy is to establish the framework for effective records management for the CSLA. This policy provides guidance to present and future CSLA employees on the creation and use of CSLA records, and sets standards for classifying, managing and storing those records.

A good record keeping program is fundamental to the CSLA's commitment to administrative transparency and accountability. It also enables the CSLA to account for decisions and actions by providing essential evidence in the form of records and ensures the preservation of the history of the society. This policy seeks to ensure that the CSLA's business is adequately documented and then managed in accordance to best practices.

1. The CSLA's electronic records must be backed up at least once every week.
2. A copy of the CSLA's backup must be kept in a fireproof safe.
3. The CSLA's vital documents must be scanned and maintained in the electronic records, and accordingly backed-up.
4. The University of Guelph McLaughlin Library must receive the Awards of Excellence files on a yearly basis.
5. Library and Archives Canada must receive the legal deposit of Landscapes|Paysages

## Guidelines on Archiving the CSLA's Records

### *Electronic Records*

Electronic documents have the same status as paper documents. Both electronic and paper documents are bound by the same legislative requirements and are subject to the same degree of confidentiality and care. Therefore electronic records are to be managed as an integral and routine part of record keeping. When storing electronic records, ensure the following guidelines are followed:

- Versions must be identified by date
- Track changes must be removed
- Filed as a .pdf file or other micro-image system whenever possible

### *Storage*

Electronic records that contain evidence of official transactions should be backed up and migrated to new systems or transferred to off-line storage such as CD-ROM for longer-term retention. Strategies should be developed to ensure that these records remain accessible and useable in all future generations of software, for the entire period of their retention.

### *Destruction*

Records stored on magnetic media such as floppy disks must be destroyed by reformatting at least once. Deleting files from magnetic media is not sufficient to ensure the destruction of the records. Backup copies of the records must also be destroyed. Records held on optical media, such as rewritable disks, must be destroyed by cutting, crushing or other physical means.

### *Paper Records*

Paper is very vulnerable to physical and chemical deterioration. Simple but careful storage under controlled conditions are therefore required to preserve an organization's history. The easiest thing an organization can do to preserve its documentary history to control the document's "environment".

Documents should be kept in labelled, acid-free files with no colour (which can bleed through in the case of water damage). Files should ideally be stored in a cabinet with hanging folders (not stacked, which can speed the deterioration of the paper). Avoid the use of binders, which is an inefficient use of space and can cause warping and deterioration of the paper.

### *Version control*

Earlier versions (i.e. drafts) of a document may be deleted once the previous versions are no longer needed to create future records. However, drafts that must not be disposed of are those that document significant decisions, reasons and actions and contain significant information that is not contained in the final form of the record. This applies to both paper and electronic drafts.

### *Destruction*

Destruction as a normal administrative practice usually occurs because the records are duplicated, unimportant or for short-term use only. This applies to both paper and electronic records.

The following categories of records may be destroyed as normal administrative practice:

- superseded manuals or instructions;
- catalogues and trade journals;
- copies of press cuttings, press statements or publicity material;
- letters of appreciation or sympathy, or anonymous letters;
- requests for stock information;
- address lists and change of address notices;
- calendars, office diaries and appointment books
- facsimiles where a photocopy has been made;
- telephone message;
- drafts of reports, correspondence, speeches, notes, spreadsheets, etc.
- routine statistical and progress reports compiled and duplicated in other reports.

### *The University of Guelph Archival and Special Collections Branch*

In September, 1991, the CSLA appointed University of Guelph its official Awards Archives. The University of Guelph's holdings of the Canadian Society of Landscape Architects Awards projects covers the years 1987 to the present.

Files are arranged chronologically and alphabetically by name of project within each year. The collection has over 600 projects, many of which include photographs, phonotapes, slides, video, diskette, monographs, letters, entry forms, and jury comments. More recent projects have submissions and images on disks.

CSLA documents have been catalogued in the University of Guelph Library's electronic catalogue, PRIMO. Full records include project names and dates, format and quantity of materials, clients and related

persons, and a brief description of the contents of files along with the library's call number indicating the location of the records.

The library also holds a small number of related historical materials on the CSLA including

- membership lists,
- correspondence,
- biographies of members
- council minutes, 1934-1978
- the CSLA code of ethics
- membership lists of component organizations (AALA, BCSLA, OALA, PQLA, ASLA, IFLA) for the 1970's; and
- CSLA president's correspondence, 1963-1969
- Accreditation Reports
- Board of Directors and Executive Committee meeting documents: 1980s, 1990s, 2000s
- IFLA and International Alliance Files

In the future, the University of Guelph has agreed to continue to accept all CSLA archives.

## 15. Policy on Reimbursement of Travel Expenses

(Approved 23 October 2013)

### *Objective*

This Policy outlines the travel requirements to be used to reimburse expenses equitably that are incurred by the CSLA Board of Directors, Committee members and staff when attending CSLA meetings.

The Policy ensures that CSLA employees and members of CSLA Board of Directors and Standing Committees are reimbursed for out-of-pocket travel-related expenses.

To be reimbursed for expenses, an Expense Claim Form with original receipts must be submitted to the Executive Director no later than 90 days after the meeting date.

When combining travel on CSLA business with a vacation, only expenses claimed for the business period are applicable for CSLA refund.

This policy is to be reviewed and updated once per year.

### Travel

Airfare: airfare rates at one of the two lowest categories of airfare plus the cost of flight insurance, airport improvement taxes and other related expenses

Travel by car: as per Treasury Board Guidelines

Train: Via Rail "1" if less expensive than air travel

Rental vehicle, Shuttle Bus, Public Transportation, Parking or Taxi: actual costs



### Lodging

Hotel: Room rates as negotiated by the CSLA for a mid-range business-class hotel plus applicable taxes. Incidental hotel expenses are reimbursed as indicated below.

### Meal Expenses

As per Treasury Board Guidelines. Meals which have been paid for as a group must indicate the names of all diners. The amount is to be waived for the following travel destination: Yukon, North-west Territories, Nunavut and international destinations, in which case actual expenses are refunded.

### Incidentals

The following are acceptable to a maximum of C\$35 per day: telephone, fax and email, and tips.

## 16. Policy on Affiliates Status

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### **Recognizing Affiliates**

The bylaws provide that subject to the approval by a Super Majority Vote of the Board (an affirmative vote by at least 2/3 of those Board members present and entitled to vote), recognition as an Affiliate may be granted to an association involved with and supporting the profession of landscape architecture. This status would enable members of a pre-approved membership category(ies) of the association to also be regular members of the CSLA subject to the payment of the prescribed per capita membership fees by the association. The bylaws require that such recognition of an Affiliate shall identify the membership categories of the Affiliate that are eligible for CSLA membership. See bylaws other requirements.

### **Policy**

Requests for Affiliate recognition must be in writing, and delivered to the CSLA Executive Director. The Executive Director may advise the requesting organization to ensure that the request is complete and properly submitted.

Requests for recognition must include the following information:

- the name and contact information of the requesting organization;
- a list of the current Board members;
- the organization's current bylaws, and corporate objects if incorporated;
- a detailed description of how the applicant association is involved and supports the profession of Landscape Architecture
- details regarding their existing membership categories including criteria, membership levels and fees for each category;
- the process by which the representative to the CSLA Board would be elected or appointed by the association, and
- the membership category or categories for which CSLA regular membership is requested upon acceptance of the organization as an Affiliate of the CSLA.

Membership fees to be paid by the Affiliate shall be payable on the first day of April each year, or for new Affiliates, within 30 days of receipt of a membership invoice from CSLA.

Initial membership fees will be pro-rated based on the portion of the CSLA membership year remaining.

To encourage and support membership in Components, members of an Affiliate who also belong to a Component are not required to pay additional fees as a result of the Affiliate membership. Affiliates shall provide a list of members who hold Component membership, and CSLA shall deduct the per capita fees from the Affiliate's fee calculations.

The Affiliate shall submit, with the applicable membership fees, written notice of the individual to serve as the Affiliate representative to the CSLA Board.

### **De-recognizing affiliates**

The CSLA Bylaws provide that the Board may cease to recognize any Affiliate for repeated failure to pay membership dues or for countenancing practices derogatory to the profession of landscape architecture upon the unanimous vote of the representatives to the Board of all Components.

### **Policy**

The Board shall advise the Affiliate in writing that its Affiliate status is under review. Such notice shall be provided at least 30 days prior to the Board meeting at which the review shall be undertaken.

The CSLA Board may meet by teleconference in accordance with the bylaws to conduct any votes with respect to de-recognizing Affiliates due to the requirement of a unanimous vote by all Component representatives on the CSLA Board.

Affiliates may also request de-recognition of Affiliate status by submitting such request, in writing, to the CSLA Executive Director. Such request shall identify the effective date of such request. At least thirty days' notice is required. The Executive Director shall provide the request to the Board upon receipt, however no action by the Board is required.

The Affiliate representative to the Board shall be deemed to have resigned effective on the date of the de-recognition of the Affiliate.

Membership fees paid by Affiliates on behalf of their membership are nonrefundable should the Affiliate lose or give up its Affiliate status.