

DRAFT MINUTES - CSLA Board of Directors Meeting

Monday, November 5th and Tuesday, November 6th, 2018

Lady Elgin Room, Lord Elgin Hotel, Ottawa

Present: Kathy Dunster, Chantal Alary, Trevor Tumach, Natalie Goulet-Sorenson, Cameron DeLong, Cynthia Graham, Vincent Asselin, Glenn O'Connor, Nastaran Moradinejad, Michelle Legault, Lois Ross, Hope Parnham, Doris Chee, Jean Landry, Margaret Ferguson

No.:	Item:
1	<p>Call to Order and Welcome</p> <p>Nastaran Moradinejad welcomed members to the meeting.</p>
2	<p>Conflict of Interest Statement</p> <p>Regarding the agenda for today's meeting, does any member of the board have any relationships or interests that could compromise, or be perceived to compromise, your ability to exercise judgment or decision-making independently and objectively with a view to the best interests of the CSLA? If so, please declare the conflict.</p> <p>No conflicts were declared.</p>
3	<p>Approval of Proposed Agenda</p> <p>MOTION 2018-11-1: To approve the agenda as proposed. Moved by Jean Landry and seconded by Vincent Asselin. Motion unanimously approved.</p>
4	<p>Approval of the Minutes of the Last Meetings</p> <p>MOTION 2018-11-2: To approve the minutes of the June 25th, 2018, meeting as presented. Moved Glenn O'Connor and seconded by Jean Landry. Motion unanimously approved.</p> <p>MOTION 2018-11-3: To approve the minutes of the June 27th, 2018, meeting as presented. Moved by Vincent Asselin and seconded by Kathy Dunster. Motion unanimously approved.</p>
5	<p>President's Report</p> <p>Nastaran Moradinejad reported on a very productive year. She noted that the Governor General's Medal in Landscape Architecture was awarded to George Dark and the ceremonies were held at Government House in Winnipeg. She looks forward to the discussion on the evaluation criteria used for the award. A budget brief was submitted to the Standing Committee on Finance and Nastaran congratulated Michelle Legault and Lois Ross for their contribution, noting that the recommendations were actionable. Government relations activities are ongoing, and two meetings will be held with the Parliamentary Secretary of the Ministry of Public Services, Procurement and Accessibility, and the Senior Policy team of the Ministry of Infrastructure and Communities. She also reported on the CSA Bioretention Standard issue which demonstrated how valuable it was to have our members involved in initiatives and boards across the country. Sheila Boudreau was part of the CSA Bioretention Design and Construction review committee. The committee wanted to remove the purview of landscape architecture within the review. A letter from the CSLA was written, templated by component associations and sent to the CSA. The standard now reads that the design of bioretention systems should be</p>

	<p>approved by a landscape architect CSLA member. Nastaran suggested that we develop a relationship with members who are involved and support them further and encourage members to become involved in areas where the role of landscape architects can be further enhanced. Nastaran and Michelle Legault attended the ASLA meetings in October in Philadelphia, where Nastaran spoke during a panel on climate change adaptation held for the chapter presidents. She also thanked Michelle for attending the CLARB meeting in Toronto in September.</p>
6	<p>Component Updates</p> <ul style="list-style-type: none"> a) APALA : Hope Parnham reported on the association is working to develop their associate members' category. APALA cannot continue to function as a combined association to pursue name act legislation in the Maritimes. b) AAPQ : Jean Landry reported that the AAPQ did not have a congress in 2018 but has planned one for 2019 which will focus on networking and exchange. The association is also trying to obtain further recognition for the profession through l'Office des professions du Québec which manages the titles in the province. They have tried twice before to obtain recognition of the title and have put in place a task force to try to become an 'order of landscape architects' in Québec. c) OALA : The OALA attended several municipal events and wrote an article for the Association of Municipalities of Ontario to promote the Practice Act. Michelle Legault, and representatives of AALA, OALA and BCSLA were present at the CLARB meetings. OALA invited CLARB representatives also had the opportunity to meet with MPPs and attend question period at the Parliament. The OALA is looking at new membership categories to reflect changing demographics (retaining retirees). The draft of that membership strategy is expected in April. d) MALA : Chantal Alary noted that MALA has worked at length with a policy analyst and that the draft legislation is on hold until March. Chantal anticipates that the act will be approved in the new year. MALA is updating their bylaws and roll out a continuing education program which is in harmony with the OALA's. Landscape architects are also participating in an accessibility panel within the province. Nastaran thanked MALA for hosting the CSLA during the Governor General's Medal in Landscape Architecture and Legacy Project Award ceremonies. e) SALA : Trevor Tumach reported that SALA is also pursuing name act legislation by revising bylaws as a first step. f) AALA : Natalie Goulet-Sorenson reported that AALA has a new strategic plan which includes the development of a practice act. A digital seal was launched, and a new publication is anticipated in mid-November. A competency standard project is also in development for non-accredited degree holders. g) BCSLA : Kathy Dunster acknowledged the Algonquin First Nations land we are meeting on. BCSLA launched the digital seal and recently, an act was introduced in the legislature which could impact landscape architecture, regarding how some professions were disregarding the environment in their work. Members are asked to read bill 49 and determine whether they want landscape architecture to be appended, which would result in automatic practice act for the profession. Kathy also reported on issues related to the harmonization of CE with other components. The 151 Ways of Doing CE is available online. h) NuALA : Cameron DeLong reported that NuALA currently has 10 members, 3 full and 7 associate. Cameron is overseeing a master drainage plan in the city of Iqaluit which has generated interest among the territorial government for the profession of landscape architecture and how important water management and site development in the small hamlets. Further, the association is trying to identify the projects undertaken by the members within the territory. i) NWTALA : NWTALA sponsored a pop up park in downtown Yellowknife by a financial contribution. Bylaw updates are ongoing and membership categories are under review. The NWTALA is discussing the digital seal as well. The NWTALA is in the middle of their voluntary CE program and the participation has been good. In addition, the NWTALA is also preparing a cold climate section of the

	new edition of the Canadian Landscape Standard.
7	<p>Business Arising from the Minutes of the Last Meetings: Ongoing Projects not in this Agenda</p> <ol style="list-style-type: none"> 1. FCM Strategy: Elements of the strategy incorporated in the work of the advocacy committee, for example, Monica Giesbrecht, Lois Ross and Colleen Mercer Clarke attended the Sustainability Conference. 2. Corporate Sponsorship Program: To be further developed by the membership committee. 3. 2020 Congress (Spring 2020) Location, date and theme have been developed. 4. College of Fellows Legacy Project: Programming the website and developing a platform for the information which will be collected. Call to Fellows made in September 2018 for biographical information and images. (Fall 2019) 5. Letter of understanding between RAIC, CSLA, CIP and EC: signed by all parties and a press release will be crafted making the announcement. 6. National Voluntary Code of Conduct for the Ornamental Horticulture Industry drafted by the Canadian Council on Invasives: list of invasives being developed and final code of conduct to be presented to Board for approval. 7. Tri-Council Funding Task Force is coordinating meetings with the Tri-Councils to better understand funding and has extended the membership of the task force. A web page for the task force was established. 8. Awards of Excellence and Legacy Project Award calls for submissions circulated in October. 9. College of Fellows calls for nominations circulated in October. 10. National Urban Design Awards recipients circulated in October and award event planned for January 2019 in Ottawa. 11. Recognition Awards to be launched at end of November. 12. Reciprocity Agreement: final edits being discussed by committee for presentation to components. BCSLA response pending.
8	<p>Executive Director's Report</p> <ol style="list-style-type: none"> a) Strategic Plan Update: Michelle Legault reported on the strategic plan work, and noted that going forward: <ul style="list-style-type: none"> - Add QBS to next Board agenda, document our involvement, publish a position paper - Develop a term of reference for the report of value of landscape architecture projects b) 2019 Congress Update: Michelle Legault and Kathy Dunster provided an update on the 2019 Congress and described the theme, trade show and structure. Changes to the budget include budgeting for 1 partner level sponsor instead of 2, include a non-members' registration rate which is higher. MOTION 2018-11-4: To approve the 2019 CSLA Congress Budget as modified. Moved by Margaret Ferguson and seconded by Chantal Alary. Motion unanimously approved. c) 2017 Congress Update: MOTION 2018-11-5: That the Executive Director advise members of the status of the WDSO. Further, the Executive Director is tasked with identifying which CSLA member speakers still have unpaid expenses, not honorariums. Moved by Vincent Asselin and seconded by Margaret Ferguson. Motion unanimously approved. d) Smart Cities Community Outreach Application Michelle Legault provided an update on the status of the program noting that it was not retained by the Smart Cities program for funding.

	<p>e) CSLA Staffing Proposal Michelle Legault reported that she felt the CSLA had matured and grown as an organization of the past years, and that it was time to review the staffing structure. She noted that our job is to deliver as many services to members for the fees paid as possible. She noted that by expanding our staff, the CSLA would:</p> <ul style="list-style-type: none"> - provide better service to our members in the area of communications - support the work of the committees and task forces without relying on volunteer efforts to such a great extent - allow the Executive Director to focus on strategic content - ensure that we can continue to respond to the increasingly complex needs of the membership, the components and of the Board (we are currently exceeding capacity). <p>MOTION 2018-11-6: To instruct the Executive Director to hire a Communications Coordinator for the CSLA beginning in 2019. Moved by Glenn O'Connor and seconded by Jean Landry. Motion unanimously approved.</p>
9	<p>Finance Committee Report</p> <p>a) Review of current financials: Cynthia Graham reported that our assets were in good standing and that cash flow would be sufficient for the year. A Reserve Fund policy is also in development.</p> <p>b) Approval of the Chair of the Finance Committee MOTION 2018-11-7: To approve Arnis Budrevics as Chair of the CSLA Finance Committee for the 2019 calendar year. Moved by Margaret Ferguson and seconded by Margaret Ferguson. Motion unanimously approved.</p>
10	<p>Government Relations Task Force</p> <p>a) Brief proposal: Lois Ross reported on the Livable Communities brief. She noted that its objective was to explain in a storytelling form the type of work that is done by landscape architects, primarily for municipal advocacy. She noted that it was called Livable Communities, instead of municipalities, in an effort to personalize it to where people live – as a way of introducing the profession, as opposed to the CSLA. Changes suggested: present the CSLA as the author of the document at the beginning, add 'landscape architecture in Canada' as a sub-heading to the title, p. 10, 'is Sask' should read 'in Sask', 'Indigenous tourism' instead of 'Aboriginal', rework the title: 'landscape architecture – making communities livable'. Members suggested tying the document to the awards atlas in a more obvious way. This document should be frequently reviewed and made available in a variety of formats, and should reflect the CSLA's advocacy issues. The staff are instructed to bring back a graphically designed version for approval.</p> <p>b) Update on Meetings with MPs (Nastaran, Lois and Glenn): Meeting with Staff from the Hon. François-Philippe Champagne, Minister of Infrastructure and Communities – MP for Saint-Maurice–Champlain (Quebec). Staff in attendance: Sriram Raman–Policy and Stakeholder Relations Advisor. Mr. Raman was very well informed about landscape architecture and asked for examples of major domestic and international projects. He offered to reach out to procurement and environment ministers with summaries of the meeting, indicating that he supported the points raised in the budget brief.</p> <p>Member of Parliament: MP Steven MacKinnon - MP for Gatineau, Parliamentary Secretary to the Minister of Public Services and Procurement and Accessibility: The participants were very knowledgeable about landscape architecture and suggested that we reach out to Treasury Board, where spending is determined. They said they would support qualifications-based procurement and may ask for input on work they are doing. They asked specifically for feedback on the QBS RFI and prompt payments legislation for sub-contractors to ensure that prime consultants are keeping to a schedule of payments and asked for our support.</p>

11	<p>Advocacy Committee Report</p> <p>Members suggested removing the date.</p> <p>MOTION 2018-11-8: To approve the Public and Professional Relations Committee Terms of Reference. Moved by Natalie Goulet-Sorenson and seconded by Jean Landry. Motion unanimously approved.</p>
12	<p>Committee on Climate Adaptation Report</p> <p>Colleen Mercer Clarke presented the work of the Committee on Climate Adaptation, which includes guest editing the Spring 2019 issue of LP magazine, the 2030 Challenge, a potential proposal for ASLA and CSLA collaboration on how our profession can reach the 2030 emission targets, and the joint SFU-ACT statement on low carbon resilience. The SFU-ACT Joint Statement is intended to be ratified by the planning and design professions first, then the affiliated associations.</p> <p>MOTION 2018-11-9: That the CSLA adopts the Joint Statement from Canada’s National Professional Associations: Advancing Integrated Climate Action as presented. Moved by Kathy Dunster and seconded by Vincent Asselin. Motion unanimously approved.</p> <p>MOTION 2018-11-10: That the Chair of the Committee on Climate Adaptation report back to the CSLA Board with an operational plan and associated costs for the Joint Statement by the next Board meeting. Moved by Glenn O’Connor and seconded by Kathy Dunster. Motion unanimously approved.</p> <p>Vincent Asselin suggested that we investigate implications of offsetting the carbon costs of the Society, the component associations and the members.</p>
13	<p>IFLA Delegate Report</p> <p>Claude Potvin summarized the activities of the IFLA in 2018. He attended the World Congress in Singapore. He noted that it was a generally very good event, and an IFLA World Council meeting was held. A new executive was voted in, and James Hayter is the new president (he was previously the treasurer). A three-year action plan was presented, as well as a Finance and Business Planning Committee report. He noted that there was significant Canadian involvement in the IFLA’s Committees. A letter was sent to the IFLA by the CSLA in the Spring outlining our concerns. ASLA had similar concerns and have now confirmed that they are withdrawing from the IFLA for 2019. The new president of IFLA will recommend a leaner organization and looking for alternate revenue sources. Claude believes that steps are being taken to redress the IFLA. He reported that some of the IFLA regions are autonomous, for example, IFLA Europe retains 70% of the dues and remits 30% of dues to IFLA central. Asia-Pacific will become autonomous as of 2019. Americas is targeting 2020 to become autonomous. He noted that the goal was to give the regions more funding and autonomy. Fee structures were discussed at the World Council and models are being investigated. Claude Potvin also attended the IFLA Americas conference in Mexico in September. He noted that there is the potential for further involvement of Canada if IFLA Americas becomes a legal entity. A draft constitution was approved by IFLA Americas and must be presented to the World Congress in 2019. The Americas landscape charter was signed, and Claude signed on behalf of the CSLA. Claude reported that the new treasurer and new president would be able to guide the IFLA to the required changes for a successful growth of the organization. He believes that the organization is important world-wide, especially in developing countries where the profession is trying to grow. He does not recommend that the CSLA withdraws at this time.</p> <p>Vincent Asselin noted that a clear dues structure was required from IFLA before the CSLA would be able to decide on our future. He was in favour of endorsing the IFLA Americas governance model.</p> <p>MOTION 2018-11-11: That CSLA pays IFLA dues for 2019 and re-evaluate our membership in a year. Moved by Vincent Asselin and seconded by Jean Landry. Motion approved with one opposed (G. O’Connor).</p>
14	<p>Indigenous Issues Task Force Report</p> <p>Chris Grosset acknowledged that we were meeting on the un-ceded territory of the Anishinabe. His acknowledgement is meant to raise awareness, but he asks, ‘what comes next?’ Chris then presented the work</p>

	<p>of the Indigenous Issues Task Force. He noted that the Environmental Scan would be an evergreen document. He noted that while the task force was asked to engage with national and provincial indigenous associations, as it was felt that further research was required before engaging at that level. The action plan includes the input of a session which was held during the April 2018 Congress. Glenn O'Connor suggested that the committee closely examine the resources required yearly. Natalie Goulet-Sorenson suggested that we examine the ARPA MOU with the Sitsika Health Group. Glenn O'Connor suggested that we add a section on moving forward, implementation and partners, aligning with others to achieve our objectives.</p> <p>MOTION 2018-11-12: To approve the Reconciliation Action Plan as modified. Moved by Trevor Tumach and seconded by Chantal Alary. Motion unanimously approved.</p>
15	<p>Canadian Landscape Charter and Portfolio</p> <p>Michelle Legault and Jean Landry presented the action plan. Members suggested adding a video production to the plan, which could be tied to a sponsor.</p> <p>MOTION 2018-11-13: To approve the Canadian Landscape Charter and Portfolio action plan as presented with the proviso that the 2020 budget would be presented to the Board for approval in the Fall of 2019. Moved by Kathy Dunster and seconded Hope Parnham. Motion unanimously approved.</p>
16	<p>Laying of a Wreath November 11th</p> <p>Members at the Annual General Meeting requested that the Board re-consider the laying of a wreath. Nastaran Moradinejad noted that the original request was evaluated against the objectives of the strategic plan, noted that while a worthy initiative, the desired outcomes of the plan would not be achieved by laying a wreath on Remembrance Day. Vincent Asselin reported that it is a recurring event yearly, nor was it an occasion to promote the profession. Jean Landry also wondered if this would open the flood gates to other issues. Providing good optics for the profession is the wrong reason to do it. Michelle Legault described the process for laying a wreath, and asked members if there would be an alternative method of showing our respect on November 11th, such as a letter from the President to our members who served thanking them for their sacrifice or having an e-blast on Remembrance Day and asking on our members who have served to identify themselves to the CSLA. And use the digital poppy by the Legion.</p> <p>MOTION 2018-11-14: That the ExCom decision not to lay a wreath on Remembrance Day was upheld and the CSLA staff is instructed to prepare a message acknowledging Remembrance Day and requesting veteran members to identify themselves to the Society. Moved by Vincent Asselin and seconded by Margaret Ferguson. Motion unanimously approved.</p>
17	<p>Committee Manual</p> <p>Members suggested adding government relations and advocacy to the role of the Executive Committee.</p> <p>MOTION 2018-11-15: To approve the Committee Manual, and the revised CSLA Committee Structure, as modified. Moved Jean Landry and seconded by Glenn O'Connor. Motion unanimously approved.</p>
18	<p>Component Advocacy Grant Program</p> <p>Michelle Legault reported on the change and suggested that a deadline be added.</p> <p>MOTION 2018-11-16: To extend the Component Advocacy Grant to component continuing education activities and instruct the Executive Director to modify the guidelines and application forms accordingly for the Board's approval. Moved by Margaret Ferguson and seconded by Jean Landry. Motion approved with one abstention (G. O'Connor).</p>
19	<p>Student and Intern Travel Bursary</p> <p>MOTION 2018-11-17: To approve the revised Student and Intern Travel Bursary as modified, adding the University of Calgary. Moved by Glenn O'Connor and seconded by Margaret Ferguson. Motion</p>

	unanimously approved.
20	<p>Compensation and Benefits Survey 2019</p> <p>MOTION 2018-11-18: To approve The Portage Group proposal for the 2019 Compensation and Benefits Survey, drawing an additional 2,000\$ from unallocated net assets. Moved by Hope Parnham and seconded by Jean Landry. Motion unanimously approved.</p>
21	<p>Person of National Historic Significance</p> <p>Kathy Dunster noted that Frederick Todd meets the criteria for the person of national historic significance.</p> <p>MOTION 2018-11-19: To approve the proposal for Frederick Todd as a person of national historic significance and to submit it to Historic Monuments and Sites Board of Canada. Moved by Margaret Ferguson and seconded by Hope Parnham. Motion unanimously approved.</p>
22	<p>Nominating Committee</p> <p>Nominating Committee Schedule for 2018</p> <p>7.1.1 No fewer than 120 days prior to the Society's annual general meeting, the Nominating Committee shall submit, to the Board, a list of Voting Members who are willing to stand for the position of President-Elect. JANUARY 7TH, 2019</p> <p>7.1.2 No fewer than 90 days prior to the Society's annual general meeting, the Executive Director shall send the list of nominees to all Voting Members. FRIDAY, FEBRUARY 5TH, 2019</p> <p>Members suggested that a dynamic, politically connected, politically savvy, good communicator, out of the box thinking, dual professional roles, with previous board experience would be required.</p>
23	<p>Awards of Excellence External Juror</p> <p>MOTION 2018-11-20: To invite Alex Bozikovic, architecture critic for the Globe and Mail, to be the 2019 Awards of Excellence external juror and, to approve Michael Cox, President of RAIC, as an alternate. Moved by Glenn O'Connor and seconded by Jean Landry. Motion unanimously approved.</p>
24	<p>Annual General Meeting Policy</p> <p>MOTION 2018-11-21: To approve the revised Annual General Meeting Policy as presented. Moved by Glenn O'Connor and seconded by Chantal Alary. Motion unanimously approved.</p>
25	<p>Student Award of Merit</p> <p>This was deferred to the next meeting.</p>
26	<p>Mission and Purpose of the CSLA</p> <p>This item was deferred to the next meeting.</p>
27	<p>Component Association Executive Director and Administrators Participation in 2020 Congress</p> <p>Members were in favour of this initiative and of offering a complimentary registration to one administrator per component, and asked Michelle Legault to follow up and evaluate whether this could go forward as a yearly event.</p>
28	<p>LP Request for Proposals</p> <p>Michelle Legault presented the RFP.</p> <p>MOTION 2018-11-21: To approve the draft LP Magazine Request for Proposals as presented. Moved by Glenn O'Connor and seconded by Chantal Alary. Motion unanimously approved.</p>

29	<p>Landscape Architecture Fee Guides</p> <p>This item was deferred to the next meeting.</p>
30	<p>Governor General's Medal Guidelines REVISED for 2020</p> <p>This item was deferred to the next meeting.</p>
31	<p>Approval of the College of Fellows Bylaws</p> <p>MOTION 2018-11-22: To approve the College of Fellows Bylaws as presented. Moved by Kathy Dunster and seconded by Margaret Ferguson. Motion unanimously approved.</p>
33	<p>Board Manual</p> <p>This item was deferred to the next meeting.</p>
34	<p>Approval of New LAAC Member</p> <p>MOTION 2018-11-23: To approve Bernard Saint-Denis as a member of LAAC beginning in 2019. Moved by Jean Landry and seconded by Natalie Goulet-Sorenson. Motion unanimously approved.</p>
35	<p>CSLA Bylaw Modification</p> <p>MOTION 2018-11-24: That the points 10.7.1 be modified as follows: A Congress of the Society's membership is hosted yearly, usually in partnership with a Component at such place and on such date as the Board shall approve on recommendation of the committee responsible for the planning and that the point 10.7.2 be modified as follows: The location for the congress shall be chosen from across Canada to ensure that all geographic areas capable of welcoming the congress are visited on a rotating basis. Moved by Glenn O'Connor and seconded by Doris Chee. Motion unanimously approved.</p>
36	<p>Approval of 2019 Budget and Setting of Dues for 2019</p> <p>MOTION 2018-11-25: To establish a Technology Upgrade Fund for the CSLA drawing 5,000\$ from Unallocated Net Assets in 2019. Moved by Chantal Alary and seconded by Kathy Dunster. Motion unanimously approved.</p> <p>MOTION 2018-11-26: To draw up to 4,000\$ in 2019 from Unallocated Net Assets to support applications for the 2019 Component Advocacy Grant. Moved by Natalie Goulet Sorenson and seconded by Hope Parnham. Motion unanimously approved.</p> <p>MOTION 2018-11-27: To support the Canadian Landscape Charter Engagement proposal by drawing from Unallocated Net Assets in the following amount: 27,000\$ in 2019 to be carried forward to 2020 as required. Moved by Cameron DeLong and seconded by Kathy Dunster. Motion unanimously approved.</p> <p>MOTION 2018-11-28: To draw up to 4,400\$ from UNA to top up the salary for the communications coordinator if required. Moved by Glenn O'Connor and seconded by Kathy Dunster. Motion unanimously approved.</p> <p>refer to motion in point 20, 2k for top up of comp and benefits survey</p> <p>MOTION 2018-11-29: To approve the 2019 CSLA budget as modified. Moved by Glenn O'Connor and seconded by Margaret Ferguson. Motion unanimously approved.</p>
38	<p>Board Workshop</p> <p>MOTION 2018-11-30: That the CSLA Board congratulate the LAND-TERRE design alliance and emphasize our shared strategic objectives. Moved by Jean Landry and seconded by Cameron DeLong. Motion unanimously approved.</p>

	<p>MOTION 2018-11-31: That the CSLA develop a position on the merits of title and name acts, as well as practice acts or orders. Moved by Jean Landry and seconded by Trevor Tumach. Motion unanimously approved.</p> <p>MOTION 2018-11-32: To instruct the Executive Director to propose a plan to advocate for the benefits of landscape architecture on health and well-being. Moved by Glenn O'Connor and seconded by Doris Chee. Motion unanimously approved.</p>
39	<p>Adjournment</p> <p>The meeting adjourned at 3 pm</p>