



CSLA/AAPC
BOARD OF GOVERNORS MEETING
Minutes
May 23 & 24, 2003

Present

Andre Schwabenbauer, President
Colleen Mercer Clarke, President-elect
Adrienne Brown, BCSLA
Alex Borowiecka, NWTALA
Garry Carson, AALA
Cam Patterson, SALA
Cynthia Cohlmeier, MALA
David Leinster, OALA
Myke Hodgins, AAPQ
Peter Klynstra, APALA
Jim Floyd, NLALA
Fran Pauzé, Executive Director
Jim Paterson, MALA
Regrets: John Laird, NUALA

1. Call to Order

The President, Andre Schwabenbauer called the meeting to order and introduced Jim Paterson as the future CSLA President-elect. Andre Schwabenbauer said he was grateful to Jim Paterson for having come to Banff for the BoG meeting. The official announcement of the election would take place on Sunday at the AGM.

2. Approval of Agenda

The President asked if there were any comments or additions to the agenda. Alex Borowiecka requested the addition of the proposed Pan Northern Association to the agenda under Other Business. Cynthia Cohlmeier asked that Congress 2005 be added, and Andre Schwabenbauer added the Community Service Awards.

MOTION 2003-2-1

Moved by Myke Hodgins, seconded by Cam Patterson, that “the agenda for the May 23, 24, 2003 meeting of the CSLA BoG be approved as revised.”

Motion carried

3. Approval of Minutes of Previous Meeting February 26, 2003.

The President asked if there were any items of concern that required amendments in the Minutes.

MOTION 2003-2-2

Moved by Myke Hodgins, seconded by Garry Carson, “that the Minutes of the February 26, 2003 meeting of the CSLA BoG be approved as submitted.”

Motion carried

4. Review of Action Items from Previous Meeting

The President reviewed the Action items from the February meeting. Many of the items are included as specific items on the agenda. Items that are incomplete and/or not on the agenda will be carried forward to the next meeting.

President's Council

Andre Schwabenbauer proposed that the CSLA commit to organizing on an annual basis a meeting for CSLA Committee chairs, the presidents of the associated organizations (LACF and the Fellows), and

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including a Canadian CELA representative. This meeting would serve to review the activities of the CSLA during the past year, assist with planning for future actions and would also provide a better link to the BoG from the CSLA Committees.

Archive

Myke Hodgins reported that he has made some progress with research for funding for this project. He sees it as a component responsibility and the project, upon completion would be turned over to Canadian Society of Landscape Architects. IDM is a potential sponsor.

Post Card

Colleen Mercer Clarke reported that this project was on hold but that she and Myke Hodgins would work together on a short message for the card and Garry Carson would coordinate production of the card.

Joint ASLA-CSLA Congress- 2008

Myke Hodgins reported that AAPQ expressed a strong interest in hosting a joint Congress. Andre Schwabenbauer reported that the ASLA has also expressed a preference for a joint Congress to be held in Montreal. A formal request from the ASLA is now needed.

MOTION 2003-2-3

Moved by Cynthia Cohlmeier and seconded by Adrienne Brown, "that the CSLA agrees to open discussions with ASLA for a joint Congress in 2008 with Montreal as the chosen location."

Motion carried

This Land

The President reported that Excom have a meeting planned with representatives of This Land, including Neil Dawe, for Monday May 26, 2003 at the Palliser in Calgary.

ACTION

Excom will report back to the BoG with the Minutes of this meeting.

Executive Director Review

Excom will provide Fran Pauzé with a written synopsis of the Board's discussions and recommendations.

CSLA Annual Reports

Fran Pauzé will research with L. Paterson and Vincent Asselin and the past presidents regarding the whereabouts of CSLA Annual Reports in order to obtain membership numbers.

Professional Awards Program

Andre Schwabenbauer will prepare a discussion paper on recommendations to the Awards committee. The BoG expressed its appreciation of the work undertaken to date by the Awards Committee.

5. President's Report

The President advised the Board that although his primary focus since the February meeting has been the IFLA World Congress, a number of other activities have also been addressed. He traveled to Winnipeg Feb. 27 to March 2 for the jurying and presentation of the 2003 Professional Awards. As well he attended the MALA symposium and participated in a discussion of CLARB and the LARE. The passing rates of Canadian applicants continue to be of concern as are the high costs of the LARE examinations.

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The President attended the majority of the IFLA planning meetings and reported that plans are progressing well. There has been one change to the Keynote speakers. Steven Irvin, of Harvard, will replace Michel Lavigne, who is unable to attend.

The outbreak of SARS has impacted registrations at the Congress although additional information material on the current status within Canada was sent out immediately to delegates around the world. The original expectations for registrations were estimated at 200 Canadian, 200 US and 200 International with a Congress break even point of 350. To date the Canadian registrations are as expected but the US registration is at only approximately 20% and international registration is 30% of the target. Much work has been done by the Congress committee in recent weeks to rework programs and events, to pursue additional sponsors, to bring the Congress budgets into line with the diminished projected revenues. As this point a break even is anticipated. The Trade show has approximately 50 booths although there is only one booth from the US. Tour bookings are also down. The Congress Organization committee remains hopeful that there will be last minute and on site registrations. They have been strongly focused on obtaining sponsorship revenue.

CSLA received a cheque from ASLA in settlement of losses from Congress 2001. Fifty percent of the amount was then forwarded to AAPQ as per the agreement with them. Discussion ensued as to the risk of future Congresses and the feasibility of cancellation insurance. Research was done on this for the IFLA Congress but the insurance was not taken. Myke Hodgins recommended that all expenses for future Congresses be tracked carefully so as to better inform future organizers.

Landscapes-Paysages

Andre Schwabenbauer informed the Board that Excom met with Cecelia Paine and that she is generally pleased with the new publishing arrangement with MediaEdge. There is fine tuning needed but the process was smooth and there is much more flexibility than with Southam. The advertising campaign for the first issue was successful.

The role of the Editor in Chief was discussed, and Andre Schwabenbauer indicated that Cecelia Paine wished to wait for the Editorial Board meeting on Sunday to determine this. Colleen Mercer Clarke noted that there is a specific budget item to assist with editorial and graphic design. Myke Hodgins stated that AAPQ is looking for ways to give the magazine a more regional focus. Andre Schwabenbauer responded that the Editorial Board will be asked to consider having a "guest" editor for future issues. The process of having themes for each issue will continue. Cynthia Cohlmeier noted that the quality of photographs needs improvement.

6. Executive Director's Report

The Executive Director provided a written report to inform the Board of events since the February 2003 meeting.

Insurance

Fran Pauzé informed the Board that CSLA sent in submissions for quotation to DPIC Insurance and received quotes for which the rates compared very favorably to those of Marsh. She asked that the BoG give a clear direction as to the next step.

Peter Klynstra said that Self-insurance is on the agenda for Saturday and requested that the decision be postponed until that time.

Adrienne Brown noted that BCSLA has just re-negotiated their agreement with Metrix, the broker for DPIC in BC.

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Governor General's Award

On May 15, the CSLA was informed that the office of the Governor General has declined the request to create an award for landscape architecture. However, they Governor General's office strongly recommended that the CSLA contact the Canada Council and have provided a contact name at the Council. Many of the awards currently given in the Governor General's name are administered through this office. We have a champion in the Governor General's office who will assist us.

ACTION

Fran Pauzé will follow up with re-submitting the application through the Canada Council.

7. 2002 Financial Report

The Executive Director advised the Board that the CSLA is in a good financial position. All components with the exception of NUALA have now paid all or a portion of their dues. As well, most components have paid the L-P subscription. Accreditation fees have also been paid for the six programs.

CSLA Membership Dues

A question has been raised by BCSLA as to whether CSLA dues should be charged to component life members.

MOTION 2003-2-4

Moved by Adrienne Brown and seconded by Peter Klynstra, "that life members of a component association be given membership in CSLA and that these members are not required to pay CSLA dues."

Motion carried.

ACTION

Colleen Mercer Clarke will review the CSLA Bylaws and propose any changes that may be needed to accommodate this ruling.

BoG Subsidy

Following the February meeting Fran Pauzé revised the proposed subsidy policy and re- submitted the revised report to the BoG. The recommended policy is as follows:

1. The CSLA BoG will continue to have two scheduled face-to-face meetings per year that all Board members are encouraged to attend.
2. The CSLA BoG subsidy is aimed at assisting three component associations (NLALA, NWTALA and NUALA) to have representation at these two BoG meetings.
3. The Subsidy budget allocates approximately \$500 per representative per meeting to assist with travel costs for three component associations: NWTALA, NUALA and NLALA.
4. The total amount allocated per component per year should not normally be used for one meeting only.
5. The CSLA BoG subsidy is aimed at assisting components to pay for travel costs.
6. Should a portion of the grant not be required the CSLA Excom will determine its use.

Members expressed their concern that the policy needs greater flexibility but Excom noted that the revised policy provides this flexibility. As well, the intent of the subsidy is to have all members present at all BoG meetings.

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MOTION 2003-2-5

Moved by Colleen Mercer Clarke and seconded by Adrienne Brown, “that the CSLA adopt the policy as written.”

Motion carried.

8. GST

The Executive Director submitted a written report citing that three agents of the Federal GST Rulings office gave three different opinions as to whether the components would be obliged to charge GST should CSLA elect to do so. This issue is more complicated than previously thought although no one would commit to a ruling on this on the phone. Their lack of consensus arises from the wording of the CSLA Bylaws re the collection of dues.

The components invoice members and therefore act as agents for the Canadian Society of Landscape Architects. The CSLA Bylaws state that the CSLA charges the component (and not the individual member) as follows:

Each Component Association shall pay annually to the Society a fee based on a per capita rate for all members in good standing for the purpose of continuing functions. The rate shall be recommended by the Executive Committee and approved by the Board of Governors. In addition, component associations may be levied fees for special project activities which each association chooses to support, and in an amount based on a per capita rate for all members, to be determined by the Board of Governors. This annual sum must be remitted by April first of each year.

Fran Pauzé reported that she sent a letter to the GST rulings office requesting clarification and a written ruling as to whether the components would be obliged to charge GST if the CSLA charges it.

ACTION

Fran Pauzé will follow up with the GST office and will inform the BoG when a ruling is received.

9. Reciprocity

Adrienne Brown and Jim Floyd submitted a report to the BoG on reciprocity for the CSLA. They expressed the view that achieving Reciprocity is doable and is based on mutual recognition. This would necessitate a common standard examination and a common title.

The definition of Reciprocity is established as “the ability to move freely to practise across Canada as a landscape architect for all CSLA members in good standing.”

Cam Patterson thanked Adrienne Brown and Jim Floyd for their very useful presentation and hard work. This was endorsed by all BoG members.

10. ASLA President

Andre Schwabenbauer introduced the ASLA President, Paul Morris and the Executive Vice President, Nancy Somerville. He welcomed them to Alberta and thanked them for coming to Banff to meet with the CSLA BoG.

Andre Schwabenbauer noted that he has discussed the possibility of a joint Congress in 2008 and indicated to ASLA that Montréal would be CSLA’s choice of location.

Paul Morris said that the ASLA Board deeply regretted the necessity to cancel Congress 2001.

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He told the Board that the ASLA Congress sites are chosen years in advance and that now is the time to begin the process for 2008.

ACTION

CSLA Excom will contact Martha Montague to begin a dialogue for a joint CSLA-ASLA Congress in 2008.

Cancellation Insurance

Nancy Somerville noted that although there will be some insurance coverage, recent national and international security issues mean that there are now more restrictions on cancellation claims. ASLA was very lucky with their coverage for 2001- many similar organizations and events were not covered for this situation
Contingencies will be needed as it is more complicated to hold Congresses outside the US.

Membership numbers

David Leinster asked if ASLA was experiencing a flattening of membership numbers. Paul Morris noted that this is happening to ASLA as well but that there are now many splinter groups of related disciplines. He said that the schools are not keeping pace with changes and other programs have filled the gap and produced students with multiple objectives.

Jim Paterson asked for Paul Morris and Nancy Somerville perspective on the LARE and was told that the exam was specifically designed to qualify students to comply with legal requirements. It is therefore defensible in the case of lawsuits. It should not limit practice and Paul Morris noted the increasing need for landscape architect's involvement in public health and design of communities. The problem will be how to incorporate this into testing for licensure.

David Leinster inquired whether it would be advisable to develop a two-tier approach since ASLA does not require licensure for membership. This would recognize specialties and could be supplemental to licensure. He noted that OALA will open the discussion with CLARB to broaden the focus of the exam.

Garry Carson asked if there was also a trend to Graduate programs in the US. Paul Morris responded that there are now 70 programs in the US with 30 of those being undergraduate and 4 doctoral programs. The quality of education offered and whether the necessary basic principles and skills are taught in the Graduate programs was discussed. Colleen Mercer Clarke noted that Scottish universities require that the undergraduate degree be in a related field to gain admittance to the graduate programs.

Paul Morris spoke for a few minutes of the expansion of the Green Buildings program and its ramifications to landscape architecture.

11. Governance

Cynthia Cohlmeier reported that the Governance report that was approved in principle by the CSLA BoG in May 2002 was being given some sober second thought. The Board believes that revisions are needed as the report suggests that the CSLA Board move towards becoming a policy board which many Bog members think is not practicable. Excom is involved in day to day issues. Garry Carson reported that following his meeting with Barry Yanchyshyn last year, Barry was to review the Bylaw implications for Canadian Society of Landscape Architects.

David Leinster suggested that revisions to the Governance policy will flow out through the Strategic plan now under revision. Adrienne Brown noted that there needs to be clarification as to the links between committee chairs and BoG.

The afternoon was spent in a workshop on the CSLA's Strategic Plan, facilitated by Cecelia Paine.

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SATURDAY, May 24, 2003

12. CLARB

The President introduced Frank Basciano, OALA and Dickson DeMarche, President – elect, CLARB and James Penrod, Director of Examinations, CLARB and thanked them for coming to Banff to speak to the CSLA BoG.

DeMarche extended the regrets for Chip Winslow, President as he was unable to attend. He provided a brief history of CLARB and the LARE exam, which was begun in 1970.

CLARB will have 50 jurisdictions this year and is beginning conversations internationally with the UK and Japan as to how to set up exams there.

Jim Penrod explained that the examination process has 3 objectives: validity, fairness and reliability. The content is determined thru scientific method by surveys. There are 5 sections to the exam, which are marked by committees. There is a 2 step process to establish the cut score, which determines an assigned level necessary to prove minimum competency. The Current LABOK study is to gear the exam to curriculum and vice versa.

David Leinster noted that the pass rates in OALA have been very poor and CLARB's role in improving this was discussed.

13. Membership Categories

Cam Patterson circulated a chart of membership categories and noted that there are gaps in the data. He will work to develop a matrix. The goal is to standardize terminology and to clarify the range of categories in all of the components.

ACTION

Cam Patterson will develop a one page document that lists requirements. He will develop a timeline and will forward the report prior to the next BoG teleconference.

14. Title Survey

Jim Floyd gave a report on the Title Survey responses.

15. Professional Awards Program

Andre Schwabenbauer has reviewed the submission requirements and will develop a list of outstanding items. He noted that the program is greatly improved and the delivery of the Boards was much smoother this year.

Jurors

Adrienne Brown informed the BoG that BC has revised its procedure to name a juror for the Professional Awards Program. They will no longer elect this juror, they will appoint the juror.

ACTION

Andre Schwabenbauer will provide a report that addresses the issues and recommendations of the CSLA BoG on the Professional Awards Program and will provide direction to the BoG.

Andre Schwabenbauer noted that the Student Awards competition for the IFLA World Congress received 170 submissions from around the world and the top 50 will be on display at the Tradeshow. As well, the first and second prizes went to Chinese landscape architects and the third prize to a Canadian student. He recommended that the CSLA endeavor to send the display to the 5 Canadian universities.

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MOTION 2003-2-6

Moved by Myke Hodgins and seconded by Cynthia Cohlmeier, ``that CSLA revise the 2003 budget to permit the transportation of the display to the Canadian universities.”

Motion carried

16. President’s Council for Canada

The President reported the plan to establish a council of CSLA Committee chairs, and Presidents of the associated organizations (LACF, College of Fellows). This Council would meet once per year to share information.

17. Future Meeting

The CSLA fall meeting was discussed as to location and timing. Options for this include participation at the OALA-OPPI Conference in Ontario in September, or holding the BoG meeting in conjunction with the President’s Council meeting, which CSLA will host. Possible venues for this meeting include Halifax, Toronto or Ottawa.

In order to avoid a long time lapse between the 2003 fall meeting and the AGM-Congress in June in Nfld. Colleen Mercer Clarke proposed the addition of a third meeting in 2004 in the winter, possibly in Winnipeg.

Congress 2005

The MALA organizing committee has proposed dates for a CSLA Congress in August, 2005. There was general discussion as to the suitability of these dates because standard CSLA practice has been to link the AGM and most committee meetings to the Congress. This would move the CSLA AGM out of the normal spring time slot. However, Cynthia Cohlmeier reported that the MALA organizing team is very enthusiastic, but believe they can only organize a successful Congress at this time. They are seeking BoG approval of the August 2005 dates.

MOTION 2003-2-7

Moved by Adrienne Brown and seconded by Myke Hodgins, “that the CSLA plan Congress 2005 for the dates that the committee in Winnipeg has proposed.”

Motion carried

18. Self-Insurance

Peter Klynstra reported that he has investigated the possibility of creating a self-insurance plan for Canadian Society of Landscape Architects. With the support of APALA he met with Daniel M. Campbell, Q.C. who is now administrator of the “Canadian Lawyers Insurance Association”. Peter Klynstra provided the following information to the BoG.

The Lawyers Insurance Association first partnered with an insurance company to offer a group policy with the participants reciprocally insuring a very large increase in the deductible. This approach had two advantages beyond reduced cost. First, it allowed them to start an insurance program with no cash reserve. Second, it allowed them to build up claims data later used as a basis for improving their program. Canadian lawyers have now established a reciprocal insurance program to “self-insure” the first million. To practice law you must have this insurance. The lawyers of Nova Scotia further “self-insure” a \$300,000 deductible. Amounts from two through five million are 100% re-insured with large partners. Their rates on the reciprocal portion, the first million, are going down even as the rates on the next four million dollars insurance are going up.

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Mr. Campbell suggested that due to the smaller membership base that CSLA consider a partnership with an insurance company. The CSLA could "self-insure" a very large increase in the deductible to reduce the cost of the insurance for the participants. Through this partnership, the CSLA could build claims data. With claims data we could establish a more involved partnership with an insurance company. We should consult with an insurance consultant and actuary .

MOTION 2003-2-8

Moved by Peter Klynstra and seconded by Cynthia Cohlmeier, ``that CSLA hire an insurance consultant to work on an agreement with a new insurer so that we receive claims and costs data available in the future."

Motion carried

ACTION

Excom will determine how the budget should be revised to provide the needed funds and will then advise the BoG.

19. Other Business

Community Service Awards

Motion 2003-2-9

Moved by Garry Carson and seconded by Myke Hodgins, "that CSLA accept the nomination of Calgary Airport Authority and Rotary Clubs of Canada as recipients of the 2003 Community Service Awards."

Motion carried

20. Adjournment

Motion 2003-2-10

Moved by Jim Floyd, "that the May, 2003 meeting of the CSLA Board of Governors be adjourned."

Approved

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