

**Canadian Society of Landscape Architects/  
L'Association des Architectes Paysagistes du Canada**

**Minutes of the Board of Governors Meeting  
January 14, 2002**

**Teleconference**

**Present on line:**

Vincent Asselin FCSLA, President  
Andre Schwabenbauer, President-elect  
Gordon Forsyth, SALA  
Patricia Campbell, BCSLA  
Peter Klynstra, APALA  
Garry Carson, AALA

Karen Le Gresley Hamre, NWTALA  
Jim Melvin, OALA  
Cam Patterson, SALA  
Barry Yanchyshyn, MALA  
Jim Floyd, NLALA  
Fran Pausé, Executive Director

**1. Call to Order**

The President called the meeting to order and extended a welcome to the new members.

**2. Approval of Agenda**

The President asked if there were additions or deletions to the agenda.

**Motion 2002-1-1**

**Moved by Barry Yanchyshyn, seconded by Karen Legresley Hamre " That the agenda for the Jan 14, 2002 meeting of the CSLA Board be approved."**

**Motion carried, unanimous**

**3. Approval of Minutes of Previous Meeting**

The president asked if there were any additions, corrections or deletions to the minutes.

**Motion 2002-1-2**

**Moved, by Jim Melvin, seconded by Gord Forsyth " That the minutes of the September 20 & 21, 2001 meeting of the CSLA Board be approved."**

**Motion CARRIED, unanimous**

**4. Review of Action Items from Previous Meeting**

The Action items were reviewed in the President's report.

**5. President's Report**

The status of the action items from the previous meeting was outlined in the President's report and after discussion these items will be followed up:

**Student Chapters**

A letter will be sent to the Canadian universities advising them of the creation of the student chapters. These will be linked to the ASLA Student Chapters. The CSLA must establish a way to organize the student chapters and will look into this in the coming months. There was discussion as to whether the creation of the chapters was requested by ASLA and Andre Schwabenbauer clarified that it was the students themselves who requested this and it is something CSLA is able to endorse for them.

**Life Emeritus Members**

EX COM will continue to collect information in order to have a unified description of membership categories across Canada.

Board of Governors, Approved May 17, 2002

Minutes Jan. 2002

Fran Pausé, Executive Director

**Minutes of the CSLA Board of Governors Meeting  
Teleconference, January 14, 2002**

Governance

Barry Yanchyshyn reported that the Policies & Procedures manual developed in the 1980's was sent to all BoG members by Jim Melvin and Fran Pauzé. The committee Garry Carson, Sarah Gruetzner and Barry Yanchyshyn plan to meet in January. Jim Melvin pointed out that the basis of the Strategic plan should follow the Governance reports. Barry indicated that his term as MALA rep will end with a new member taking his place but he is willing to work with the committee to conclude its work.

Novator

The insert was placed in the Bulletin but there have been no responses. Jim Melvin suggested a presentation be made to members. Andre Schwabenbauer suggested follow up in the form of an email reminder to the CSLA membership be done.

**ACTION:**

Fran will follow up with the components to encourage members to respond with Novator Web address embedded in the email.

Policies & Procedures for Future Congresses

This will be needed soon as we approach the IFLA World Congress in 2003. Andre Schwabenbauer will be developing a draft agreement with the AALA and Jim Melvin and Vincent Asselin will review it. Andre, Vincent and Jim will also prepare a draft process that components should follow for CSLA Congress for review by the Board in May.

Governor General Award

Vincent is drafting a letter addressed to the Governor General to introduce the CSLA and commence discussions on the potential development of this award. This award will be linked to the Professional Awards Program.

**6. Executive Director's Report**

Fran Pauzé submitted a written report detailing recent activities and an additional report on suggested membership categories for CSLA.

Website

The images have been changed but in order to create the Members Only page BoG member's comments and suggestions will be needed.

Bulletin

The next issue is planned for March and will be sent electronically. Future issues will also be done this way if the net financial impact re loss of advertising is not negative. There is also the possibility of sending it out more frequently perhaps monthly if it is available online. The format would change and the size would decrease. More timely information would be included and Karen Legresley Hamre suggested a calendar of events would be useful. This will be reviewed this year with a possibility of making the changes part way through the year.

Fran asked for an editorial board to oversee this and Jim Melvin suggested this be Excom.

There has been some negative feedback on the impact on Bulletin advertising of having an electronic copy only however it was agreed that we should proceed with this new format in 2002.

CD ROM

As there are still approximately 450 CD's available the CSLA will undertake a mailing to Members of Provincial and Federal Parliaments. We will also offer them to students of the University programs for a

**Minutes of the CSLA Board of Governors Meeting  
Teleconference, January 14, 2002**

small charge to cover costs. The draft of a letter to be included will be prepared in order to have uniformity from each component. Pat Campbell suggested the UBC students might be interested. We could also post an ad on the Website to sell them.

**ACTION:**

To increase circulation of the CD-ROM, Canadian Impressions will be distributed through students and Members of Parliament. Fran will draft a letter to be sent by the components which will be sent out and followed up by the components.

The components will submit requests to the office for additional copies of the CD and this will be followed up.

**ACTION:**

A unified way of collecting CSLA dues needs to be established.

The Affiliate membership report was sent to all members and it would be good to go forward with this soon if possible. The board needs to determine if they want to proceed. It was discussed further under item # 19.

**7. 2001 Financial Report**

An up to date budget report was presented by Fran Pauzé. There are items pending in accounts receivable and additional amounts payable before submitting the information to the Accountant, Warren Snelling for the Year-end financial statements. The CSLA incurred a loss with Congress 2001 due to its cancellation, but will petition ASLA that this loss be included in their insurance settlement. Accreditation funds are held in a separate account and cannot be included in the CSLA statement. There will be a small loss recorded in the 2001 CSLA year -end statement of approximately \$7000.

**Dues**

Patricia Campbell said that BCSLA has been submitting dues on a snapshot view once per year and not on a pro rata basis. Fran responded that other components, OALA included, pay dues quarterly on the pro rata basis. Vincent Asselin & Garry Carson confirmed that AAPQ & AALA also pay on the pro rata basis. Fran established that the item in the CSLA BoG Minutes of November 2000 clarified the CSLA position that dues are to be paid quarterly to CSLA on a pro rata basis. The method and rates are outlined in the CSLA Policies and Procedures Manual.

Jim Melvin asked if Congress 2000 had been resolved and Andre Schwabenbauer confirmed that he had spoken with John Zvonar and that the committee is working on clearing this up in the very near future.

**8. 2002 Budget**

Andre Schwabenbauer submitted a revised 2002 and Draft 2003 Budget. He highlighted some items within the Budget which showed changes:

Revenues

Lines 9 & 10 revenue is for two issues of the LP magazine

Expenses

**Communications**

Bulletin lines are reduced but included \$6,500 for the brochure which is \$1,000 less than the amount agreed to in Montreal

**Publication**

Line 46- expenses for 2 issues

Line 62 proposal to account for IFLA SEED money for a total of 10000 over 2 budgets

Line 71 Professional Awards Program increased substantially

Karen Legresley Hamre asked why the Annual Report is budgeted low even though it went over budget in 2001 year. Fran responded that the report should be less costly this year as the format is designed and the printing costs will be less as well and we will only print one version.

**Minutes of the CSLA Board of Governors Meeting  
Teleconference, January 14, 2002**

*Landscapes /Paysages*

Excom held a teleconference meeting with Cecelia Paine in December to study the various aspects of the magazine and recommended that 2 issues only be produced for 2002. As well, the establishment and adherence to regular publishing dates is crucial to securing and keeping advertisers.

Jim Melvin said that in order for this program to remain viable, we must have three issues and the third issue should be entirely funded by advertising. Failure to achieve this will reflect on the advertising and not on the Society. Following discussion the board determined that the CSLA's intent to maintain the magazine must be demonstrated in the Budget. Concerns were expressed about the ability of the magazine to generate the additional funds. We must be realistic as to what is possible and the third issue will be tied to revenues.

As it is a priority in the Strategic plan for CSLA to continue having a quality publication the Board decided that three issues must be published in 2002 and therefore increased advertising revenues and publication expenses to reflect this in the 2002 Budget.

Line 9 Advertising Revenues was increased by \$22,000 to \$35,000.

Line 10 LACF grants was increased by \$3000 to \$9000.

Line 45 Publication management was increased by \$500 to \$1500.

Line 46 Production was increased by \$22,500 to \$67,250.

Line 47 Translation/Magazine was increased by \$2,250 to \$6,750.

Jim Melvin asked if the revenues from Congress 2000 in Ottawa would be transferred to the Reserve Fund. This was followed by discussion of the CSLA's intent regarding this fund. Barry Yanchyshyn expressed concern as to how the fund is treated. The desired amount recommended by the Finance task force for the fund is \$75,000. The committee's recommendation was that \$10,000 be put into the fund each year until it reaches that goal. It was pointed out that with the loss from Congress 2001, the intent this year was to not diminish the fund. CSLA will submit a claim to ASLA for assistance with the loss to be submitted to their insurance company. There are anticipated revenues from AAPQ and IDM; when these amounts are known this will be reflected in a possible transfer to the reserve fund.

Adding to the fund will become a priority in the future and with the potential revenues from the IFLA World Congress in 2003 this should be possible. This item will be included in the agenda for the Bog meeting in May at which time we will have a preliminary budget for IFLA as well as more information and a possible resolution to the finances of Congress 2001.

Vincent Asselin asked if there were other items for discussion on the Draft Budget.

**Motion 2002-1-3**

**Moved by Jim Melvin and seconded by Jim Floyd " that the CSLA 2002 Budget be accepted as presented with the above mentioned revisions to lines 9, 10, 45, 46 & 47."**

**Motion carried, unanimous**

**9. Congress 2001**

The 2001 Congress had a loss overall although this was diminished by a profit from the "Plan B" Congress that was held in Montreal Sept. 21 & 22, 2001.

The grant from IDM has not been received and AAPQ has advised us that we will likely only receive \$5000. CSLA will approach ASLA for financial assistance with the loss.

The loss is to be divided evenly with AAPQ as per the agreement and we are in discussions with them as to how they will reimburse the CSLA.

Garry Carson asked if their insurance companies would reimburse ASLA. The answer is not known at this time. CSLA members have been reimbursed for registration fees.

**Minutes of the CSLA Board of Governors Meeting  
Teleconference, January 14, 2002**

**ACTION:**

Fran will investigate with ASLA whether dinners and tours will also be reimbursed to CSLA members.

**10. IFLA World Congress**

The advance organizing task force, Vincent Asselin, Andre Schwabenbauer and Jim Taylor, submitted a report. In it they provided background to the IFLA World Congress regarding the approved bid that was submitted to IFLA. Key Task Areas and the Organizing Committee structure were outlined in the report. The recommended location is Calgary and the date is early June 2003 to avoid conflict with any ASLA activities.

Locations that were considered were Toronto, Calgary, and the AAPQ also submitted a request to host the Congress in Montreal. Following conversations with Chantal Gagnon, the AAPQ President, Vincent Asselin confirmed that this request should not be included as AAPQ was not aware of all the other considerations related to location and timing (as the last Congress' were in Ottawa and Montreal and the next AGM will be in Halifax, it is overdue to have an event in western Canada). Although an enormous amount of work was done for the Montreal Congress, the IFLA conference would essentially mean that AAPQ would have to start from scratch, and finally the last IFLA conferences in Canada were held in Vancouver and Montreal.

Andre Schwabenbauer informed the board that AALA is meeting on Jan. 15 to endorse the agreement to proceed. Jim Taylor will meet with Andre Schwabenbauer in Calgary at the end of January to begin planning. Venues being considered are Banff for meetings prior to the World Congress and the Telus Convention Centre in Calgary for the main congress activities. Expected attendance is 400 to 600 with the goals being 200 delegates from the US, 200 from Canada, and 200 from IFLA.

**Motion 2002-1-4**

**Moved by Pat Campbell and seconded by Jim Melvin that “ the report submitted by the task force be accepted and the following recommendations be affirmed”**

- Confirm acceptance of recommended venue and dates.
- Provide for a seed money grant for the promotion and organization of IFLA Congress within the 2002 budget year (estimate \$10,000 or 50% of \$20,000 for 2002).
- Organize the CSLA Annual Meeting to take place concurrently with the 2003 IFLA World Congress.
- Promote Congress 2003 to CSLA members.
- Assist in securing national sponsors, grants and trade show participants.
- Assist in Budget Control function.

**Motion carried, unanimous.**

**11. Elections**

Cecelia Paine is undertaking the recruitment of one or more candidates to stand for election for CSLA President in 2003- 2004. Information will be sent out to the membership in time for voting as per the Bylaws. Cecelia Paine hopes to have two names confirmed soon.

**12. Strategic Plan**

Andre Schwabenbauer submitted a draft report. He outlined five areas of importance contained in the report: Revenue, Governance, Communications, Outreach, and Education. This report should be considered by BoG as the beginning of discussions, which should be completed face to face in May. Jim Melvin asked if the tasks are listed in order of priority and suggested that if not the items be prioritized under each heading.

**Minutes of the CSLA Board of Governors Meeting  
Teleconference, January 14, 2002**

Under Outreach in the awards area Excom proposes the creation of an annual presentation with a sponsor a central location for where the best projects can be seen and the media is invited to attend.

**Education**

Karen Legresley Hamre asked about the continuing education program. She inquired as to the status of the CSLA education programs and suggested the creation of a list of information, programs and CD's available in Canada. Pat Campbell reported that BCSLA has begun a voluntary registration of Continuing Education by its members.

**ACTION:**

Fran will investigate what courses and opportunities are available from components with the intent to circulate this info to members. The CSLA will endorse and facilitate this but the program should be component driven.

Garry Carson asked about the support needed for the development of a new Landscape Architect Undergraduate Degree program at NAIT.

Andre Schwabenbauer reported that NAIT is proposing to add a two-year degree program to the existing two-year diploma program in partnership with a university. This would lead to a Bachelor Degree in Landscape Architecture.

Following graduation from this four-year degree program students would be eligible to transfer to any of the masters programs in Canada.

Garry Carson pointed out that AALA is concerned about the disappearance of BA programs in landscape architecture in Canada. There are now only two BA programs left in Canada- Guelph and the Université de Montréal.

NAIT is looking for support from CSLA in order to make their case to the provincial government and to whatever institution they are looking at partnering with.

Karen Legresley Hamre asked for information about ACD, and Vincent Asselin and Jim Melvin replied that the program had ceased due to funding cuts from HRDC.

Andre Schwabenbauer asked for any and all input on the Strategic Plan be sent to him over the next month in order for him to refine it and circulate it so that it can be endorsed in May.

**13. AGM**

The 2002 CSLA AGM will be held in Nova Scotia on May 18. The location is most likely Lunenburg but it is to be determined. An outreach session is being prepared for the Thursday and is to be coordinated by the APALA group in conjunction with Excom and the BoG meetings BoG meetings will be held on Friday & Saturday May 17 & 18. Vincent Asselin confirmed that the dates are acceptable for everyone.

**14. Annual Report**

The deadline for this year's report is Feb. 25. This will permit time for translation. The report will be ready in time for the AGM in Nova Scotia.

**15. Sustainability Declaration**

BoG members were asked to review the declaration and provide feedback to BCSLA on the declaration prior to the BCSLA's AGM in January. At this time SALA and NWTALA confirmed that they have not reviewed the document yet. Quebec sent recommend changes and the OALA has reviewed it and suggested modifications.

Discussion ensued as to what the purpose is and Vincent Asselin suggested a simpler statement could be more effective. Pat Campbell said that BCSLA had originally proposed this two years ago and that CSLA needs to endorse sustainability as a guiding principal. She suggested that a simpler statement might be

**Minutes of the CSLA Board of Governors Meeting  
Teleconference, January 14, 2002**

created and inquired what was needed to move forward with it. Vincent Asselin said a more general statement would be more easily endorsed by all. Jim Floyd concurred that NLALA would continue to debate it. Pat asked that all comments be sent to them.

Barry Yanchyshyn asked that BCSLA recommend how to position it within CSLA governance.

Vincent Asselin said that it should be finalized at the May Bog meeting and should then be to be voted on.

Andre Schwabenbauer asked if there was new information regarding the BCSLA proposed workshop on sustainability to be held in San José and the BCSLA will report back to the Board.

**ACTION:**

Fran will collect all comments from the components on the declaration and forward to BCSLA.

**16. Landscape Architect Week**

Fran researched how CSLA could establish this event with an official landscape architecture week in Canada to coincide with the event in the US. It is necessary to send a proposal to the Member of Parliament for Ottawa with this request. He will then present it in the House of Commons as a Private Members Bill, which will be voted on. Information from the ASLA Website was sent via email to the BoG.

**17. Professional Awards Program**

Alan Tate submitted a written report on the status of the program. Jurors have been appointed by BC, Alberta (for the Prairies), Ontario and Quebec. At this time a part time administrator has been hired to handle the day to day activities.

In discussions about the re-vamping of the program Jim Melvin referred to a report submitted in October 2001 by the Professional Awards Committee. He suggested that there needs to be an overhaul and a re-work of the program following their recommendations to change format and jurying as well as location. The timing of the report did not permit their suggestions to be implemented for this year's program but Jim will recommend that the committee submit a report to the BoG by April 2002 so that there is time for BoG to explore their suggestions and discuss with the components. Andre Schwabenbauer said there are significant changes being proposed and there needs to be time for the Board to review and debate them.

A suggestion was made by Larry Paterson, via Jim Melvin that the CSLA publication, *Changing the Face of Canada* should be submitted to the CSLA Professional Awards Program by the CSLA board. It was pointed out that it was created by a non-landscape architect and would therefore be ineligible. Barry Yanchyshyn said the Professional Awards Program rules would need to be changed first and then it could be submitted or it be nominated now for a President's Award. Vincent Asselin and Cam Patterson indicated it would be inappropriate and not advisable to change the rules for a single CSLA submission.

**Motion 2002-1-5**

**Moved by Jim Melvin "that the CSLA publication *Changing the Face of Canada* should be submitted to the CSLA Professional Awards Program by the CSLA board."**

The president asked if someone would second the motion- to which there was no reply.

Barry Yanchyshyn inquired as to the availability of the Awards display for the components to showcase each year's winners. Pat Campbell suggested that the display be available to each component on a rotation as a matter of course and for a set length of time.

Vincent Asselin stated that the next level for the Professional Awards Program is increasing visibility and Excom proposed that an event be coordinated on a yearly basis to recognize winners. This presentation would be held in a central location- likely Ottawa. A major national sponsor would be needed to underwrite the expenses.

**Minutes of the CSLA Board of Governors Meeting  
Teleconference, January 14, 2002**

**18. Other Business**

The subject of the new membership categories was reviewed as well as the need for a Bylaw change if this was to be implemented. Most components have an additional category of membership for non-landscape architects and therefore additional revenue sources. As well the international category would expand the membership. Fran Pausé pointed out that as increasing revenues is a priority this would be a way to realize this. These categories would compare with the Honourary membership categories as being specific to CSLA as opposed to coming through the component.

Vincent Asselin indicated that the Bylaws require the new categories to be included and that the notice of this change be sent to members by 60 days before the AGM so that they can vote at the AGM.

**Motion 2002-1-6**

**Moved by Karen Legresley Hamre and seconded by Jim Melvin “The CSLA will create two new membership categories- one to be Affiliate or Friend and the other to be International Member. The CSLA Bylaws need to be changed to reflect this.”**

Andre Schwabenbauer suggested that the membership rate be more significant than the amount proposed.

Before the vote was taken Peter Klynstra indicated that there were concerns that this would diminish the CSLA's role as a professional association as a learned society. Vincent Asselin pointed out that they would not be “Members”. As sponsors or donors, the benefits and privileges need to be clearly described and the goal of the new categories is also required. Andre Schwabenbauer suggested the CSLA should expand the number of categories to include sponsors. As no resolution was taken, the motion was tabled until the next meeting and in the meantime the BoG members should speak with the components for feedback.

The CSLA had a request for support from Alexandre Reford of Les Jardins de Métis regarding the creation of a chapter being undertaken in Quebec historic gardens. Vincent Asselin will forward the information to BoG.

**19. Executive Director**

In the Excom meeting in Ottawa on January 6 & 7, the Executive Director review was completed and discussions held as to the terms of the Executive Director contract. Negotiations are ongoing. The renewal date of the contract was also considered and in order to have more time to consider the proposed changes Vincent Asselin suggested that June / July would be a better time to complete this. Excom has also proposed a two-year contract be established from that date.

Excom will continue to negotiate the details of the contract, and the existing contract will be extended to July 1, 2002.

**Motion 2002-1-7**

**Moved by Cam Patterson and seconded by Barry Yanchyshyn “ the CSLA will extend the current contract with the Executive Director for six months.”**

**Motion – carried, unanimous.**

**20. Adjournment**

**Motion 2002-1-8**

**Moved by Jim Floyd “that the Jan 14, 2002 meeting of the CSLA BoG be adjourned.”**