



CANADIAN SOCIETY OF LANDSCAPE ARCHITECTS

COMMITTEE MANUAL



CSLA | AAPC

Canadian Society of Landscape Architects
Association des architectes paysagistes du Canada

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2. Context

Volunteers are the backbone of the CSLA, and committees are the structure through which our volunteers contribute. The work done by volunteers on committees makes it possible for the CSLA to achieve high levels of performance not otherwise possible.

The CSLA's Strategic Plan is a roadmap for the CSLA's objectives and strategies, providing the foundation for the CSLA's programs and activities. The CSLA's Committees play a key role in the achievement of the Strategic Plan, through its key programs, policies, and CSLA's liaisons with other organizations. In 2017, the CSLA undertook a Committee Review to address the number, complexity, and roles of the CSLA's working groups, task forces and committees. The review's objectives were to:

- o better manage volunteer time
- o better manage the Executive Director's time
- o improve the link between committees and the board
- o better structure the committees
- o evaluate whether the correct committees were in place
- o better define the scope of the committees and identify their timeline.

3. Role and Function of CSLA Committees, Task Forces and Work Groups

Committees have an advisory function to the Board. The Board may from time to time establish committees with duties and powers as it deems to be in the interest of the Society.

Each committee shall have the committee membership and terms of reference approved by resolution of the Board, consider matters as are referenced to it by the Board, shall keep records of its activities and recommendations, and shall report to the board at such intervals as require by the Board.

The composition of the committees shall be generally representative of the Board and, where possible and appropriate, include staff and members of the Society and of the community at large. This is an effective way to add expertise, involve more of the community in the work of the Society and bring to the Society a reflection of public opinion. It shall also serve as a means of recruiting, orienting, and screening prospective candidates for the Board. Committees should aim to represent each category of CSLA membership, including fellows, students, associates, and full members. Calls to the members at large are encouraged to staff committees.

A committee's function is to bring the experience, expertise, and judgment of an individual or group of interested and informed persons to bear on a specific area of the Society's responsibility. Overall, a committee is tasked with managing projects and contributing to advocacy and communications initiatives related to the committee's area of responsibility. Its job is to assist the Board by considering matters referred to it in greater depth than would be possible by the whole Board. Committees isolate the key issues requiring Board consideration, propose alternative actions, present the implications and make recommendations to the Board

for decision. The Board will not review the matter in the same detail as the committee but must be satisfied that all pertinent information was considered or refer the issue back to the committee for further study. The Board will consider the recommendations of the committee and adopt or amend these recommendations or make such other disposition as it deems advisable.

3.1 Types and Overall Rules of CSLA Committees

3.1.1 Standing Committee Rules

- No member of a Committee shall receive remuneration for duties performed on behalf of the Society but may be reimbursed for reasonable expenses incurred while performing such duties with the approval of the Committee Chair and Executive Director.
- Any member of a Standing Committee may be removed by a Super Majority Vote of the Board.

3.1.2 Standing Committees

Standing Committees are established by the CSLA and enshrined within the CSLA's By-laws.

3.1.3 Committees

Committees are established by the CSLA Board of Directors. Their scope of activity may be more global and have longer-term objectives related to the strategic plan. They are composed of a chair and 2-5 members who lead the activities of the committee.

3.1.2 Task Forces or Working Groups

Task forces and working groups can be established either by the Board or by the Committees to undertake short-term activities, initiatives, or projects. The establishment of a task force would require approval of either the Board or the Committee under which it finds itself, or, a task force could also be established and managed directly by the Board. Typically, these would be short-term groups related to specific projects.

3.2 Terms of Reference

A Term of Reference must be established for each committee, approved by the Board, and circulated to all committee members. It should be reviewed by the committee annually. The Term of Reference should include:

- authority
- mandate and objectives
- action plan
- advocacy, communication, marketing or public relations plan.

3.3 Reporting

All committees must provide written reports at each quarterly Board meeting (please refer to *Appendix A: CSLA Board Meeting Report Template*).

3.4 Composition

3.4.1 Committee Chair

The Committee Chair is appointed by the Board and may be composed of Board members, staff, and/or CSLA members. Committee Chairs are appointed for a three-year term, which is renewable once. The appointments must be approved by the Board.

The Chairs of CSLA Committees are responsible for the operation of the Committee, including:

- ensuring meetings are held as required
- chairing the meetings
- proposing the meeting agendas
- drafting and advancing committee work plans
- reporting on the committee's activities at quarterly board meetings both in writing (on the committee report template) and orally
- checking in with committee members to ensure they have all the resources required to accomplish their objectives.

In addition, the Committee Chair will be called upon to speak on the related subject matter and become a spokesperson for the CSLA as required. This may include presentations to members, related professionals, or to government representatives.

3.4.2 Committee Members

Committee members are selected via application to the committee with CV. They are appointed for a three-year term, renewable once. Committee members are responsible for:

- participating in committee meetings on a regular basis
- volunteering to take on tasks and actions as determined by the committee.

Note that member participation is vital to ensure committees achieve their objectives. As such, if a member is absent from three consecutive committee meetings (*unmotivated), the committee member will be thanked from the committee. ** Absences are considered unmotivated when the member does not respond to an electronic meeting invitation.*

3.4.3 Board Champion

A member of the CSLA Board of Directors is appointed to participate in every committee. Their role on the committee is to provide liaison between the committee and the board of directors, direction in keeping with the overall Board objectives, and support as required.

4. Standing Committees

4.1 Finance and Risk Management Committee

4.1.1 Objectives of the Committee

According to the CSLA's By-laws, the role of the Finance and Risk Management Committee is to:

- review the Society's financial well-being
- oversee management's process for the identification, evaluation, and mitigation of related risks, including insurance programs
- to meet with the Society's Auditor to review the scope and details of the audit plan and approach, and review the auditor the Corporation's policies to govern the process of risk assessment

- review and approve other matters that may be delegated by the Board
- annually evaluate the performance of the committee
- perform such other duties and responsibilities as are consistent with the purpose of the Committee and as the Board deems appropriate].

4.1.2 Reporting

The Committee shall provide a report to the Board no less than four times per year {quarterly} approving or recommending changes to the Board in furtherance the purposes outlined above. In practice, the Chair of the Finance and Risk Management Committee provides a financial report at every Executive Committee Meeting and Board Meeting and presents the yearly audited financial statements at the CSLA's Annual General Meeting.

The Chair of the Finance and Risk Management Committee works in close collaboration with the CSLA's Executive Director and bookkeeper.

4.1.3 Mandate of the Chair and Membership of the Committee

The Finance and Risk Management Committee is comprised of:

- the Chair, appointed yearly by the Board for maximum term of four years
- two (2) CSLA Board Members, appointed for the duration of their Board mandate, but not to exceed four years
- one (1) member at large, appointed for a three-year term, renewable once, as described in the Committee Manual
- the Executive Director (ex-officio).

4.1.4 Role of the Chair

The Chair of the Finance and Risk Management Committee (the Treasurer) role includes:

- Chairing the Finance and Risk Management Committee
- monitoring the financial activities of the Society and the monthly financial statements
- reviewing and signing the audited financial statements
- ensuring that complete and accurate records are kept of all the Society's financial matters in accordance with generally accepted accounting practices
- overseeing the Executive Director's leave and salary reviews
- presenting the financial statements and proposed budgets for approval at Board, executive and annual general meetings of the Society
- ensuring compliance with staffing and finance policies and procedures of the CSLA
- reviewing and proposes Congress budgets for approval by the Board
- participating in the Executive Committee and Board Meetings as a voting member.

4.1.5 Meeting Frequency and Travel of Chair

The Chair of the Finance and Risk Management Committee is expected to attend:

- four Board meetings per year (approximately 2 hours each)
- four Executive Committee meetings per year (approximately 2 hours each)
- two to three Finance and Risk Management Committee meetings per year (approximately 1 hour each)

4.2 Executive Committee

The Executive Committee shall:

- comprise the President who shall act as committee chair, the President-Elect, the Past President, the Chair of the Finance and Risk Management Committee, additional members as approved by the Board, and the Executive Director who shall be a non-voting ex officio member of the committee
- be provided a budget for annual operating expenses
- undertake such duties as assigned by the Board
- exercise such powers as are authorized by the Board
- hold meetings at any time and place to be determined by the President provided that each committee member shall be given reasonable notice of meetings, and such notice may be provided by electronic means. No error or omission in giving notice of any meeting of the Executive Committee or any adjourned meetings of the Executive Committee of the corporation shall invalidate such meeting or make void any proceedings taken thereat, and any member of such committee may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.

4.3 Nominating Committee

The Nominating Committee shall:

- comprise the immediate Past-President who shall act as committee chair, the President, and additional Voting Members appointed by the Board who are ineligible for nomination
- prepare a list of names, drawing from Voting Members, designating at least one nominee to be considered for the position of the next President-Elect
- ensure that the chair of the Nominating Committee has verified that the nominees are willing to stand for election prior to submitting the nomination list to the Board; and
- undertake the duties as assigned in the Bylaws and for greater certainty, as set out at s. 3.1.2 and s. 4.1.3 of these Bylaws.

4.4 Landscape Architecture Accreditation Council (LAAC)

The Accreditation Council shall:

- be the body of the Society responsible for accrediting professional university undergraduate and graduate degree programs in landscape architecture
- comprise six members, appointed by the Board for a normal term of office of five years, and including two landscape architecture educators and one non-landscape architect, with one member being replaced annually
- elect a chair whose term of office shall be three years
- keep funds received for accreditation in an account separate from those of the Society and shall only apply those funds to activities of the Accreditation Council
- appoint teams to undertake accreditation
- recruit and train accreditation team members
- review and approve accreditation team reports and annual reports from universities
- advise the Board of decisions
- maintain contact with the American Society of Landscape Architects' Landscape Architectural Accreditation Board and other accrediting bodies to ensure consistency of standards.

4.5 College of Fellows (COF)

The College of Fellows shall:

- comprise Fellows of the Society
- elect a chair, vice-chair and secretary

- adopt, subject to approval of the Board, rules of conduct for the operation of the College
- notify the Board of the election of new Fellows
- make other such recommendations to the Board, as it may deem appropriate.

4.5.1 College of Fellows Governance Documents

The following governance documents are available at <https://www.csla-aapc.ca/awards/college-fellows>

- Terms of Reference for the Chair
- Terms of Reference for the Secretary
- Protocol and Procedures for the CSLA Fellows Investiture Ceremony
- By-laws for the Conduct of the College
- College of Fellows Conflict of Interest Policy
- Order of Precedence for Title Designations

5. CSLA Committees, Task Forces and Workgroups

5.1 Reconciliation Advisory Committee

The mission of the Reconciliation Advisory Committee is to support the profession of landscape architecture on issues relating to Reconciliation and Indigenous issues.

5.1.1 Members

The committee is composed of:

- 3-6 CSLA members
- one (1) chair
- CSLA Executive Director, in ex-officio capacity
- CSLA Board Champion
- advisory members as required and by invitation from the Committee, to ensure that the requisite specialist perspective is drawn upon to advise the Committee. This could include BIPOC, Indigenous and regional representation as required.

5.1.2. Meetings

Meetings are held every 4-6 weeks by tele or video conference. In-person meetings are held as required.

5.2 Committee on Climate Adaptation

The mission of the Committee on Climate Adaptation (CoCA) is to support the profession of landscape architecture on all issues relating to climate adaptation. Our goal is to advocate for a more equitable future within a changing climate by creating a society which has: an enhanced capacity for resilience, a willingness to transform to a better state, and a commitment to ensuring the long-term sustainability of environments, cultures and well-being. The objectives of the CoCA are to:

- provide leadership nationally
- increase the profession's capacity to respond to climate change and advance climate adaptation
- collaborate and partner with academia, industry and related professions in strategic partnerships to advance climate adaptation and the role of landscape architecture in achieving this objective and to address interdisciplinary issues

- seek opportunities to engage with the federal government to advance mutual objectives and create awareness of the role landscape architects in climate adaptation.
- raise awareness about climate justice and ensure a JEDI lens on the committee’s activities.

The CoCA’s mission will also draw on the core principles expressed in the Canadian Landscape Charter, which are:

- recognize landscapes as vital
- consider all people
- inspire stewardship
- expand knowledge
- show leadership.

5.3 Landscapes/Paysages Editorial Board

The Editorial Board is intended to represent the CSLA’s Board of Directors and component associations, the landscape architecture academic programs, and the broader landscape architecture professional community. A review of the policies regulating the Editorial Board and the magazine can be found in the CSLA’s Communications Policy and Communications Strategy.

The present summarizes the various activities and responsibilities of L|P’s Editorial Board members. Other documents include the L|P Guidelines for Guest Editors and the L|P Guidelines for Contributors for detailed information regarding magazine content, planning, and editing standards.

5.2.1 Editorial Board Mandate

The Editorial Board’s mandate is to provide the overall editorial direction for Landscapes | Paysages Magazine. This includes:

- prepare an annual editorial plan, including direction as to topics, features, and special issues, and publish this plan to the membership
- appoint a Guest Editor and Editorial Board Liaison for each issue
- prepare and publish Calls for Submissions
- encourage the CSLA membership and others interested in Canadian landscape architecture to contribute to the magazine, ensuring that content targets are achieved and that all regions of Canada are represented
- participate, when needed, in the review of the material submitted
- provide feedback on published issues regarding content and graphic presentation
- establish guidelines and terms of reference for the various aspects of magazine coordination and production
- provide advice to the CSLA Board of Directors regarding the Landscapes | Paysages Magazine Policy.

The Editorial Board also assists the Editor in the production of the magazine, most directly regarding graphic layout, cover page composition, and the magazine’s general “look-and-feel”. In certain instances, board members may also assist with the review and editing of submitted articles and with the coordination of contributors.

5.2.2 Composition of the Editorial Board

Membership of the Editorial Board is composed as follows:

- up to two persons appointed by each component association from its membership
- the Executive Director of the CSLA, ex officio
- the Editor, ex officio
- the CSLA Board of Directors Champion, ex officio

- up to two interns from the landscape architecture student community (optional).

All members of the Editorial Board shall be Members or Associate Members in good standing of the component associations (except for the interns). At least two members of the Editorial Board shall be French-speaking and two members shall be English-speaking.

Editorial Board members are appointed for three-year terms, subject to renewal. When practical, terms for both representatives of a component association should be staggered to ensure there is always at least one member per component.

5.2.3 Process – Members

Editorial Board members shall be identified by their component organization when requested by the board to fill a vacant position. The component organization will confirm the appointment by vote of executive council (or equivalent) of the component organization.

5.2.4 Process – Student Interns

Student interns should be selected by a Canada-wide search of the accredited landscape architecture programs (University of British Columbia, University of Calgary, University of Manitoba, University of Guelph, University of Toronto, Université de Montréal).

Prospective interns should submit a letter of introduction and CV to the Chair of the editorial board, outlining their interest in the magazine, their field of study, and skills and experience they would bring to the position.

A subcommittee consisting of the Editor, the Chair of the Board and two (2) additional board members will review the applications and select up to two candidates for inclusion on the board.

The letters of introduction and CVs will then be shared with the board and voted on via email for approval. The vote should then be confirmed at the next board meeting for the record and the candidates welcomed to the board.

5.2.5 Editorial Board Members Responsibilities

Board members are expected to contribute to all activities required to meet the Editorial Board's mandate, including:

- attend monthly coordination meetings.
- proactively reach out to members of their component associations for contributions to the magazine
- stay abreast of regional projects, events, and initiatives related to the magazine's mandate
- assist with the review and editing of submitted articles and the coordination with contributors
- provide feedback on published issues regarding content and graphic presentation
- suggest themes and guest editors for upcoming issues and participate in the annual planning session.

In addition, Editorial Board members are encouraged to serve as Guest Editor or Editorial Board Liaison for specific issues. They may also contribute directly to the magazine's editorial content via articles, interviews, discussion panels, etc., or help coordinate special areas of the magazine's content such as book and events reviews, recurring columns on selected topics, etc.

5.2.6 Chair

The Chair of the Editorial Board is elected by the Board members for a two-year term, subject to renewal. This nomination must be approved by the CSLA Board of Directors. The Chair assumes the ongoing coordination of the Editorial Board activities as well as the coordination with the magazine's Editor and the CSLA Board of Directors. The Chair's responsibilities include:

- chair Editorial Board meetings (or nominate a designate) and assist the Editor with the preparation of meeting agendas and minutes
- produce an annual report for the CSLA Board of Directors
- fulfill other CSLA coordinating activities such as produce quarterly reports to the Board of directors and attend the Component Presidents' Roundtable meetings
- assist the CSLA Executive Director in the hiring of an Editor
- assist the CSLA Executive Director in the renewal of the magazine's publishing contract.
- assist the Editor with ongoing activities related to editorial content, including, communication with contributors and readers
- assist, as needed, the Editorial Board Liaison with the planning of individual issues
- generally ensure that the Editorial Board achieves its mandate.

5.2.7 Editorial Board Liaison

Except for the annual Awards of Excellence issue, which is edited by the Editor, each issue is assigned one Editorial Board Liaison. The role of the EB Liaison is to assist Guest Editors with their responsibilities and to facilitate coordination with the Editorial Board and the Editor. EB Liaisons may also elect to serve as Guest Editor for the issue they supervise. Their responsibilities include:

- clarify the thematic focus of the issue
- find a Guest Editor (or, alternately, serve as Guest Editor) for the issue and support the Guest Editor at all stages of the issue planning and development process
- help draft the Topic Description and the Call for Submissions
- assist the Guest Editor in reaching out to main contributors
- assist the preparation of the issue's Planning Summary
- review and comment draft main articles and assist, on a as-needed basis, the Editor with follow up editing and coordination with authors
- provide the Editor with feedback and comments regarding first proofs of the issue's graphic layout and cover page
- update the Editorial Board of the status of the issue at the monthly coordination meetings.

5.2.8 Guest Editor

The Editorial Board may assign a Guest Editor to specific issues of the magazine. Guest Editors work with the EB Liaison and the magazine's Editor to develop a Topic Description for their issue, put out a Call for Submissions, gather feature articles by reaching out to main contributors, and confirm that the material gathered is in line with the issue's topic and, in general, is written in a manner suitable for publication. Guest Editors are also responsible for writing the issue's introduction and may choose a more proactive role in writing one of the articles, facilitating interviews or panel discussions, and /or providing editorial feedback to contributors.

The magazine's Editor will retain the overall planning coordination of the issue and assume primary responsibility for all production stages of the issue, including the editing of articles, the coordination with authors regarding final texts and illustrations, the graphic layout and production of the issue, and the coordination with the Publisher.

Guest Editors shall normally be members of the CSLA. In instances where the Guest Editor is not a member of the CSLA, or is from outside of Canada, the EB Liaison will serve as Co-Guest Editor for the issue.

See the L|P Guidelines for Guest Editors for a more exhaustive description of the Guest Editor's responsibilities.

5.2.9 Meetings and time commitment

The Editorial Board meets once monthly, for an hour, via tele-conferencing. When practical, an in-person meeting is also held at the annual CSLA Congress. Meetings are normally held on the first Monday of each month, between 12 Noon and 1 P.M. Central Time.

The most important – and time consuming – activity is to stay abreast of regional projects, initiative, and people deserving inclusion in the magazine and to then find someone to write about them. Board members are expected to reach out to potential contributors on an ongoing basis for contributions to planned thematic issues and to help replenish the bank of reserve articles.

Board members are not expected to read and comment every article submitted for publication but may volunteer to do so when the Editor requires assistance with a particular article, or to help fulfill the language policy of the magazine.

Board members that elect to serve as EB Liaison or Guest Editor for a particular issue should expect to allocate a few hours a week to the magazine throughout the usual six-month planning and production sequence (see Appendix A).

Finally, Board Members that volunteer to assume primary responsibility for one component of the magazine's content -- such as reviews or recurring thematic columns -- should set aside a few hours every month for communication, coordination, composition, and editing.

5.2.10 Typical Planning and Production Sequence

Landscapes | Paysages Magazine is published four times a year. The annual Awards of Excellence issue is coordinated by the Editor. Each of the remaining three issues is coordinated by their Guest Editor and EB Liaison. Board members are expected to support these lead coordinators throughout the planning and production process.

Editorial topics, EB Liaisons, and Guest Editors are identified eighteen to twelve months prior to the expected date of an issue's publication, at an annual Editorial Board planning session. Once Guest Editors have been identified each issue involves a six-month planning and development process in which Guest Editor, EB Liaison, Editor, and Board members assume specific responsibilities (see the chart in Appendix A).

Appendix A: Typical Sequence of Magazine Planning and Production

L|P Planning and Production Sequence



5.4 Congress Planning Committee

5.4.1 Objectives of the Committee

To plan the yearly CSLA Congress.

5.4.2 Composition of the Committee

The CSLA and a component association will generally share the responsibility for the planning. A call for volunteers from across the country should be undertaken to join three sub-committees to help in the development of the event. They are:

- Program (Scientific) Committee: this committee will develop a theme, suggest keynote speakers, promote the Call for Abstracts, and evaluate proposed sessions. The involvement of the members of the Program Committee will also be required during the event
- Tours Committee: to develop and coordinate a series of 4-6 tours during the event
- Trade Show and Sponsorship Coordinator: to work with the CSLA Executive Director and Communications Coordinator to promote the call for exhibitors and sponsors and be an on-site resource for exhibitors during the trade show.

Meetings are held by videoconference. Initial meetings are held monthly, then are to be approximately every 2-3 weeks until the Congress, or as needed.

5.5 Awards of Excellence Committee

5.5.1 Mandate and Objectives of the Committee

The Awards of Excellence Committee administers the CSLA's National Awards of Excellence Program, which includes the Student Award of Excellence.

This program is directly linked to one of the CSLA's core missions: to recognize and celebrate excellence in the profession. The awards are organized into distinct categories that represent the scope of landscape architectural practice in Canada. Full members of the CSLA from all component organizations are invited to submit projects for review by an invited peer jury. The selected projects are awarded at the annual CSLA Congress, published on the CSLA Awards Atlas online, and featured in the annual awards issue of Landscapes|Paysages Magazine.

5.5.2 Members and Roles

The committee is composed of:

- two to five full CSLA members serving three-year terms, renewable once
- one chair to be appointed by the CSLA Board serving a three-year term, renewable once
- CSLA Executive Director, in an ex-officio capacity
- support staff, sub-groups, paid student assistants, and additional volunteers as required.

Skills of the chair should include:

- knowledge of the profession nationally
- knowledge of current CSLA Mission Areas
- ability to facilitate meetings and manage/coordinate with support staff
- public speaking skills
- use of technology to facilitate image-based video conferencing (i.e. MIRO, ZOOM, Powerpoint, Keynote, etc.)

5.5.3 Role of the CSLA Awards of Excellence Committee

The CSLA Awards of Excellence Committee takes the primary responsibility for identifying jurors, appointing the jury chair, and advising on the structure of the awards.

The CSLA Awards of Excellence Committee is primarily responsible for organizing, convening, and managing award submissions and jury meetings. In addition, the CSLA Awards of Excellence Committee is responsible for the awards' communications and marketing, including website, awards atlas, arranging interviews, coordinating with LP Magazine, and obtaining quotes or articles from jurors.

5.5.4 Duties and Responsibilities of the Chair

During calls for submissions, the Chair shall:

- become familiar with the Terms of Reference of the Awards
- serve as a backup to the CSLA in answering questions from applicants in a timely manner during the Call for Submissions process
- ensure that the submissions respect the Award's Terms of Reference
- work with the CSLA Awards of Excellence Committee to coordinate the awards timeline and invite selected jurors.

In advance of the jury meetings, the Chair shall coordinate with support staff to:

- receive and catalogue awards submissions including payment and all submission materials for review
- facilitate access of project materials for jurors in advance of the jury meetings
- assemble and distribute submission pre-screening guidelines to jurors
- establish and communicate review protocols with jurors
- establish and circulate meeting agendas and project review format.

In addition to chairing the committee, the Chair of the Awards of Excellence Committee will act as a Professional Advisor to the jury during the Awards of Excellence adjudication. This includes a role as a fairness monitor, managing potential conflicts of interest, ensuring the adjudication criterion is applied and neutrally representing the interests of the submitters/candidates throughout the jurying process.

The Professional Advisor is not a jury member, shall not have a vote, and shall not issue an opinion on the jury's deliberations and decisions.

During jury meetings, the Professional Advisor shall:

- attend all jury meetings to review charges to the jury and to assist jurors with questions related to submission material.
- verify with jury members that all materials related to eligible submissions have been reviewed before the meeting.
- liaise with the Jury Chair to establish jury review procedures and protocols.
- ensure that the Award's Terms of Reference are respected throughout the jury deliberations.
- advise the jury, when necessary, on procedural issues, including conflicts of interest.
- collaborate with the Jury Chair to receive and confirm jurors' comments on submissions/candidates selected to receive award(s).

Upon conclusion of jury meetings and awards selection, the Chair shall:

- survey jury for recommendations for improvements to the Awards program and general feedback on the quality of submissions
- liaise with LP Magazine and jurors to coordinate editorial pieces
- travel to the Congress to distribute awards at the Congress awards gala
- submit an annual Report on the awards to the CSLA.

5.5.5 Meetings

Meetings are held every 4-6 weeks by tele or video conference. In-person meetings are held as required.

5.6 Canadian Landscape Standard Steering Group

MEMORANDUM OF UNDERSTANDING

between the

CANADIAN SOCIETY OF LANDSCAPE ARCHITECTS (CSLA)/
L'ASSOCIATION DES ARCHITECTES PAYSAGISTES DU CANADA

and the

CANADIAN NURSERY LANDSCAPE ASSOCIATION (CNLA)/
ASSOCIATION CANADIENNE DES PÉPINIERISTES ET DES PAYSAGISTES

Objective

The CSLA and the CNLA propose to create a Canadian Landscape Standard with region-specific supplements. Based on the successful BC Landscape Standard, this joint initiative will create one single document that will be accepted across the industry, providing the maximum value to all users.

This project is a joint initiative between the Canadian Society of Landscape Architects (CSLA) and the Canadian Nursery Landscape Association (CNLA).

The Canadian Society of Landscape Architects (CSLA) is a professional organization with over 1,900 landscape architects as members represented by provincial and territorial associations plus academic programs across the nation. The CSLA's mission is to be the voice of landscape architecture in Canada.

The Canadian Nursery Landscape Association (CNLA) is a national non-for-profit federation of ten provincial horticulture associations, representing over 3,800 members in the landscape, retail garden centre, and nursery sectors.

Context

The Canadian Landscape Standard will set guidelines for any landscape design or construction project across Canada. It is intended to be used by anyone who specifies landscape work, including Landscape Architects, Landscape Designers, and Municipal parks and planning departments. Although the standard is not a specification, it will help streamline the specification writing process by helping all parties speak the same language.

As with the BC Landscape Standard, the National Landscape Standard will:

- establish minimum levels of quality that may be recognized by the Owner, User, Consultant for material, product, plant, design, system or installation procedure
- standardize, or simplify such variables as dimensions, varieties or other characteristics of specific products or plants in order to minimize variation in manufacture, production and/or use
- be regularly reviewed and updated in light of changes in trade practices, emerging scientific findings, evolving technologies, new products, municipal by-laws and industry user comments. Amendments, supplements and new sections will be published to keep this Standard as current and effective as possible”.

Tasks and Responsibilities

The CNLA and the CSLA will:

- Create the Canadian Landscape Standard Standing Committee, to be made up of 10 representatives, in equal representation of CNLA and CSLA members, appointed from regional committees. This Standing Committee will be governed by a terms of reference, with the following mandate:
 - to produce a national, bilingual version of the landscape standard
 - to maintain the integrity of the standard - the national document should be based on the BC model
 - to maintain the scope and the focus of the project
 - to maintain editorial control on the content
 - to provide scope and coordination to regional committees
 - to review the standard and coordinate its updates
 - secure funding for the development of the Canadian landscape standard project
 - investigate the feasibility of establishing a Board of Directors.
- Provide equal financial and governance support for the development and ongoing maintenance of the Canadian Landscape Standard.
- Jointly own the Canadian Landscape Standard

Financial

- The CSLA and CNLA will each provide \$25,000 for the Canadian Landscape Standard.
- The CSLA and CNLA will source additional funding for development and ongoing maintenance. An annual budget will be created by the standing committee

Royalty Structure

- A royalty of 12.5% of the sale price per copy will be paid each to the BCNLA and BCSLA. This royalty will end ten years after the first copy is sold.
- No royalty will be paid from the sale of section updates.
- After 10 years, a national rebate program for each provincial association shall be developed where net profits are split 25% each to CSLA, CNLA, the provincial Landscape Architect Association and the provincial Landscape Horticulture Association, proportionate to each province’s sales.

Project Duration

The goal is to launch an initial document in March 2016. The standard will require regular revisions and additions and the Steering Committee will be tasked with coordinating these updates.

Resources

Staff support will come from the CSLA Executive Director and CNLA Landscape Priorities Manager, in addition to the Standing Committee and volunteers.

Expenses (2015-2016)

BC Landscape Standard copies for Steering Committee	1 500
Face to face meetings	15 000
Teleconference Costs	1 000
Honorariums/Contract Fees	5 000
Editing	2 000
Graphic Design/Layout	2 000
Publishing/Printing	15 000
Translation	10 000
Legal Review	5 000
Total	56 500

Revenues (2016 onwards)

4 000 copies x \$100	TBD	40,000
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Applicability of Related MOU

The Memorandum of Understanding signed on DATE by the CSLA, CNLA, BCSLA and BCNLA, in appendix to this MOU, shall also apply in whole to this understanding.

REVIEW OF THE MOU

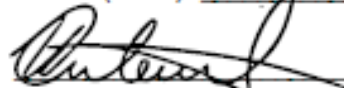
This MOU shall be reviewed annually or as required.

Name (Print): MICHELLE LEGAULT



Legal Signing Officer
Canadian Society of Landscape Architects

Name (Print): Victor Sanatacruz



Legal Signing Officer
Canadian Nursery Landscape Association

Date:

November 16, 2015

5.7 Cultural and Historic Landscapes Committee

5.7.1 Objectives of the Committee

The objectives of the committee are to:

- refine the mandate and scope of the Committee
- build awareness about the importance of legacy to the profession
- establish a national database of landscape assets, identifying those cultural landscapes and landscape architects that merit celebration
- provide research resources and build awareness within the profession and the broader community
- employ tools so to advocate for threatened cultural landscapes on a national basis through political engagement and public awareness
- showcase, through various means, landscapes of cultural interest from across the country and/or bodies of work to a broader public and professional audience

5.7.2 Members

The committee is composed of:

- 3-6 CSLA members
- one (1) chair
- CSLA Executive Director, in ex-officio capacity
- CSLA Board Champion.

Advisory members as required and by invitation from the Committee, to ensure that the requisite specialist perspective is drawn upon to advise the Committee. This could include BIPOC, Indigenous and regional representation as required.

5.7.3 Meetings

Every 4-6 weeks by tele or video conference. In-person meetings as required.

5.8 Human Health and Well-Being Committee

5.8.1 Objectives of the Committee

The Committee on Human Health and Well-Being was established under Goal 2.5 of the 2021-2023 CSLA Strategic Plan dated June 18, 2020. This Committee is specifically tasked with addressing UN Sustainable Development Goal #3 Good Health and Well-Being for all living on this planet by 2030 as recognized in Strategic Plan 2021-2023.

With the Canadian Landscape Charter as our foundation, the Committee on Human Health and Well-Being proposes the following committee objectives:

- advocate for and build awareness of the relationship between our profession and health by building a case for political engagement
- explore the health of the profession from the perspective of our members who are both employers and employees with an emphasis on the mental health and well-being of all the participants in the profession

- create and promote resources to members which emphasize the importance of design on human health and well-being
- develop formal, long-lasting partnerships with government organizations and allied professions (health care, planning, architecture, engineering) to secure our position as stewards of the outdoor built environment and human engagement within it.

The importance of the intersectionality of Human Health and Well-being with the work of all other CSLA Committees, Task Forces, and Working Groups within Strategic Plan 2021-2023 is further recognized. Reconciliation, Diversity and Equity, Climate Change, Urban Canopy, Cultural Landscapes, and Research. Environmental and social Justice, equity, diversity, and inclusion are an overarching theme in the Committee's work. It is the Human Health and Well-Being Committee will link its strategies and actions with the other focus areas to ensure holistic thinking, inclusive collaboration, and mutual support, while avoiding duplication of effort.

5.8.2 Members

The committee is composed of:

- 3-6 CSLA members
- one (1) chair
- CSLA Executive Director, in ex-officio capacity
- CSLA Board Champion.

Advisory members as required and by invitation from the Committee, to ensure that the requisite specialist perspective is drawn upon to advise the Committee. This could include BIPOC, Indigenous and regional representation as required.

5.8.3 Meetings

Every 4-6 weeks by tele or video conference. In-person meetings as required.

5.9 Justice, Equity, Diversity and Inclusion Committee

5.9.1 Objectives of the Committee

The objectives of the JEDI Committee are to:

- operationalize the JEDI Action Plan on behalf of the CSLA
- provide liaison with LACF and component associations on an ongoing basis
- advocate for and build awareness of JEDI within our profession and our professional associations
- create and promote resources for members
- explore the importance of the intersectionality of JEDI with the work of all other CSLA Committees, Task Forces, and Working Groups, especially the Reconciliation Advisory Committee.

5.9.2 Members

The JEDI Committee shall be composed of up to 14 members from all categories of membership. The members will be:

- one chair
- one CSLA Board Champion, and
- up to 12 members appointed from LACF and component associations (special consideration will be given to component associations who may want to send more than one representative)

- CSLA Executive Director and component staff to serve as ex-officio.
- Sub-groups and additional volunteers as required.

The role of the members of the CSLA JEDI Committee would be to:

- report component JEDI activities to the national committee
- provide liaison to work on regional initiatives in line with the overall action plan
- contribute to the national initiatives.

5.9.3 Meetings

Every 4-6 weeks by tele or video conference. In-person meetings as required.

6. Appendix A – Committee Report to the Board Template



Quarterly Committee Report to the Board

Notes on Completing this Report: Thank you for completing this report for the Board! As Chair of a national committee, the CSLA Board is tasking you with keeping the members updated on developing issues and initiatives. Going forward, these quarterly updates will be helpful in providing your yearly report for the Annual Report in January of each year. Please be as succinct as possible; the Board can ask for further information if required. In addition, when completing this report, please indicate which information would be helpful to share with the component association boards. [These quarterly updates will be required at the February, June, September and November Board meetings.](#) The updated form will be provided to you by the Executive Director two weeks before the deadline.

In-Person Presentations to the Board: In addition to quarterly reporting, part of your responsibilities as Chair of a national committee will be to present to the Board in person or by videoconference. You will receive an invitation to these meetings. **Please return the completed form to Michelle Legault at executive-director@csla-aapc.ca**

Committee Update

Name of Committee	
Date of Board Meeting	
Deadline for Update:	
Current Committee Members	
Old Business: Update (point form)	
New Business: Update (point form)	
Questions to Board or Advice Sought	