

## CSLA and Components Associations Terms of Reference

**Terms of Reference between the Canadian Society of Landscape Architects and the following component landscape architecture associations:**

- Atlantic Provinces Association of Landscape Architects
- Association des architectes paysagistes du Québec
- Ontario Association of Landscape Architects
- Manitoba Association of Landscape Architects
- Saskatchewan Association of Landscape Architects
- Alberta Association of Landscape Architects
- British Columbia Society of Landscape Architects
- Nunavut Association of Landscape Architects
- Northwest Territories Association of Landscape Architects

### **Objective**

The objective of these terms of reference is to define the relationship between the Canadian Society of Landscape Architects and the nine component associations. It is intended to outline the areas of activity and responsibilities of each, and to encourage the pursuit of common projects and shared values that can be expressed nationally.

As such, this document comprises a framework guiding the respective undertakings and responsibilities of each organization in furthering shared objectives.

### **Founding Principles**

The CSLA and the component associations exist to develop, educate, promote and advocate the benefits of landscape architecture and landscape architecture as a profession. The main principles of the terms of reference are:

1. Sharing a common goal of collaborating in furthering the profession of landscape architecture and protecting the public interest.
2. Collaborating where possible in their initiatives to take advantage of opportunities to further the objectives of the organizations, such as providing services to members.
3. Avoiding duplication of efforts where such duplication leads to inefficiencies.
4. Actively encouraging cross-pollination of resources and ideas with a goal to streamline the delivery of member services.
5. Through the CSLA Board, providing a forum for components to share their unique concerns and perspectives thus strengthening understanding, reciprocal communication and collaboration at a national level

## Membership

All full or regular members of the component associations and life members shall be members of the CSLA, in accordance with the provisions, procedures, and applicable schedules, as set forth in the CSLA and components' by-laws.

Item	Main Areas of Activity and Responsibility of the CSLA	Main Areas of Activity and Responsibility of the Component
<b>Dues</b>	Announcing CSLA member dues at the Annual General Meeting.	Collecting and remitting annual CSLA membership fees to the CSLA in accordance with CSLA and component bylaws and policies.
<b>Board</b>	Maintain board activity as required in CSLA by-laws. Board members are responsible for ensuring reciprocal exchange and communication between CSLA and their components.	Elect or appoint a member as delegate to the CSLA Board in accordance with component by-laws and procedures.
<b>Staff</b>	Organize quarterly meetings of the administrators/executive directors/administrative representative to share best practices.	Participate in quarterly meetings and share best practices.
<b>Member Directory</b>	Produce a national directory and assist components, if required, in maintaining data.	Provide data to feed into directory/update directory as required
<b>Congress</b>	Host an annual national Congress in collaboration with components. Collaboration between CSLA and components in the organization of the annual congress will be negotiated on a case by case basis.	Collaborate with CSLA in the organization of the national congress on a case by case basis. Promote the national congress to membership, particularly as it relates to continuing education credits.
<b>National Communications</b>	Provide communication to membership and public at large through E-blasts, website, social media presence, media releases, etc. Provide support to components on matters of regional interest. Explore issues of mutual interest, e.g. continuing education opportunities that can be coordinated/developed through the CSLA	Coordinate with CSLA on matters of national interest through the Board representative.
<b>National Advocacy</b>	Develop and implement a National Advocacy Policy Promote World Landscape Architecture Month Liaise with allied professions Collaborate with LACF and affiliated organizations in the advancement of	Participate in CSLA Advocacy initiatives, such as WLAM.  Tailor advocacy program to regional requirements / realities.

	<p>landscape architecture.          Prepare and issue media releases and position papers          Provide support to components when required in their promotional efforts.</p>	
<b>National Magazine</b>	<p>Publish one national magazine (Landscapes /Paysages) which each member shall receive from the CSLA.</p>	<p>Promote the national magazine.</p>
<b>Awards</b>	<p>Manage the Awards of Excellence Program          Manage the National Urban Design Awards along with RAIC and CIP          Manage national Recognition Awards          Manage the Governor General's Medal in Landscape Architecture</p>	<p>Promote the national awards programs and contribute juror per agreement with CSLA Awards program          Submit names and projects for consideration, when appropriate, for the Recognition Awards          Promote the NUDA and GGMLA awards</p>
<b>International Relations</b>	<p>Provide a national delegate to International Federation of Landscape Architects          Participate actively in the Americas Regional Council          Participate in the President's Council which includes ASLA, CLARB, LAF and CELA.</p>	<p>Participate in IFLA initiatives, when capacity permits.</p>
<b>Component President's Roundtable</b>	<p>Coordinate periodic meetings of Component Presidents and CSLA Board of Directors</p>	<p>Participate actively on the President Component's Roundtable</p>
<b>College of Fellows</b>	<p>Administer and fund the Fellows program</p>	<p>Submit nominations for Fellows when appropriate</p>
<b>Accreditation Council</b>	<p>Manage the LAAC          Promote creation of new academic programs</p>	<p>Encourage members to volunteer / participate in the LAAC.</p>
<b>Website</b>	<p>As one of the primary communication tools for the membership and the promotion of the profession, maintain a relevant and current site that is reflective of CSLA goals and mission          Offer components who request it a web presence on the CSLA's site,          Provide a repository of information developed by individual components that may have a national interest for example on licensure, website development/maintenance, continuing professional development, promotion, advocacy, etc.</p>	<p>Share documents to feature on the CSLA website, i.e. WLAM projects, announcements, etc.</p>
<b>Standards</b>	<p>Facilitate shared standards in the profession across the country.</p>	<p>Participate in the working groups, discussions, etc when appropriate.</p>

**Modifications**

These terms of reference are to be used as a framework with the express understanding that the parties may build upon this agreement and amend it. Any changes must be in writing and agreed upon by both parties.

**Term**

These terms of reference document will take effect on the date it is signed by both parties' respective representatives, duly authorized as each party so declares, and shall be in force until such time as the parties amend the agreement.

**Notice**

The following contacts and addresses shall be used in connection with this agreement

CSLA

12 Forillon, Ottawa ON K2M 2W5

Michelle Legault, Executive Director

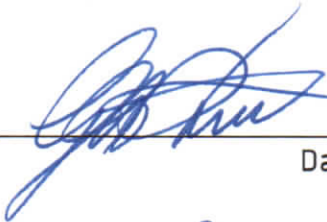
Carol Craig, President

Signatures

Carol Craig

Carol Craig, AALA, FCSLA  
President, Canadian Society of Landscape Architects

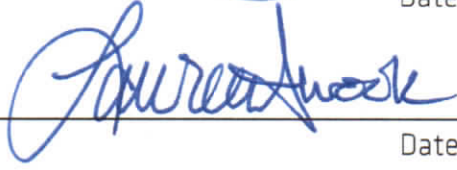
Date: 17 February 2015

GORDON KRAUSKAR  2015 05 23  
APALA Date:


ISABELLE GIASSON  2015-05-23  
AAPQ Date:

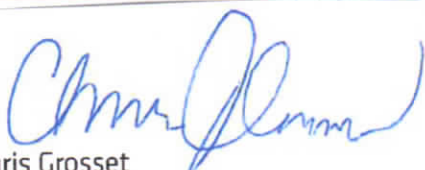
Sarah Gulp  May 23, 2015  
OALA Date:

BOB SOMERS  MAY 23, 2015  
MALA Date:

Laureen Smock  2015/05/23  
SALA Date:

Jennifer Jones  MAY 23, 2015  
AALA Date:

JUDITH BLAKE REEVES  Date:

  
Chris Grosset  
President, NuALA  
Date: May 7, 2015

MARGARET FERGUSON  2015/05/23  
NWTALA Date: