

CSLA ANNUAL GENERAL MEETING DRAFT MINUTES		ASSEMBLÉE GÉNÉRALE ANNUELLE DE L'AAPC ORDRE DU JOUR	
May 2 nd , 2024, from 2 to 3 pm ET		Le 2 mai 2024 de 14h à 15h (heure de l'est)	
NOTICE OF MEETING CONFIRMATION: According to our by-laws: 10.2.1 Notice of the time and place of the annual general meeting shall be given to each member entitled to vote by the following means: i) By mail, courier or personal delivery to each member entitled to vote at the meeting, during a period of 21 to 60 days before the day on which the meeting is to be held; or ii) By telephonic, electronic, or other communication facility to each member entitled to vote at the meeting, during a period of 21 to 35 days before the day on which the meeting is to be held.		AVIS DE CONVOCATION : Selon nos règlements : 10.2.1 Un avis de convocation indiquant l'heure et l'endroit où se tiendra l'assemblée générale annuelle doit être communiqué à tous les membres votants, par l'un des moyens suivants : i) par courrier, par messagerie ou en mains propres à chaque membre ayant droit de vote, dans un délai de 21 à 60 jours avant la date de tenue de l'assemblée générale annuelle; ii) par téléphone, par courriel ou par un autre moyen de communication à chaque membre ayant droit de vote, dans un délai de 21 à 35 jours avant la date de tenue de l'assemblée générale annuelle.	
1.	Call to Order (B. Somers) Bob Somers called the meeting to order and welcomed members with a land acknowledgement.	1.	Ouverture de l'assemblée (B. Somers) Bob Somers ouvre la séance et souhaite la bienvenue aux membres en les remerciant pour leur terre.
2.	Approval of the Agenda (B. Somers) MOTION: To approve the agenda as proposed. Moved by Faye Langmaid and seconded by Serge Poitras. Motion approved.	2.	Approbation de l'ordre du jour (B. Somers) PROPOSITION : Adopter l'ordre du jour sans modifications. Proposé par Faye Langmaid et appuyé par Serge Poitras. Adoptée.
3.	Establishment of Quorum (M. Legault) According to our by-laws: 10.3.1 At any Member Meeting, 100 Voting Members present in person or by proxy, as verified by the Executive Director, shall constitute a quorum. Michelle Legault confirmed that quorum was obtained with 18 proxies and 129 in person attendance.	3.	Établissement du quorum (M. Legault) Selon nos règlements : 10.3.1 Lors de toute assemblée des membres, 100 membres votants présents en personne ou par procuration, conformément à la vérification du directeur général, constitueront le quorum. Michelle Legault confirme que le quorum est atteint avec 18 procurations et 129 personnes présentes.
4.	Approval of the 2023 AGM Minutes (B. Somers) MOTION: To approve the minutes of the 2023 AGM as presented. Moved by Jeff Philips and seconded by Linda Irvine. Motion approved.	4.	Approbation du procès-verbal de l'AGA 2023 (B. Somers) PROPOSITION : Approuver le procès-verbal de l'AGA 2023 sans modifications. Proposé par Jeff Philips et appuyé par Linda Irvine. Adopté.

<p>5. President’s Report Presentation of the Board (B. Somers)</p> <p>Bob Somers reported that:</p> <p>The profession finds itself amidst a pivotal generational shift within our culture, practice, and professional landscape, and this is evident in every facet of our collective work. The CSLA is 90 years old and it’s a great time to celebrate our past – but it’s also a great time to start thinking about the next decade and continue our process of growing as the leading voice on all aspects of the practice of landscape architecture in Canada.</p> <p>Having spent the last few years in conversation with many of our components, committees, universities, allied associations, and professionals from coast to coast to coast, thank you to the volunteers your time and support to the profession.</p> <p>Through these conversations we have recognized significant challenges at a component-by-component level and the CSLA is moving towards supporting a stronger governance and operational structure across the country. And with regional upcoming legislative changes – this will be an evolution that we are working collaboratively on with each of our components.</p> <p>In the spirit of our reciprocity agreement, the CSLA has approved the financial support for professional governance training moving forward for all our board members and have extended this financial support for governance training to all our component board members.</p> <p>The CSLA will continue to foster dialogue with, and between, our component associations seeking common ground to fortify support structures and streamline operational systems. As our components are all maturing and evolving, we recognize that inter and intra component efficiencies must be built to support the CSLA ambitions and original vision, to have all boats rise across Canada. The growth of landscape architecture in Canada needs to happen from coast to coast to coast, and despite our 90-year legacy, our profession continues to mature at very different rates across Canada while we see substantial growth in our industry as we approach our centennial milestone.</p> <p>Over the last year, The CSLA has leaned into our action-focused Strategic Plan – and we are staffing up in support of our members and their volunteer capacity. There are more details to come, but we are currently in the final</p>	<p>5. Rapport du président et présentation du conseil d’administration (B. Somers)</p> <p>PROPOSITION : Approuver le rapport du président sans modifications. Proposé par Arnis Budrevics et appuyé par Gordon Smith. Adopté.</p>
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90
YEARS/ANS
1934-2024

stages of negotiating a funding agreement with NR-CAN that puts us into a position to continue to expand our staff team and achieve more of our strategic objectives.

Notably, for the last number of years our board has approved spending from our unallocated net assets for special project delivery, and every year we have done a great job of managing funds such that we have yet to dip into that fund. After years of savvy fiscal management by Michelle Legault and the Financial and Risk Management Committee, we are finally showing progress on using our unallocated net assets to meet our strategic goals as you will see in our financial reporting. As a non-profit, our target is to achieve our strategic objectives and therefore we are conscientiously drawing from our unallocated net assets to help us achieve our national ambitions.

The CSLA continues to expand on our existing tools for advocacy so that as we staff up, we improve our capacity to operationalize initiatives for the benefit of our membership. From modernizing our awards program and using existing platforms like the 2024 Congress in Winnipeg for communication and advocacy, to producing white papers and toolkits to support each of our mission areas, we are unapologetically championing landscape architecture's pivotal role in shaping a brighter future.

With recent recognition as a STEM discipline here in Canada, opportunities for promoting our profession abound, positioning the CSLA to nurture the leaders of tomorrow. Our recently published Study on the Value of the Profession underscores our strengths and the challenges that lie ahead. The CSLA stands poised to confront these challenges head-on, embracing the diversity of voices and interests that fortify our organization.

In a wildly divisive world that we face, landscape architects' shared values as a profession unite us, and in all aspects of our professional lives we need to work together to share in the challenges to find common ground and ultimately: work smarter, not harder.

Our board of directors at the CSLA exemplifies the strength of our national breadth and their commitment to the profession does not go unnoticed. I'd like to express my deep recognition to my board colleagues for their time and their passion.

Thank you to Chris Grosset, we are all grateful for your passion for this profession, and your leadership and personality that you brought to the role of President

<p>through your service as Past-President has been inspiring. And personally, thank you Chris, you set a high bar, and you continue to set a high bar for leadership in this profession and your friendship and mentorship through these last few years is much appreciated. Moving forward, we are in excellent hands as I get to pass this baton to our 2024 President Catherine Berris.</p> <p>Serving as President of the CSLA has been a tremendous honor, and I move from this role infused with a renewed sense of optimism. The Staff at the CSLA: Michelle, Hope and Katherine – thank you, you make this “job” more than manageable, in fact, it has been very enjoyable.</p> <p>While our nation faces significant challenges, landscape architects are uniquely positioned to lead from our shared values, forging a future characterized by sustainability, equity, and as Claude Cormier always reminded us, with joy. Now more than ever, the time is ripe for us to rise to the occasion and chart a course toward a brighter tomorrow.</p> <p>MOTION: That the president's report be received as presented. Moved by Arnis Budrevics and seconded by Gordon Smith. Motion approved.</p>	
<p>6. Financial Report (J. Moran)</p> <p>Joanne Moran reported that, as per policy, the CSLA Board approves the future year budget in November of each year. For transparency and for good financial planning, the Finance committee presents a three-year budget.</p> <p>The 2023 statements were audited by Gilmore and Co.</p> <p>The CSLA continues to be in a good financial position with \$780,441 dollars in reported net assets and \$39,064 dollars in liabilities.</p> <p>A deficit of \$82,176 is noted in the auditor's report and further explained in the notes and later in this presentation.</p> <p>Forecast fixed & discretionary expenses are forecast at \$863,500 dollars in 2024 for a balanced budget.</p> <p>The budget does not allocate for profits from Congress- these will be profit based in the budget forecast years and split with the host component as in the past.</p> <p>The UNA (Unallocated Net Asset) fund, at \$493,461 dollars is quite reasonable and despite a large value, a portion of these monies will be allocated to the execution of Board</p>	<p>6. Rapport financier (J. Moran)</p> <p>Joanne Moran a indiqué que, conformément à la politique, le Conseil d'administration de l'AAPC approuve le budget de l'année à venir en novembre de chaque année. Pour des raisons de transparence et de planification financière, la commission des finances présente un budget triennal.</p> <p>Les états financiers de 2023 ont été vérifiés par Gilmore and Co.</p> <p>L'AAPC continue d'être dans une bonne situation financière avec 780 441 dollars d'actifs nets déclarés et 39 064 dollars de passifs.</p> <p>Un déficit de 82 176 dollars est indiqué dans le rapport du commissaire aux comptes et expliqué plus en détail dans les notes et plus loin dans cette présentation.</p> <p>Les dépenses fixes et discrétionnaires prévues s'élèvent à 863 500 dollars en 2024 pour un budget équilibré.</p> <p>Le budget ne prévoit pas d'allocation pour les bénéfices du Congrès - ceux-ci seront basés sur les bénéfices dans les années de prévision budgétaire et partagés avec la composante hôte comme par le passé.</p> <p>Le fonds UNA (Unallocated Net Asset), qui s'élève à 493 461</p>

<p>initiated projects by motions from 2021 to the current year.</p> <p>Of note, are the transfers referenced in the Audited report as Notes 6 & 8. These examples demonstrate the effect of the projects initiated by motions on the gradual reduction of those monies. In 2024, \$128, 240 dollars is forecast to be further transferred with additional transfers planned in 2025 & 2026.</p> <p>We will continue to increase dues annually as support for operational expenses as is past practice; Dues are forecast to increase by approximately 7% per annum.</p> <p>Looking ahead, the dues for 2025 have been set by the board as \$260 dollars for full members and \$35 dollars for associates.</p> <p>MOTION: That Gilmore and Co. be appointed CSLA's Auditors for 2025. Moved by Tracey Hesse and seconded by Nastaran Moradinejad. Motion approved.</p>	<p>dollars, est tout à fait raisonnable et, malgré sa valeur élevée, une partie de cet argent sera allouée à l'exécution de projets initiés par le Conseil d'administration par le biais de motions entre 2021 et l'année en cours.</p> <p>Il convient de noter les transferts mentionnés dans les notes 6 et 8 du rapport d'audit. Ces exemples démontrent l'effet des projets initiés par des motions sur la réduction progressive de ces fonds. En 2024, 128 240 dollars devraient être transférés, et d'autres transferts sont prévus en 2025 et 2026.</p> <p>Nous continuerons d'augmenter les cotisations annuellement pour soutenir les dépenses opérationnelles, comme c'est le cas par le passé ; les cotisations devraient augmenter d'environ 7 % par an.</p> <p>Pour 2025, le conseil d'administration a fixé les cotisations à 260 dollars pour les membres à part entière et à 35 dollars pour les membres stagiaires.</p> <p>PROPOSITION : Nommer Gilmore and Company à titre de vérificateur de l'AAPC pour 2025. Proposé par Tracey Hesse et appuyé par Nastaran Moradinejad. Adopté.</p>
<p>7. President-Elect's Report (C. Berris)</p> <p>Catherine Berris reported that:</p> <p>I am honoured and humbled to be stepping into the role of President of the CSLA. Over this last year I've had the great fortune of learning so much about the work of the CSLA. We have an outstanding and growing staff team of dedicated and talented professionals. Our volunteers on component boards and committees from coast to coast devote extensive energy to keeping landscape architecture relevant and renowned. Based on the efforts of my predecessors, especially Chris Grosset who made this his mission, we now have greatly improved connections among CSLA staff, board, components, committees, academics, and students through meetings, task forces and regular school visits.</p> <p>One of our major accomplishments this year was our success in securing \$230,000 over the next 2 ½ years to support our proposed project entitled "Building capacity through professional development opportunities for Canadian Landscape Architects". We have renamed it LANDadapt. The project is intended to address the 70% target described in the Canadian National Adaptation Strategy (NAS). That target is that by 2027, 70% of members of relevant professional associations (which</p>	<p>Rapport de la présidente élue (C. Berris)</p>

thankfully includes landscape architects) have the capacity to apply climate change adaptation tools and information, and communicate the business case for adaptation measures, to our clients or target audiences.

The project will include monthly webinars, a series of case studies spotlighting adaptive and resilient landscape architecture endeavours, and delivery of a new online professional development course. For this effort, we will be staffing up to support our growing activities in communications, awards, and honours, and LACF. Sincere thanks to Hope Parnham for spearheading this submission.

The CSLA's position is strong, in large part due Michelle Legault's incredible support, providing insight and direction on governance, and building our small but mighty team to support our collective vision for a thriving profession across Canada. Hope Parnham also hit the ground running in her role as manager of advocacy and strategic affairs. I also need to acknowledge Katherine (with a K) Velluso who excels at handling our external communications and events.

With a world in turmoil, experiencing climate extremes, environmental stress, wars, and increasing inequity, the potential roles and contributions of Landscape Architects become ever more necessary and important. Our practices are wide and varied, we endeavour to listen to and reflect the diversity of this country, and we stand to help lead and shape the vision for our communities. We are in a time of significant change – socially, culturally, environmentally, technologically, and fiscally – and change is challenging.

Our consultants at Intergroup Consulting have completed the CSLA study on the State of our Profession. The results will support all our component organizations and individuals in our cumulative efforts to advocate for the role of landscape architecture across Canada.

Our strategic plan is a statement on who we are, where we've been, and where we are going. It is currently taking us through our 90th year, and I will respect my role in gently receiving this baton from Bob Somers, keeping it for a short while, before passing it on to Mathew Mills, our new president elect.

For my part, I am excited to be the board champion on the Committee on Climate Change and Biodiversity, and that committee will be fully involved in LANDadapt. Related to the work of that committee, I've been helping to advocate for the inclusion, rather than some apparent exclusion, of

	<p>landscape architects in work related to increasing density to provide more affordable housing. Having attended the ASLA conference last year, I'm trying to build connections with their Climate Change and Biodiversity group. I've also been advocating for more education to support landscape architecture, beginning with a hopeful LAT course in BC.</p> <p>Carolyn Woodland, thank you for making that first call to me. Chris and Bob – I appreciate your mentorship, support, and collegiality in introducing me to this role. Michelle, Hope, and Katherine – you are all amazing.</p>	
8.	<p>Presentation of 2024 President-Elect (B. Somers)</p> <p>Bob Somers presented Matthew Mills, the 2024 CSLA President Elect.</p>	<p>Présentation du président élu de 2024 (B. Somers)</p> <p>Bob Somers présente Matthew Mills, le président élu de l'AAPC pour 2024.</p>
9.	<p>Executive Director's Report (M. Legault)</p> <p>Michelle Legault reported on the 2023-2026 CSLA Strategic Plan. Updates on the plan can be viewed here: INSERT WEB PAGE</p> <p>She reported that:</p> <p>This strategic plan will take us to 2026, and I feel the CSLA has made great strides in operationalizing the plan. With additional staff, engaged volunteers, and a sound financial plan for the next three years, I am confident we will achieve the goals as stated, and then some.</p> <p>The LAAC is seeking CSLA members to join accreditation teams over the next few years. If you are interested in being part of this process, please do let me know and send me your CV. We will add it to a pool of prospective evaluators that we can draw on when we have accreditation review.</p> <p>The celebrations of the 90th anniversary will continue in Winnipeg in just a few weeks during our Congress and I hope you will all register for the event. We had a virtual congress last week, and you can see the recordings on the program information page of the congress website.</p> <p>Finally, thank you to the board and the staff of the CSLA and the multitude of dedicated CSLA volunteers, such as committee members, representatives and more, who are at the heart of our operations. It is a distinct pleasure to serve you, and to work with you on raising the profile of this truly impressive profession.</p>	<p>Rapport de la directrice générale (M. Legault)</p> <p>Michelle Legault a présenté un rapport sur le plan stratégique 2023-2026 de l'AAPC. Les mises à jour du plan peuvent être consultées ici : INSÉRER LA PAGE WEB</p> <p>Elle a déclaré :</p> <p>Ce plan stratégique nous mènera jusqu'en 2026, et je pense que l'AAPC a fait de grands progrès dans la mise en œuvre du plan. Avec du personnel supplémentaire, des bénévoles engagés et un plan financier solide pour les trois prochaines années, je suis convaincue que nous atteindrons les objectifs fixés, et même plus.</p> <p>Le CAAP recherche des membres de l'AAPC pour faire partie des équipes d'accréditation au cours des prochaines années. Si vous souhaitez participer à ce processus, n'hésitez pas à me le faire savoir et à m'envoyer votre CV. Nous l'ajouterons à une liste d'évaluateurs potentiels dans laquelle nous pourrions puiser lors de l'examen de l'accréditation.</p> <p>Les célébrations du 90e anniversaire se poursuivront à Winnipeg dans quelques semaines, à l'occasion de notre congrès, et j'espère que vous vous inscrirez tous à cet événement. Nous avons tenu un congrès virtuel la semaine dernière, et vous pouvez en voir les enregistrements sur la page d'information du programme du site web du congrès.</p> <p>Enfin, je remercie le conseil d'administration et le personnel de l'AAPC, ainsi que la multitude de bénévoles dévoués de l'AAPC, tels que les membres des comités, les représentants et autres, qui sont au cœur de nos activités. C'est un réel plaisir de vous servir et de travailler avec vous</p>

			pour rehausser le profil de cette profession impressionnante.
10.	Member Question Period <p>Tim Dobson suggested that the CSLA undertake a campaign like the ASLA undertook at their 100th anniversary to obtain legislation for all jurisdictions. Bob Somers noted that many were under way, and that this was a worthy initiative.</p> <p>Linda Irvine asked what CSLA could do to help universities in their funding, and Bob Somers noted that this could be addressed by the Intersections Task Force. Michelle Legault added that the recent STEM designation for the profession was a good opportunity to seek increased funding for these programs.</p>	10.	Période de questions des membres <p>Tim Dobson suggère que l'AAPC entreprenne une campagne comme l'ASLA l'a fait lors de son 100e anniversaire afin d'obtenir une législation pour toutes les juridictions. Bob Somers fait remarquer que de nombreuses campagnes sont en cours et qu'il s'agit d'une initiative louable.</p> <p>Linda Irvine demande ce que l'AAPC pourrait faire pour aider les universités dans leur financement, et Bob Somers fait remarquer que cette question pourrait être abordée par le groupe de travail Intersections. Michelle Legault a ajouté que la récente désignation STEM de la profession était une bonne occasion de rechercher un financement accru pour ces programmes.</p>
11.	Adjournment <p>The meeting adjourned at 2:50 pm ET.</p>	11.	Levée de la séance <p>La séance s'est levée à 14h50 ET.</p>