



Ontario Association of  
**Landscape Architects**

# WELCOME

## 2021

# ANNUAL GENERAL MEETING





# Call to Order & Land Acknowledgement





# Announcements



Ontario Association of  
Landscape Architects

53rd ANNUAL GENERAL MEETING

2021



# Welcome Guests & Introduction of Legal Representative



# Introduction of Council





# Introduction of Staff



**Aina Budrevics**  
*Executive Director*



**Ingrid Little**  
*Registrar*



**Juleen Anderson**  
*Coordinator*

# Raising Question/Comments

- When questions are invited, use the Raise Hand button, and you will be called upon to unmute and speak. The Q&A box can be used if mic is not set up.
- We will be giving a **one minute warning** for the time for questions
- We will also read the **name of the person** who submits the question
- We may not get to all questions, but they will be saved on record for Council access



# Appointment of Recording Secretary







# Notice of Meeting



Ontario Association of  
Landscape Architects

53rd ANNUAL GENERAL MEETING

2021



# Meeting Regularly Constituted



Ontario Association of  
Landscape Architects

53rd ANNUAL GENERAL MEETING

2021



# Motion to Adjourn


## Voting Item

Motion to adjourn the meeting at 12:00pm

# Approval of Agenda

## Voting Item

Motion to approve the agenda as modified



# Approval of Minutes of the AGM held on June 23, 2020

## Voting Item

Motion to adopt the minutes of the 52<sup>nd</sup> AGM

# Recognition of Volunteers

We couldn't do it without you!



Volunteer Appreciation Reception, December 2020



# OALA Committees

- **Editorial Board**
- **Mandatory Continuing Education Committee**
- **Marketing Committee**
- Budget Committee
- Continuing Education Committee
- Examining Board
- Honors, Awards and Protocol Committee
- Municipal Outreach Committee
- Practice Legislation Committee
- Professional Practice and Ethics Committee
- Social Committee

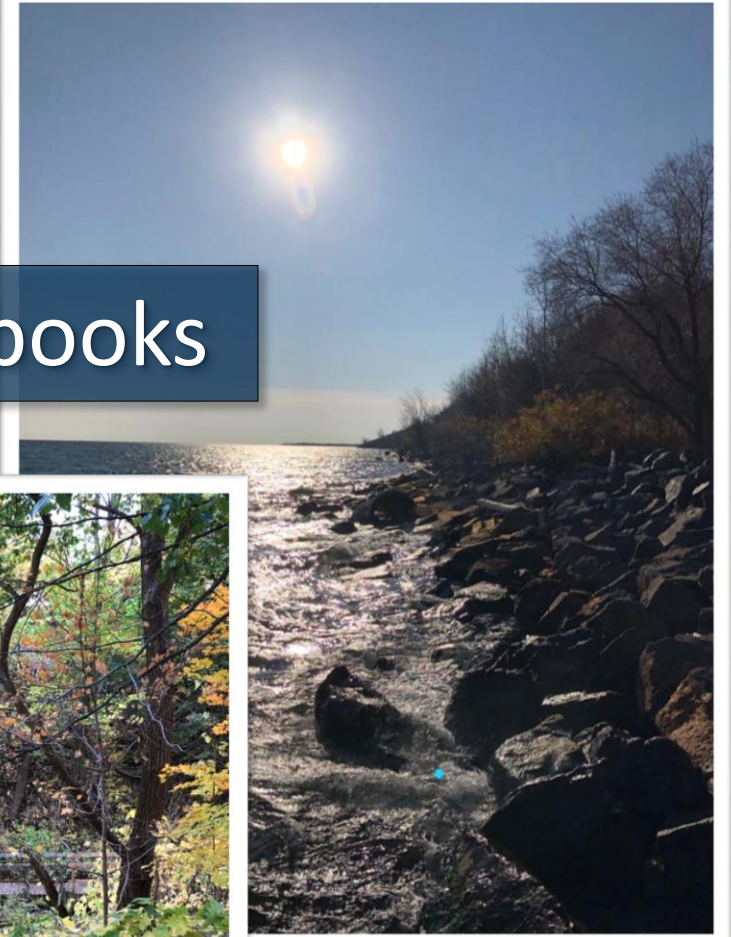
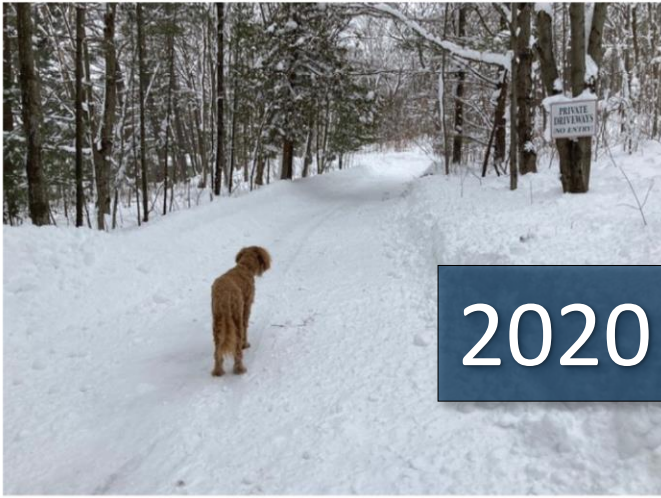
# President's Report

Jane Welsh  
OALA President



# President's Report

2020 - A year for the history books

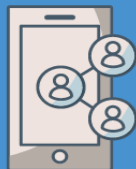




# 2020 Strategic Plan Snapshot

## Customer/Client Perspective (External) Strategic Priority #1

To promote and strengthen the profession of landscape architecture through the use of advocacy and outreach.



610

new followers on social media (Twitter, Instagram, LinkedIn, Facebook)

1,975

average OALA website visits per month  
(11% increase from 2019)



340

Attendees at the Virtual Annual General Meeting



344

volunteers in 2020 or  
17% of membership



151

Ski Day participants



517

Participants total for 2 Virtual Movie Screenings

MOC produced two articles on LA related topics for municipal periodicals

11 meetings with MPPs & Ministry staff

Excellent Stakeholder Engagement:

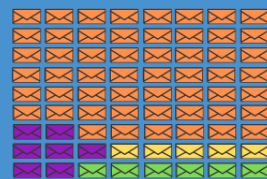
- Attended 7 CDAO Meetings;
- Attended 4 related professional virtual conferences and AGMs
- Attended AMO Conference with some of MOC's members

146

e-blasts sent to members with a

38%

average open rate (4% above industry standard)



104 Member e-blasts, 22 Newsletters, 10 Sponsor e-blasts, 12 Progress Posts

## Internal Business Perspective Strategic Priority #3

To improve the OALA's membership experience as a service provider and community of professionals.

Chapter Engagement:



Updated Reciprocity agreement signed

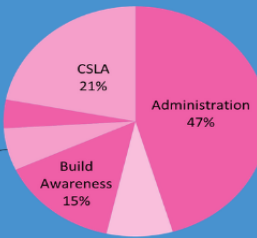
13

OALA Awards presented

Expenses by Program Area



Continuing Ed 4%  
Engage Members 6%  
Build Awareness 15%  
Governance 8%



Non-Dues Revenue Sources:

- Ski Day
- Job Postings
- OALA Product Directory
- Newsletter Ads
- Application Fees
- Ground Ads & Subscribers
- Sponsorship (Social Events)



Adjusted budget to reflect impact of Covid-19



Made the first of 10 annual payments into the University Endowment Funds



Launched new membership options including: Retired, Semi-Retired and Inactive

## Financial Perspective Strategic Priority #2

To achieve financial sustainability and accountability of the OALA, in its delivery of the OALA Strategic Plan.

2,009  
OALA Members



54% Full Members  
18% Students

20% Associates  
5% Affiliate & Honorary

3% Full - Inactive

## Learning & Growth Perspective Strategic Priority #4

To provide support for OALA members and their engagement with the profession of landscape architecture in Ontario.

445  
8% decrease from 2019

PDP Reports reviewed by  
70 Reviewers



DEI Task Force formed



CEC launched member webinars: over

900

registered for 7 webinars



L.A.R.E. Exams written in Ontario



77  
New Student Members



56  
New Associate Members



67  
New Full Members



247

membership applications reviewed



659

downloads of the Engaging a Landscape Architect Guides



Took part in a Pilot Study for remote proctoring for LARE exams

# President's Report

## 2021 Council and Association Engagement

- COVID-19 impacts to association and profession
- May 2021 Municipal World Article: *Parks are the new medicine: how COVID-19 made parks essential to healthy cities.*
- Following up on end of 2018-20 MCE reporting period
- Seeking DEI Consultant and Action Plan work, with CSLA
- Responding to Ontario Professional Foresters Association (OPFA) proposed Act changes
- Responding to issues such as MZO's; Conservation Authorities; Toronto Grass & Weeds Bylaw; MTO engagement re: e-billboards
- PP&E to roll out final Engage an LA Guide – *Guideline to Standard Written Contracts*

# President's Report

## 2021-2023 Strategic Plan

Planning for OALA's Priorities and Success:

- Member survey – *please share your input!*
- SWOT Analysis and Environment scan
- Strategic Planning sessions this summer
- Plan completed this Fall





President-Elect  
**Carolyn  
Woodland**  
OALA, FCSLA



2021-2022 President-Elect  
**Chris Grosset**  
NuALA, NWTALA, FCSLA

# CSLA Report



Urban Canopy



Cultural Landscapes



Human Health  
and Well-Being



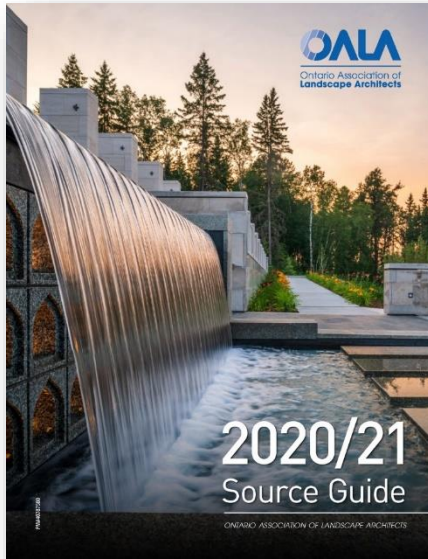
Diversity & Equity



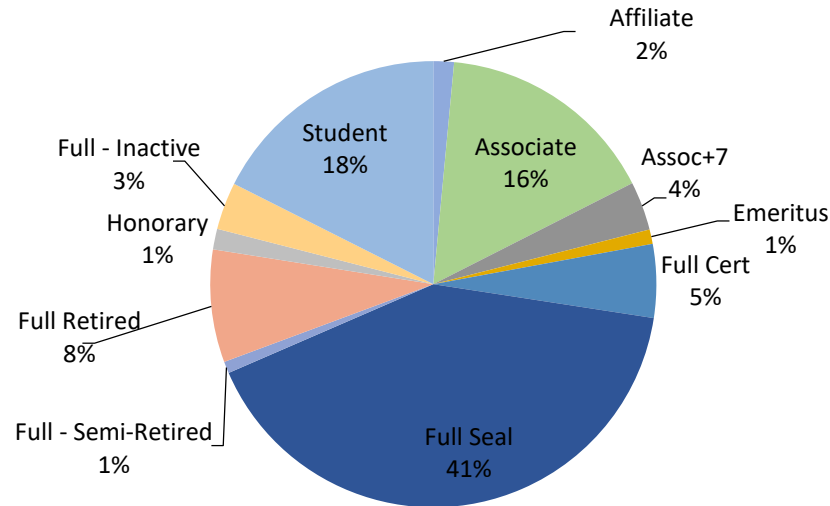
Climate Change



# President's Report: Questions?



OALA Membership by Category  
December 31, 2020



Landscape Architecture Ottawa (LAO) Chapter  
Virtual Holiday Event - December 2020



OALA and LO Presidents &  
Executive Directors  
Landscape Ontario Awards  
– January 2020



Virtual meetings with MPPs  
constituents with MPP Lucille Collard



# Tabling of the 2020 Annual Report

Voting Item

Motion to adopt the 2020 Annual Report

# Confirmation and Ratification Motions

## Voting Item

Motion that all actions taken by the Council since the last Annual General Meeting be, and the same are, hereby ratified, approved and confirmed



# Committee and Task Force Updates and Recommendations





# Practice Legislation Committee's Report

Eha Naylor  
PLC Chair





# PLC Report

Questions?

# PLC Sub-Committee: Updating Code of Ethics

**Tim McCormick**  
**Sub-Committee Chair**



# PLC Sub-Committee Report

The following topics have been covered in the Recommendation report in the meeting packages, as well as in the pre-meeting recording shared with the membership and posted online April 9<sup>th</sup>.

- Purpose of the Revision
- Update Process
- Key Changes
- Acknowledgements

# Update Process

Since the start of the update process in early 2018 this PLC Subcommittee has completed an extensive background review to assess industry standards and specific areas for improvements for the Code of Ethics. These reviews included:

- More than 30 Codes of Ethics, Practice Acts and Standards of Professional Practice from various provincial associations and ASLA Chapters;
- Review of allied professions including OAA, OPPI and PEO; and,
- Review of best practices of other associations.

The subcommittee has developed a revised Code of Ethics and Standards of Professional Practice that has been:

1. Reviewed by the OALA Lawyers on two separate occasions (Fall 2019 and March 2021);
2. Reviewed by the Practice Legislation Committee (PLC) and OALA Council;
3. Reviewed by the Professional Practice & Ethics Committee (PP&E);
4. Presented to the membership via webinar on January 26, 2021; and
5. Made available for member review and received a number of comments from a range of members and allied professionals.

# Conclusions

The subcommittee has undertaken this process to update the Code with the intent to align to present day practices that are in keeping with the association and its mandated responsibilities, as well as the expectations the public has of professional landscape architects practicing in Ontario. The revised Code of Ethics and Standards of Professional Practice has been put forward for the members' approval at this AGM.

Motion:

***That Members approve the adoption of the revised Code of Ethics and Standards of Professional Practice as presented.***

# Updating Code of Ethics

## Voting Item

Motion that members approve the adoption of the revised Code of Ethics and Standards of Professional Practice as presented



# Insurance Task Force: Recommendation to Develop Minimum Professional Insurance Requirements

**Kendall Flower  
Task Force Chair**



# Insurance Task Force

## Voting Item

Motion for members to approve the direction to develop minimum professional insurance requirements for applicable OALA Members; and that the Insurance Task Force return to Council and the membership at the 2022 AGM with defined minimum requirements, based on industry data and best practice, applicable to various OALA Membership categories and types of practice for Membership consideration and ratification

# Treasurer's Report

**Steve Barnhart**  
**OALA Treasurer**



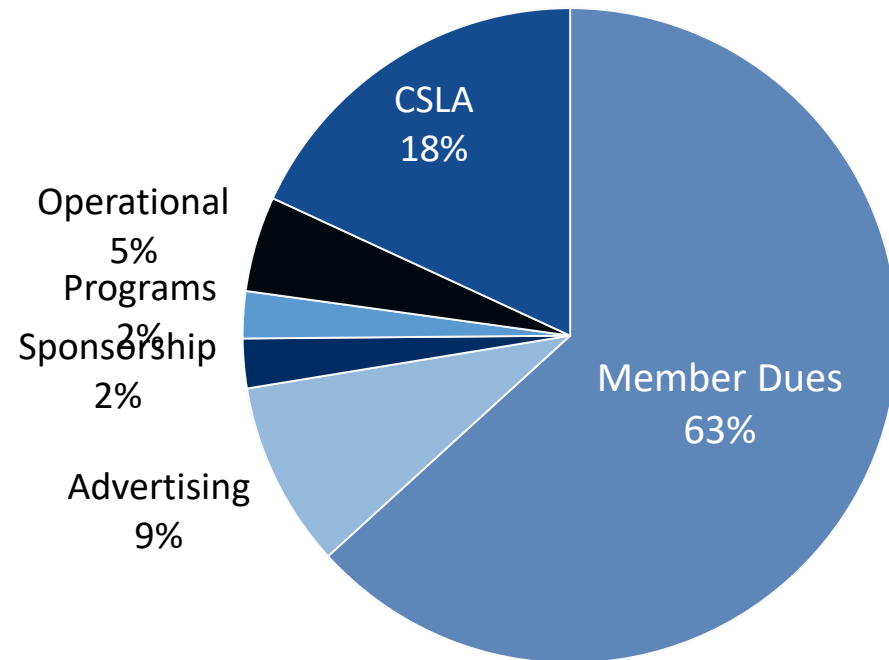
# Treasurer's Report

## Report by Kriens LaRose

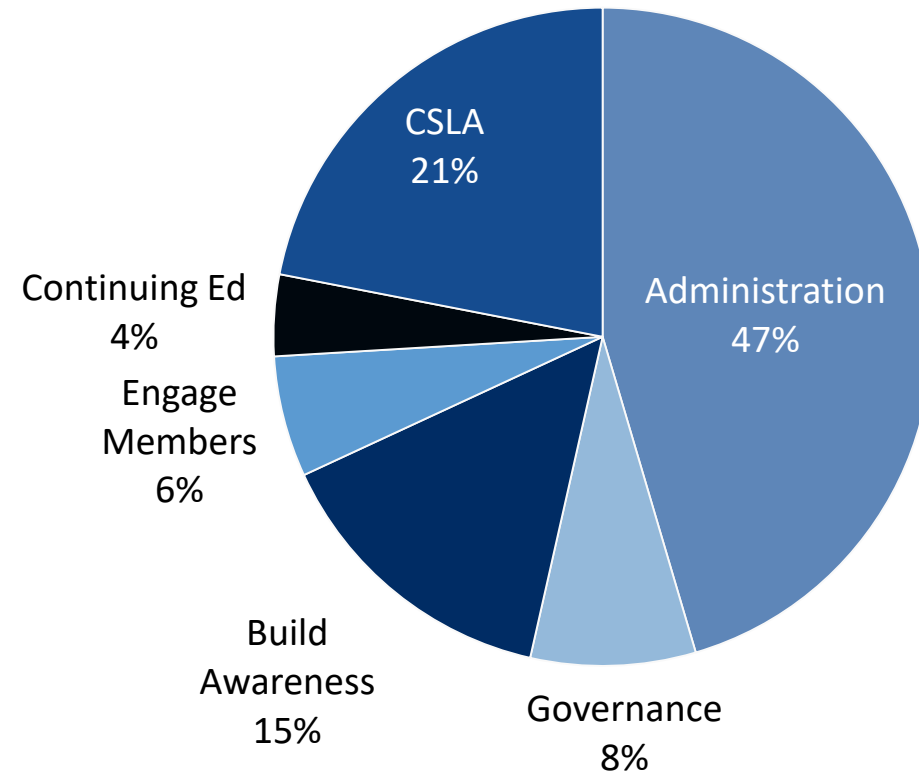
- The Auditor's Report and accompanying financial statements for the fiscal year ending December 31, 2020 are posted online with the Treasurer's summary report included in the 2020 Annual Report.
- Opinion financial statements present fairly the financial position of the Ontario Association of Landscape Architects as at December 31, 2020.

# Treasurer's Report

Total Income \$1,020,840  
Income by program area



Total Expenses \$908,359  
Expense by program area



# Treasurer's Report

## 2020 Highlights

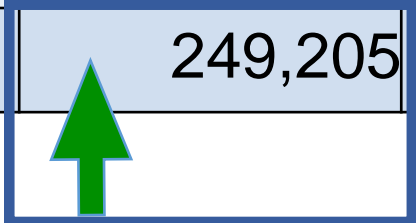
- Financial impact of the pandemic was factored in to association operations
- Renewed endowment contributions to the University of Toronto of \$5,000 and the University of Guelph for \$10,000
- Received \$40,000 in Government assistance from the Canada Emergency Business Account (CEBA) with 25% forgivable
- The full impact of Covid on planned programs generated a carry forward of \$122,480 will be reduced by \$30,000 with the repayment of the CEBA loan in fiscal 2021.



# Treasurer's Report

Reserve Fund Balance December 31, 2020

	2020	2019
Balance beginning of year	233,727	240,846
Interest earned in the year	3,975	5,218
Unrealized gain/(loss)	10,396	12,663
Realized gain	1,107	
Practice Legislation Initiative		(25,000)
	249,205	233,727



# Treasurer's Report

Motion for approval of 2020 External Auditor's Report

## Voting Item

- The Auditor's Report and accompanying financial statements for the fiscal year ending December 31, 2020 are part of the 2020 Annual Report and posted on line.

***Move the acceptance of these financial statements and the report of the auditor for the fiscal year 2020.***

# Treasurer's Report

Motion for the appointment of 2021 External Auditor

## Voting Item

Assign Kriens-LaRose, CPA as the OALA external auditor for 2021

- Thorough, efficient and responsive to requests
- Good working relationship with staff

***Move that Kriens-LaRose Chartered Accountants be appointed auditor of the Ontario Association of Landscape Architects for the fiscal year, 2021.***

# Treasurer's Report

## 2021 Budget Overview

- Fixed Costs categorized as Operations
- Variable Costs categorized as Strategic

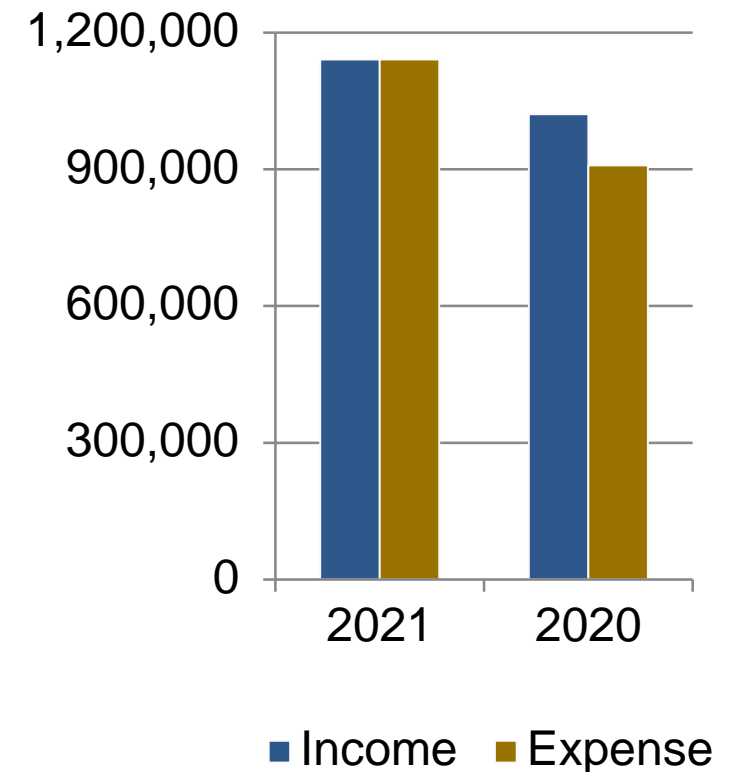
	* From Audited Statements		2020 Actual*	2020 Budget	2021 Budget	2021 Operations	2021 Strategic
<b>Income</b>							
Member Dues			645,574	611,868	616,164	616,164	-
Advertising Income			93,686	86,650	92,850	-	92,850
Programs			23,664	32,500	12,500	-	12,500
Operations			34,037	28,625	28,278	27,778	500
Sponsorship			24,950	28,750	10,000	-	10,000
CEBA Loan & Payroll Subsidy			14,036	-	-	-	-
CSLA Dues Collected			184,892	195,385	184,892	184,892	-
Carry forward to Complete Planned Programming				73,383	195,863	-	195,863
<b>Total Income</b>			<b>1,020,840</b>	<b>1,057,161</b>	<b>1,140,547</b>	<b>828,834</b>	<b>311,713</b>
<b>Expenses</b>							
Administrative Support			424,913	460,186	523,565	523,565	-
Governance			73,593	126,700	129,500	66,500	63,000
Build Awareness & Create Opportunities			132,316	153,425	164,300	500	163,800
Engage Membership			54,041	76,600	51,000	34,000	17,000
Continuing Education			36,317	36,700	47,367	7,000	40,367
CSLA Contribution			187,179	193,550	182,345	182,345	-
Repay CEBA Loan			-	-	30,000	-	30,000
Covid Contingency			-	10,000	12,470	-	12,470
<b>Total Expenses</b>			<b>908,359</b>	<b>1,057,161</b>	<b>1,140,547</b>	<b>813,910</b>	<b>326,637</b>

# Treasurer's Report

## 2021 Budget Overview

Expense	2021 Budget	2020 Actual
Income		
Member Dues (Operational)	616,164	645,574
Other Operational	212,670	232,698
Strategic Income	115,850	142,568
Carry Forward from 2020 to complete programs	195,863	
Total Income	1,140,547	1,020,840
Expenses		
Total Expenses	1,140,547	908,359

2021 Budget vs 2020 Actual

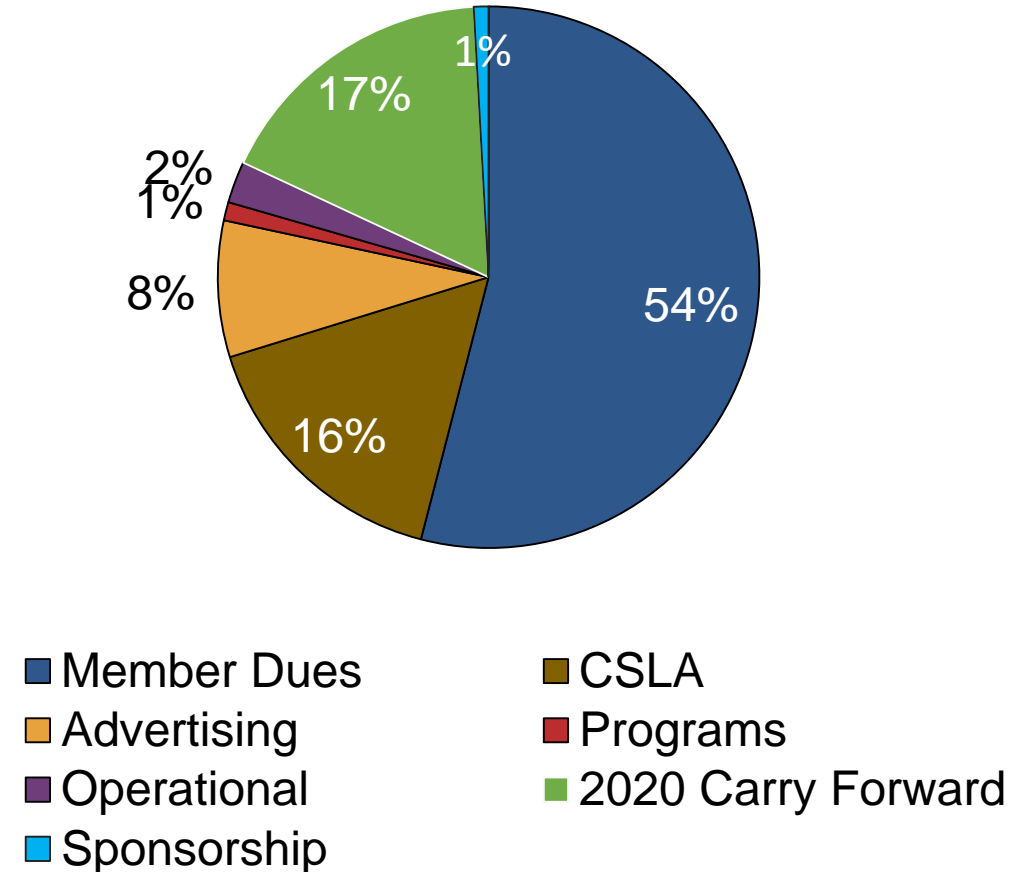


# Treasurer's Report

Budgeted Income \$1,140,547

Income	2021 Budget
Membership Dues	616,164
CSLA Dues Collected	184,892
Operations	28,278
Advertising Income	92,850
Programs	12,500
Sponsorship	10,000
2020 Carry Forward to complete programs	195,863

Income Distribution 2021



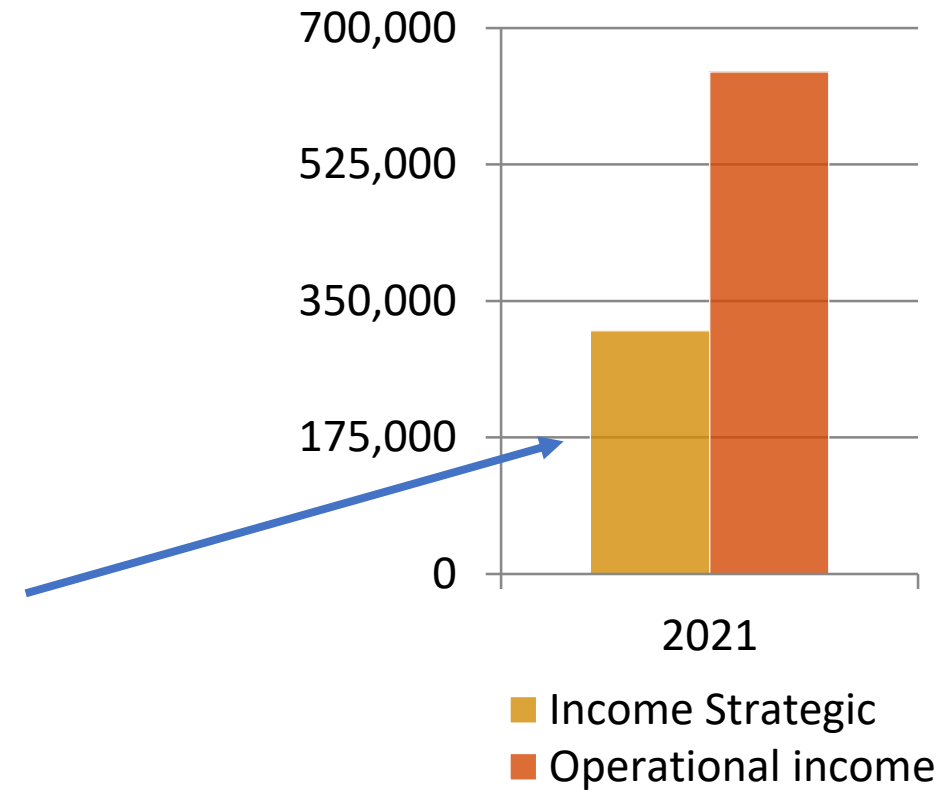


# Treasurer's Report

## Budgeted Income Strategic Plan Goals

Strategic Income	2021 Budget
Advertising	92,850
Education Programs	12,500
Royalties	500
Sponsorship	10,000
Carry forward to complete planned programs	195,863
Total	311,713

2021 Budget Strategic  
Income vs Income  
from dues

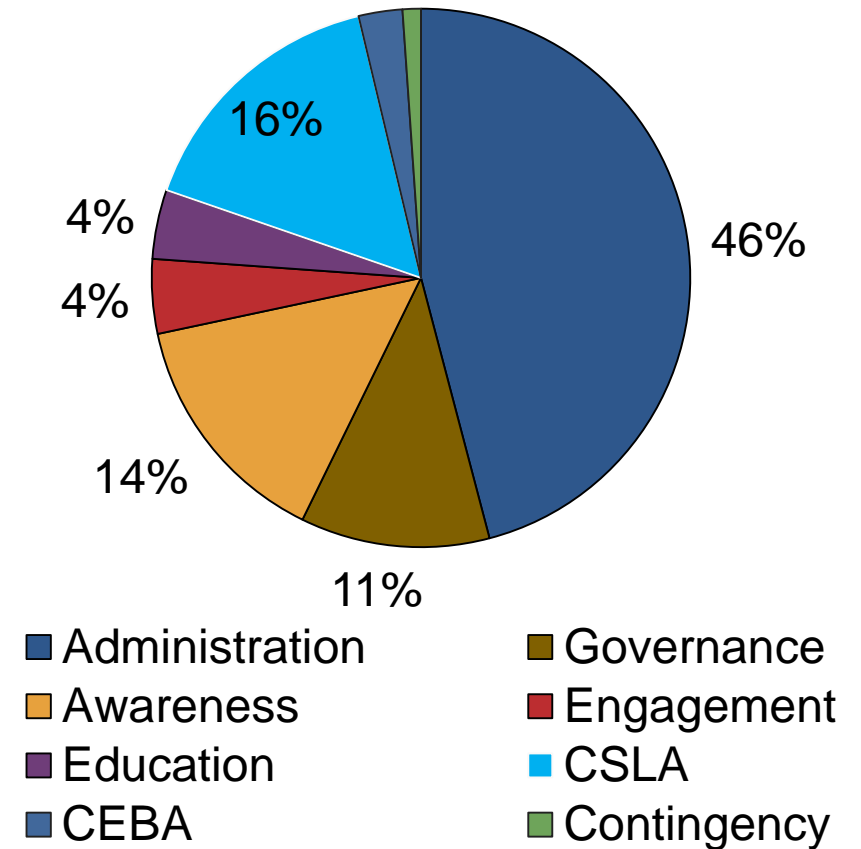


# Treasurer's Report

Budgeted Expense \$1,140,547

Expense	2021 Budget
Administrative Support	523,565
Governance	129,500
Build Awareness	164,300
Engage Membership	51,000
Continuing Education	47,367
CSLA Contribution	182,345
Repay CEBA Loan	30,000
Covid Contingency	12,470

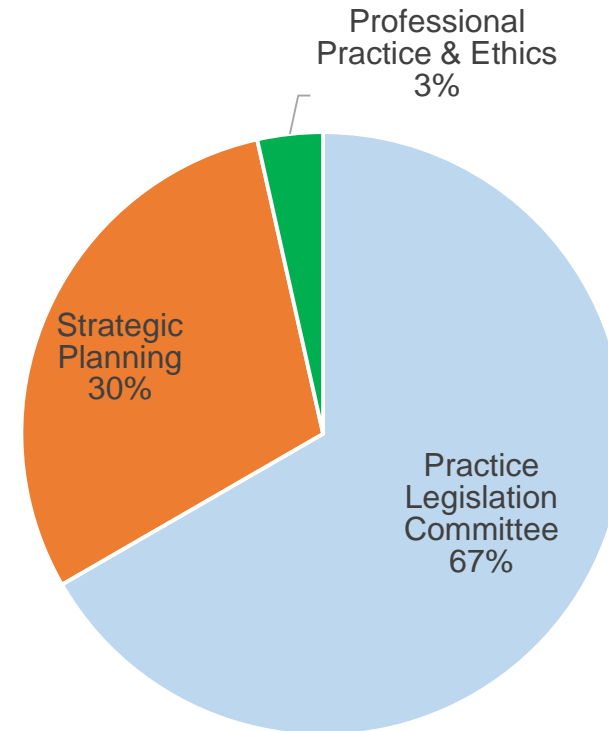
Expense Distribution 2021



# 2021 Budget Treasurer's Report

## Budgeted Governance Details

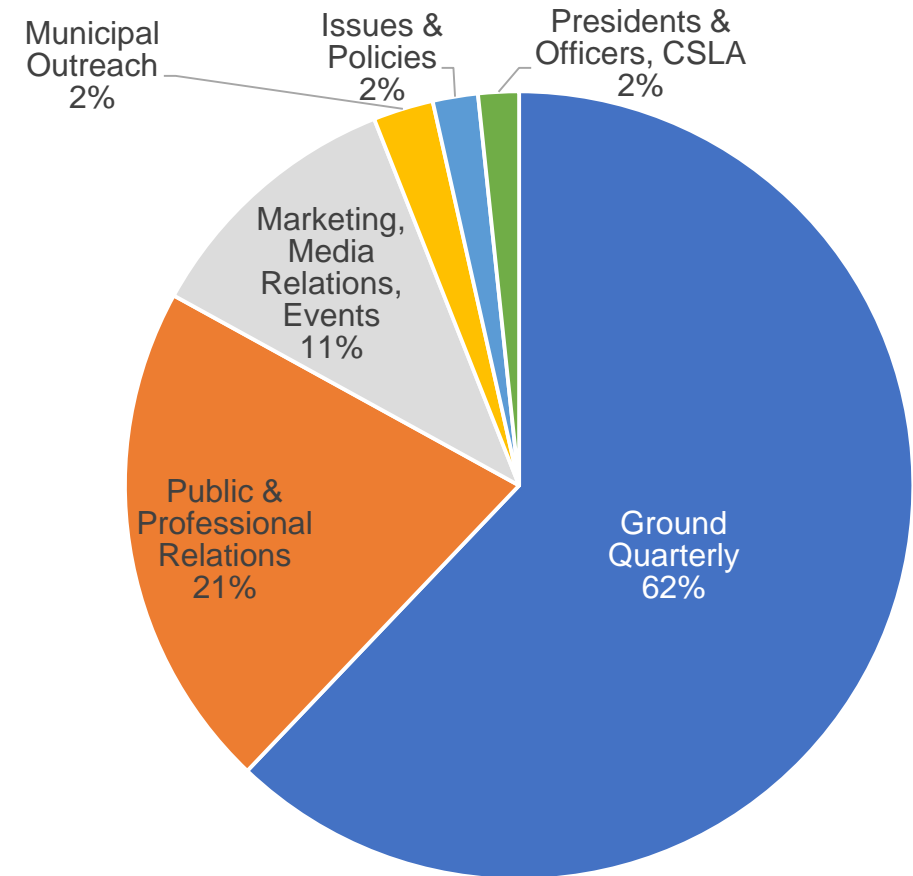
Expense	2021 Budget
Practice Legislation Committee	38,000
Strategic Planning	17,000
Professional Practice & Ethics	2,000
Sub Total	63,000



# 2021 Budget Treasurer's Report

## Budgeted Build Awareness & Create Opportunities Details

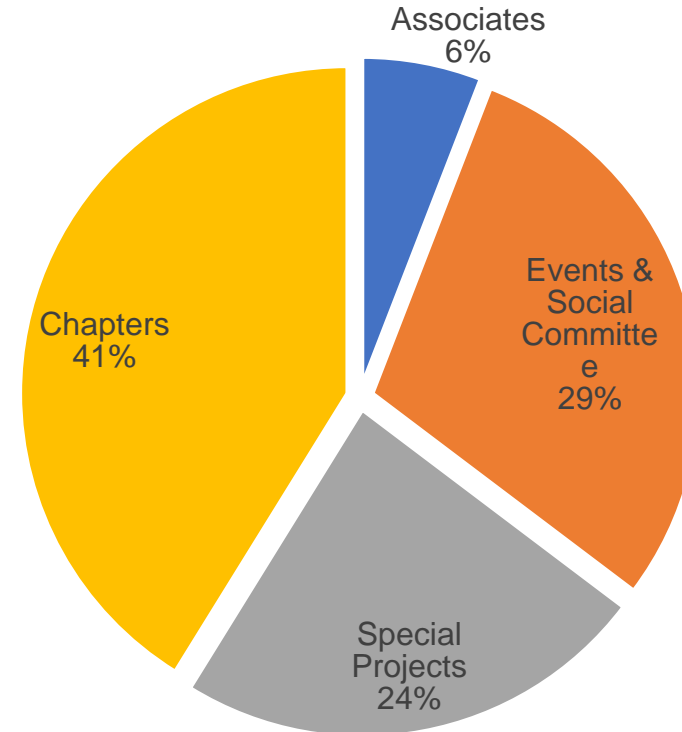
Expense	2021 Budget
Ground Quarterly	100,500
Public & Professional Relations	33,800
Marketing, Media Relations, Events	17,800
Municipal Outreach	4,000
Issues & Policies	3,000
Presidents & Officers, CSLA	2,700
Sub Total	163,800



# 2021 Budget Treasurer's Report

## Budgeted Engage Members Details

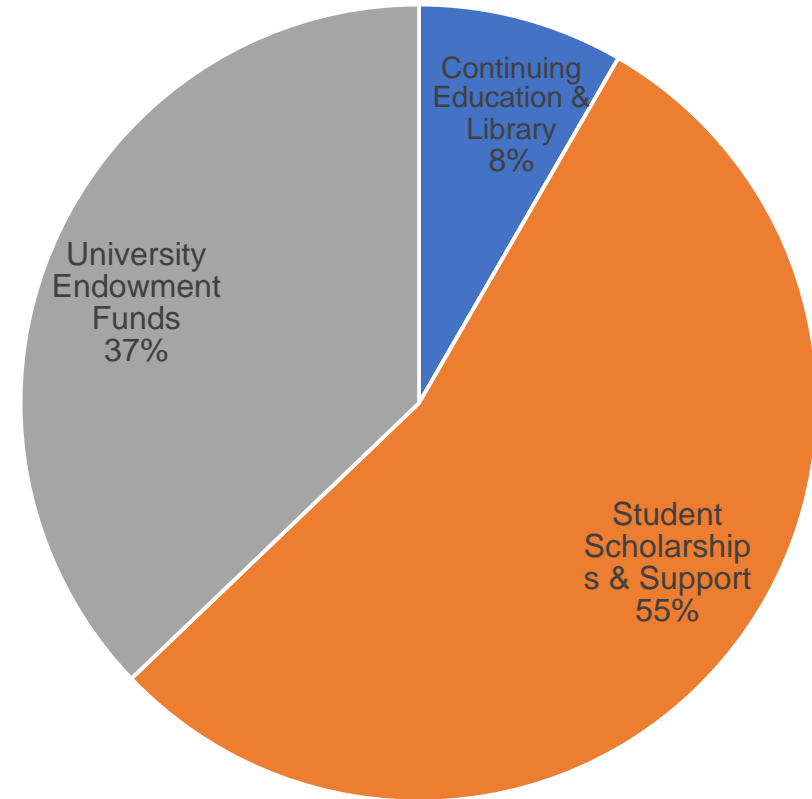
Expense	2021 Budget
Associates	1,000
Events and Social Committee	5,000
Special Projects	4,000
Chapters	7,000
Sub Total	17,000



# 2021 Budget Treasurer's Report

## Budgeted Continuing Education Details

Expense	2021 Budget
Continuing Education & Library	3,367
Student Scholarships & Support	22,000
University Endowment Funds	15,000
Sub Total	40,367



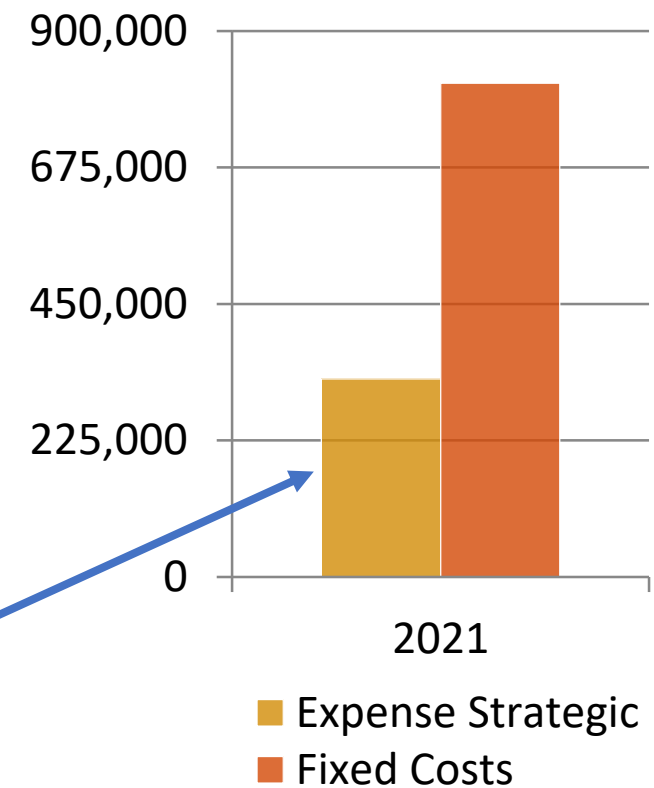


# Treasurer's Report

## Budgeted Expense Strategic Plan Goals

Strategic Expense	2021 Budget
Governance	63,000
Build Awareness & Create Opportunities	163,000
Engage Membership	17,000
Continuing Education	40,367
Repay CEBA Loan	30,000
Covid Contingency	12,470
Total	326,637

2021 Budget  
Strategic Income vs  
Expense



# Treasurer's Report

## Motion for the 2021 Budget

### Voting Item

The Strategic expenses identified within the 2021 budget that make up approximately 1/3 of the total OALA expenses are allocated by Council to deliver on the strategic initiatives identified in the 2018 - 2020 strategic plan

***Move that members approve the allocation of \$326,637 toward the delivery of strategic initiatives identified in the 2021 budget.***

# 2022 Fixing of Membership Dues: Treasurer's Report

## Voting Item

*Members approve the 2022 membership dues to remain the same, in the amount of:*

***\$586 Full Member***

***\$161 Associate Member***

***\$445 Associate+7 Member***

***\$188 Affiliate Member***

NO INCREASE Proposed  
for 2022 OALA  
Membership dues

# 2021 Budget Summary: Treasurer's Report

Objective of Budget Committee: prepare a balanced budget for 2021 to recommend to Council

- Income from membership provides a healthy resource to cover all fixed costs but does not cover all variable costs
- Ongoing revenue impact on programs from Covid have weakened income from strategic programs
- OALA will continue to support University endowment contribution
- Government CEBA assistance has helped and will be repaid in 2021
- There isn't a strong indication that increased membership dues will be necessary in 2022, the full financial impact to members is undetermined at this time



# Election of Council



Ontario Association of  
Landscape Architects

53rd ANNUAL GENERAL MEETING

2021

# Election of Council

In accordance with the by-laws, a call for nominations was sent out to the OALA membership and submissions were requested in writing by April 8th. This year we are seeking to fill 4 positions on Council. The following nominations were received prior to this meeting for OALA Council:



Stefan Fediuk



Justin Whalen



Aaron Hirota



Jim Hosick



Tim Dobson



Shawn Watters

## Voting Item

**I vote for the following 4 members to be elected to OALA Council:  
(select 4 names from the list of candidates)**





# Election Results



Ontario Association of  
Landscape Architects

53rd ANNUAL GENERAL MEETING

2021

# Election Results



**Chen Zixiang**  
Incoming  
Senior Associate Rep



**Jenny Trinh**  
Incoming  
Junior Associate Rep



**Leah Lanteigne**  
Outgoing  
Senior Associate Rep

# Election Results

**Appointed members on Council currently are:**

University of Guelph Educator  
**Brendan Stewart**

University of Toronto Educator  
***(to be filled)***

Lay Councillor  
**Peter Hersics**

Appointed Councillor  
**Liat Margolis**

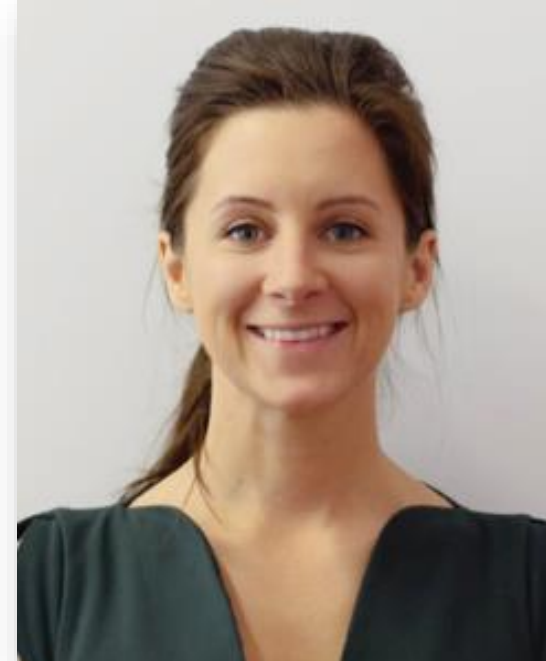
Student Representatives  
**Morgan Quinn, University of Toronto**  
**Matthew Canaran, University of Guelph**

# Thank you

Thank you to Councillors who have ended their Terms.



**Doris Chee**  
2012-2021



**Kendall Flower**  
2017-2021

# Setting of Next Meeting Date

The next Annual General Meeting of the OALA will be held in April 2022, in a virtual setting, regardless of the global pandemic.



# Other Business



# Other Business

## Voting Item

**I move Council take all reasonable steps to finalize and publish the Guide to Standard Written Contracts before the next Annual General Meeting of Members and that Council to consider the allocation of resources to accomplish this.**



# Other Business

## Voting Item

I move that the OALA publish a recommended contract this year and that adequate budget from this year's 2021 budget (either Build Awareness & Create Opportunities or Engage Membership) be set aside to accomplish this.

# Adjournment

## Voting Item

**Motion that the 2021 Annual General Meeting  
of the Association be adjourned**



**Thank you**  
**Stay safe, be well!**