



LANDSCAPE ARCHITECTURE CANADA FOUNDATION

RECORD OF MOTIONS

2016-2021



December 15, 2021 - Video Conference

MOTION: To approve the revised Grants Committee Terms of Reference. Moved by John Zvonar and seconded by Bob Somers. Motion unanimously approved.

MOTION: To approve the Annual Grants Program Jury Conflict of Interest Policy. Moved by Bob Somers and seconded by Faye Langmaid. Motion unanimously approved.

September 15, 2021 - Video Conference

MOTION: That the LACF past president has voting rights at both Board and Executive Committee and that the Governance Committee be instructed to make these changes in our governance documents. Moved by Faye Langmaid and seconded by Peter Kreuk. Motion unanimously approved.

MOTION: That Kendra Scanlon be approved as the recipient of the inaugural Frederick Gage Todd National Scholarship on recommendation of the scholarship jury. Moved by Cynthia Girling and seconded by Cathy Sears. Motion unanimously approved.

June 9, 2021 - Video Conference

MOTION: That Eha Naylor be elected as president. Moved by Karen LeGresley Hamre and seconded by Jill Robertson. Motion unanimously approved.

MOTION: That Ed Versteeg be elected vice-president. Moved by Eha Naylor and seconded by Karen LeGresley Hamre.

MOTION: that Christine Abe be elected secretary. Moved by Karen LeGresley Hamre and seconded by Marilyn Gould.

MOTION: That the LACF 2021-2022 Committee Composition be approved as presented. Moved by Karen LeGresley Hamre and seconded by Vincent Asselin. Motion unanimously approved.

MOTION: That the Governance Committee Terms of Reference be approved as presented. Moved by Karen LeGresley Hamre and seconded by Eha Naylor. Motion unanimously approved.

MOTION: That the Peter Jacobs Indigenous Scholarship be approved as presented. Moved by Ed Versteeg and seconded by Gerry Eckford and seconded by Peter Kreuk. Motion unanimously approved.

MOTION: That a second FGTNS award be approved for a potential second 10k award, upon a recommendation from the FGTNS jury. Moved by Jill Robertson and seconded by Bob Somers. Motion approved 8 for and 5 against.

March 10, 2021 - Video Conference

MOTION: To approve the 2021 LACF budget as presented. Moved by Peter Kreuk and seconded by Gerry Eckford. Motion unanimously approved.

MOTION: To approve the LACF Board Manual as presented. Moved by Karen LeGresley Hamre and seconded by Cathy Sears. Motion unanimously approved.

MOTION: To approve the Exit Interview Policy and Procedure as presented. Moved by Karen LeGresley Hamre and seconded by Cathy Sears. Motion unanimously approved.

MOTION: To approve the Board Orientation Policy as presented. Moved by Karen LeGresley Hamre and seconded by Cathy Sears. Motion unanimously approved.

MOTION: To approve the LACF Archiving and Document Retention Guidelines as Policy as approved. Moved by Karen LeGresley Hamre and seconded by Cathy Sears. Motion unanimously approved.

December 2, 2020 - Video Conference

MOTION: To approve the Fundraising Policy and Strategy as discussed. Moved by Gerry Eckford and seconded by Bob Somers. Motion unanimously approved.

MOTION: To approve the Strategic Plan Workgroup Terms of Reference as presented. Moved by Eha Naylor and seconded by Cathy Sears. Motion unanimously approved.

MOTION: To approve the nominating committee procedures as modified. Moved by Karen LeGresley Hamre and seconded by Eha Naylor. Motion unanimously approved.

June 19, 2020 - Video Conference

MOTION: That the Special Grants Policy be approved as presented. Moved by Faye Langmaid and seconded by Cathy Sears. Motion unanimously approved.

MOTION: That a letter of endorsement be issued for this project. Moved by Faye Langmaid and seconded by Ed Versteeg. Motion unanimously approved.

MOTION: To approve the revised vision and mission statements as presented and to refine the values for review by the Board at a later date. Moved by Wendy Graham and seconded by Jill Robertson. Motion unanimously approved.

MOTION: To close the Communications Committee and thank the members of said committee for their contributions to the LACF. Moved by Wendy Graham and seconded by Bob Somers. Motion unanimously approved.

MOTION: To instruct the Executive Director to draft a Communications Plan for review by the Board. Moved by Wendy Graham and seconded by Bob Somers. Motion unanimously approved.

MOTION: To approve the Business Continuity Plan as presented. Moved by Peter Kreuk and seconded by Wendy Graham. Motion unanimously approved.

MOTION: To instruct the Executive Committee and Executive Director to update the Business Continuity Plan yearly. Moved by Cathy Sears and seconded by Cecelia Paine. Motion unanimously approved.

MOTION: To close the Archiving Task Force and thank members of said committee for their contributions. Moved by Cathy Sears and seconded by Bob Somers. Motion unanimously approved.

MOTION: To instruct the Executive Director to complete and to maintain the LACF archive and draft an archives policy for the Board's review. Moved by Cecelia Paine and seconded by Wendy Graham.

September 16, 2020 - Video Conference

MOTION: That Eha Naylor be elected as Vice-President to the Executive Committee for 2020-2021. Moved by Bob Somers and seconded by Karen LeGresley Hamre. Motion unanimously approved.

MOTION: That the Frederick Gage Todd Scholarship be launched for a 2021 deadline at the 10,000\$ level. Moved by Peter Kreuk and seconded by Eha Naylor. Motion unanimously approved.

MOTION: To approve the Indigenous Scholarship-Indspire agreement as presented. Moved by Karen LeGresley Hamre and seconded by Bob Somers. Motion unanimously approved.

MOTION: That the LACF launch the next Strategic Plan process according. Moved by Cathy Sears and seconded by Eha Naylor. Motion unanimously approved.

MOTION: To relieve Wendy Graham from her Board responsibilities as a leave of absence to be re-assessed in the Fall of 2021. Moved by Karen LeGresley Hamre and seconded by Gerry Eckford. Motion unanimously approved.

December 13, 2019 - Conference Call

Motion: Moved by Bob Somers; seconded by Eha; that the service contract between LACF and CSLA be accepted for one year at \$20K/year, with revisions as discussed. CARRIED.

Motion: Moved by Eha; seconded by Wendy, that the 2020 Budget be accepted with changes as discussed. CARRIED.

Motion: Moved by Eha; seconded by Bob; that Cameron Scrivens be added as an external advisor to the Finance Committee. CARRIED.

Motion: Moved by Cecelia; seconded by Ed; that Todd Scholarship Jury Appointment process be approved as circulated. CARRIED

Motion: Moved by Cecelia; seconded by Bob; that Nastaran Moradinejad, FCSLA, BCSLA, be appointed chair of the Frederick Gage Todd Scholarship jury for a term of one year, with the possibility of an extension of two additional years subject to approval by the Board.

Motion: moved by Ed, seconded by Eha; that LACF approve the LACF|FAPC Indigenous Scholarship in Landscape Architecture draft MOU as presented, with minor changes as discussed. CARRIED.

Motion: moved by Ed, seconded by Karen; that LACF pursue an agreement with Indspire to provide matching funds for the scholarship program; and that agreement to be subject to final approval by the LACF board of directors. CARRIED.

June 11, 2019 - Conference Call

Motion: Moved by John; seconded by Faye; that the task force terms of reference and membership on archiving task force be approved as distributed. CARRIED.

Motion: Moved by Cecelia; seconded by Peter; that the scholarship policy be approved as submitted, with minor changes (appendix for list of scholarships; no repetition; LACF or FAPC on names). CARRIED.

Motion: Moved by Cecelia; seconded by Cathy; that the Todd task force membership be Cecelia Paine (Chair), Cynthia Girling, Dr. Rob Corry, and Nicole Valois; and the task force will report to the Board in September. CARRIED.

Motion: Moved by Karen; seconded by Cathy; that the membership on committees and task forces be approved with updates/corrections as discussed.

March 19, 2019 - Conference Call

Motion: Moved by Peter; seconded by Gerry; that the revised budget be approved with minor changes noted during the discussion. CARRIED.

Motion: Moved by Peter; seconded by Gerry; that the revised budget be approved with minor changes noted during the discussion. CARRIED.

Motion: Moved by Cathy; seconded by Ed; that the Administration Fee Policy be approved as submitted.

December 11, 2018 - Conference Call

Motion: To establish the
LACF- FAPC Danièle Routaboule Bourse de voyage en architecture de paysage

LACF-FAPC Danièle Routaboule Travel Bursary in Landscape Architecture

Moved/seconded: Karen/Faye. *Approved.*

Motion: To approve the bursary policy as circulated, with modification to clarify Board approves bursary/ MOU approved by Grants Committee. Moved/seconded: Karen/Ed. *Approved.*

Motion: To establish the LACF-FAPC Alain Montaigne scholarship. Moved/seconded: Gerry/Cecelia

Motion: All LACF-FAPC accredited university scholarships will come out of their own fund annually, whether or not they are endowed. The Scholarship Committee will review this annually and determine if any different procedure needs to be recommended to the Board. Moved/seconded: Karen/Wendy. *Approved.*

Motion: That the draft terms of reference for the Todd Scholarship be approved. Moved/seconded: Sara/Peter. *Approved.*

Motion: That Cecelia be the Chair of the new Scholarship Committee (also Guelph champion); that initial members of the committee are Eha (UofT); Peter (BC); Jill (NAIT); Cathy (Calgary); Ed (Dalhousie); Vincent (Montreal); and Bob (Manitoba); that the committee develop an appropriate terms of reference, using the standard template as a format; and that the committee make further recommendations on membership. Moved/seconded: Karen/Cathy

Motion: Approve the Committee/Task Force/Liaison list membership with the changes as discussed. Moved/seconded: Karen/Faye

Motion: Budget approved with changes as discussed. Moved/seconded: Peter/Cecelia

September 12, 2018 - Conference Call

Motion: Approve \$10,000 special grant directed to printing for the publication of the book "*Serious Fun: The Landscapes of Claude Cormier*", with LACF shown visibly as a sponsor. Moved/seconded: Karen/Peter. *CARRIED.*

Motion: Use the existing money in the Andre Schwabenbauer Scholarship fund, to endow a LACF-Schwabenbauer-NAIT Scholarship (\$35K) and direct the remaining money towards the existing LACF-University of Manitoba Fund, and rename the Scholarship as LACF-Schwabenbauer-UManitoba Scholarship. Moved/seconded: Peter/Sara. *CARRIED.*

Motion: Increase from 6 to 7 Scholarships to reflect the accreditation of U of Calgary program, and use the Schwabenbauer Fund to award the seven (7) scholarships (for a total of \$7,000) rather than our general fund. Moved: Karen/Peter. *CARRIED.*

Motion: That the Graham Bursary policy and procedures be accepted as circulated, with the addition of exhibitions. Moved/seconded: Faye/Peter.

May 28, 2018 - Conference Call

Motion: Moved by Faye Langmaid; seconded by Gerry Eckford that the student grant funding be up to 25% of the overall total available in any given year.

Motion: Moved by Cecelia Paine; seconded by Gerry Eckford that Vincent Asselin be re-elected President and Eha Naylor be elected Vice-President.

Motion: Moved by Faye Langmaid; seconded by Bob Sommers that the Fundraising Committee Terms of Reference be approved as submitted.

Motion: Moved by Eha Naylor; seconded by Jill Robertson, that the National Scholarship Task Force Terms of Reference be approved as submitted.

April 19 2017 conference call

Motion: Moved by Peter Kreuk; seconded by: Eha Naylor that the budget as presented be approved with change to GS bursary to \$1,500 and the Northern Research bursary to \$5,000. CARRIED.

Motion: C. Sears moves; C. Paine seconds that the Strategic Plan as presented be approved. CARRIED.

April 5, 2018 Toronto, ON, in association with CSLA Congress

Motion: Moved by Peter K; seconded by Wendy that the 2018 Budget be approved with \$2,400 to operating project support and \$6K of Executive Director to an operating projects line item. CARRIED.

Motion: Moved Peter B, seconded by Cecelia that starting January 1, 2019, LACF will allocate 10% of all donated income to administration; accepting donations to unfunded endowment targets, and accepting any contra-indications in existing agreements. CARRIED.

Motion: Moved by Arnis, seconded by Karen, that all agreements as of April 5 2018 are automatically subject to the administration fee, unless otherwise agreed.

Motion: Moved by Karen, seconded by Wendy, to extend by one year (in budget 2018), the transitional 3-year period of awarding six scholarships, one per accredited program in Canada, in order to continue the endowment of the last four school scholarships. CARRIED.

Motion: Moved by Cathy, seconded by Faye that LACF established a new National Scholarship to honor the significant contribution of Frederic G. Todd to Landscape Architecture in Canada. The LACF - Frederick G. Todd Scholarship would become a LACF National Award. CARRIED

Motion: Moved by Karen, seconded by Sara that a scholarship task force be established, with a time horizon of approximately two years. Sara will chair the task force. Members will be Peter

K, Ceclia and Cynthia Girling (UBC). The task force will work on policies for the scholarships, including one for the Todd Scholarship, develop terms of reference for a scholarship committee, and recommend committee members. CARRIED.

Motion: Moved by Faye; seconded by Karen, that the Board the current Grants Jury as members of the Grants Committee, with updates in the fall. CARRIED.

Motion: Moved by Peter K; seconded by Wendy, that the Board approves the MOU with the BCSLA for the Robillard Scholarship. CARRIED.

Motion: Moved by Peter K, seconded by Faye, that the Board approves the Fundraising, Thank You Gunter Schoch and Special Grants Policies. CARRIED.

Motion: Moved by Karen; seconded by Faye, that the Board approves the Terms of References for the Executive Committee, Governance Committee and Grants Committee. CARRIED.

November 14th 2016

Motion: Moved by Peter Brinks, seconded by Ed Versteeg: That Peter Kreuk, LACF Treasurer, be authorized to set up a banking account with Vancity Credit Union and the signing officers be Peter Kreuk, Jane Durante and Randal Sharp. CARRIED

Motion: Moved by Cecelia Paine and seconded by Ed Versteeg: LACF to create a LACF-SALA Scholarship Fund (provisional name) in keeping with the current Scholarship intent. CARRIED

Motion: Moved by Eha Naylor and seconded by Cecelia Paine: That LACF creates a LACF- OALA Scholarship fund (provisional name). This fund will be used for the initial fund raising in order to endow the 3 Ontario Scholarships. CARRIED

Motion: Moved by Cathy Sears and seconded by Wendy Graham: That LACF creates a LACF-Uof Calgary Scholarship Fund (provisional name). CARRIED

Motion: Moved by Faye Langmaid and seconded by Wendy Graham: That the GSB be approved as submitted. CARRIED

June 23, 2016 – Fort Garry Hotel, Winnipeg (CSLA Congress)

Motion: Karen LeGresley Hamre moved; seconded by Ron Middleton, that these by-law changes be brought forward to membership:

1. Nominating Committee changes:

Nominating Committee

a) The Nominating Committee shall be a standing committee consisting of three (3) persons to be appointed by the President, subject to approval by the Board. It shall consist of one Board Member, who shall act as committee chair, one Member designated from and by the CSLA Board of Governors, and one CSLA Fellow at large

Proposed change to:

...the Past President, or failing this, another Board Member, who shall act as Committee Chair, one Member designated from and by the CSLA Board of Directors, and one CSLA Fellow at Large.

2. Annual meeting changes:

Remove the following definition:

- Annual Board Meeting is a face to face meeting held in conjunction with the CSLA Annual Congress;

The following definition:

- Annual Members Meeting is a face to face meeting held in conjunction with the CSLA Annual Congress;

Proposed change to:

- Annual Members Meeting is a face to face meeting or meeting held by electronic means held in conjunction with the CSLA Annual Congress or AGM;

CARRIED.

Motion: Moved by Don Hester; seconded by: Eha Naylor that the budget as presented be approved. CARRIED.

Motion: Ron Middleton moved; seconded by Don Hester, to add Randy Sharp and Jane Durante as signing authorities, and delete Paulette Vinette as signing authority. CARRIED.

Motion: Moved by Wendy Graham; seconded by Natalie Walliser that we buy five \$550 for World Design Summit Montreal (i.e., before end of July), used to augment the grant program for students. Discussion: we have time to determine exactly how these tickets would be given to students. At worst, LACF members could re-purchase them. CARRIED.

April 28, 2016 – Go to Meeting Webinar

Motion: Moved by C. Paine and seconded by K. Le Gresley Hamre that

1) The LACF Scholarship program will include one national scholarship named the LACF Andre Schwabenbauer National Scholarship that will be endowed to provide an *extra-significant* scholarship awarded annually to an outstanding student in the final year of a CSLA accredited

LA program in Canada.

2) The name of the current Andre Schwabenbauer Scholarship be changed to the LACF Andre Schwabenbauer National Scholarship.

3) in order to transition to a combination of a National Scholarship and Directed Scholarship for each program, a budget allocating \$1,000 to each of the accredited LA schools be sustained over the next three years. In year four there will be only one LACF Andre Schwabenbauer National Scholarship.

CARRIED

MOTION: Moved by K. LeGresley Hamre and seconded by W. Graham that

1) LACF will work with components to establish directed scholarship awards on an annual basis for each of the accredited LA programs in Canada in collaboration with component associations where these programs exist. (Currently UBC, University of Manitoba, University of Guelph (2), University of Toronto, Université de Montréal.)

2) LACF approves the establishment of a specific endowment fund and the creation of the directed Scholarship named LACF / UBC Scholarship in Landscape Architecture, as proposed by BCSLA

3) LACF approves the establishment of an endowment fund and a directed Scholarship called LACF / AAPQ 50th Anniversary Commemorative Scholarship for the Université de Montréal. (Provisional name to be discussed with AAPQ and the Université de Montréal.)

LACF-FAPC approuve l'établissement d'un fonds de dotation spécifique pour la Bourse d'Étude LACF-FAPC / AAPQ Bourse d'étude commémorative du 50ième de l'AAPQ, dédiée pour un étudiant en architecture de paysage de l'Université de Montréal.

Nom provisoire à discuter avec l'AAPQ et l'Université de Montréal.

4) A transition period of 3 years (2016-17-18), is proposed to fully establish the endowment for these Scholarships. LACF will award during this period an Andre Schwabenbauer Scholarship of 1,000\$ per program per year. If during this period a Scholarship is fully endowed it will be able to also start awarding a distinct Scholarship from its endowment, thus receiving both the Schwabenbauer and the Partnered Scholarships.

5) The LACF Scholarship program will establish other directed and partnered scholarships (to be determined) based on criteria agreed upon by the partners.

CARRIED

Motion: Moved by E. Versteeg and seconded by K. LeGresley Hamre that the LACF scholarship program be expanded to include external scholarships in partnership with like-minded parties, (such as firms, individuals, organizations, suppliers, sponsors etc.) according to criteria established and agreed upon by the parties involved. CARRIED

Motion: Moved by W. Graham and seconded by K. LeGresley Hamre that

1) The LACF bursary program be expanded to include new bursaries aligned with the values of LACF on a case by case basis and,

2) LACF approves the establishment of the LACF Northern Research Bursary Fund as proposed by NWTALA.

Motion: Moved by F. Langmaid and seconded by C. Sears that P. Kreuk be appointed as Treasurer upon D. Hester's resignation date. CARRIED