2017 Handbook
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STATEMENT OF PURPOSE

(Acsvt by Council, 21 April 1990)

TO PROMOTE, IMPROVE AND ADVANCE THE PROFESSION OF LANDSCAPE ARCHITECTURE AND MAINTAIN STANDARDS OF PROFESSIONAL PRACTICE AND CONDUCT CONSISTENT WITH THE NEED TO SERVE AND TO PROTECT THE PUBLIC INTEREST.

The common attributes of a profession are:

- A unique body of knowledge
- Standards of entry
- A code of ethics
- A service orientation to both the profession and the public
- A sanctioning organization

Landscape architecture is the profession which applies artistic and scientific principles to the research, planning, design and management of both natural and built environments. Practitioners of this profession apply creative and technical skills and scientific, cultural and political knowledge in the planned arrangement of natural and constructed elements on the land with a concern for the stewardship and conservation of natural, constructed and human resources. The resulting environments shall serve useful, aesthetic, safe and enjoyable purposes.

Landscape architecture may, for the purpose of landscape preservation, development and enhancement, include: investigation, selection and allocation of land and water resources for appropriate uses; feasibility studies; formulation of graphic and written criteria to govern the planning and design of land construction programs; preparation, review and analysis of master plans for land use and development; production of overall site plans, landscape grading and drainage plans, irrigation plans, planting plans and construction details; specifications; cost estimates and reports for land development; collaboration in the design of roads, bridges and structures with respect to the functional and aesthetic requirements of the areas on which they are to be placed; negotiation and arrangement for execution of land area projects; field observation and inspection of land area construction, restoration and maintenance. [Approved by the OALA Council, January 17, 1984].

OBJECTIVES

EXTERNAL

To support the improvement and/or conservation of the natural, cultural, social and built environment by:

- Undertaking more active promotion with municipalities, engineers, architects, and developers about the standards and benefits of landscape architecture (Promotion)
- Preparing policy papers on pertinent topics (Policy)
- Stimulating voluntary community service by members on matters related to landscape architecture (Communications)
- Instituting a system for members to act as OALA spokespersons on pertinent issues (Promotion)
- Becoming more active advocates—lobbying (Policies)
- Establishing a speakers’ bureau of members and non-members (Promotion).
To promote the visibility, recognition, acceptance and understanding of the profession of landscape architecture by:

- The general public
- Other professions and disciplines,
- Students
- Institutions
- Government officials
- Politicians

Communicating its value in relation to that of the public good by:

- Preparing presentations to target audiences (speakers bureau, radio and television programs, public service announcements, and articles for publication) (Promotion)
- Seeking wider exposure in all forms of media (Promotion)
- Enhancing information mailings (newsletters, press releases, other publications) (Communications)
- Liaising with career counselors and participating in school career days (Promotion)
- Cultivating individual, personal contacts (all members)
- Voluntary community service by members (all members)
- Establishing and maintaining liaisons with the landscape industry (Landscape Ontario) and other non-government organizations such as the Conservation Council of Ontario (all members)
- Developing video presentations on OALA and/or on landscape architecture topics (Promotion)
- Organizing hospitality functions (Program)
- Regularly assessing a promotional strategy for OALA (Promotion)
- Pursuing new legislation; where appropriate (Council)
- Broadening affiliate membership (Council & Staff)
- Contracting a PR firm to oversee promotion and marketing (Promotion & Staff)
- Organizing tours of exemplary projects (Program)

To encourage and support CSLA in its endeavours toward promoting the recognition, acceptance and understanding of the profession of landscape architecture nationally and internationally by:

- Assisting with needed human resources
- Supplying additional input of ideas
- Enhancing liaison with CSLA
MEETING
The OALA President should be directly involved in the activities of these committees.

Aina Budrevics

SUPPORT
Production Liaison
Staff - Executive Director

PRACTICE
Staff - Coordinator for Communications & Marketing

Listed in OALA Act

Consultants

COUNCIL & EXECOM
Councillor Liaison

LARE EXAMS
NON-DUES REVENUE

Listed in OALA By-laws

Volunteers

Ad Sales

(A)

COMPETITION GUIDELINES
CONTRACTS TASK FORCE

non-voting councillors - 1. Jr. Associate Councillor (non-voting) 2. Student Representative (non-voting)

2017-2018 Council Composition
President, Past-President, Vice-President, Secretary, Treasurer, 3 Councilors, 1 Sr. Associate Councillor (living) 1 Student Representative (Councilor living)

appointed - 0. Pres. of Guelph Education, Univ. of Toronto Education, Lay Councillor

Note 1
Legend:

yellow Staff - Registrar

green Staff - Executive Director

purple Staff - Coordinator for Communications & Marketing

white Volunteers

blue Consultants

2017 OALA Council Composition
approved - 19

Note 2
The OALA President should be directly involved in the activities of these committees.

Note 3
Direct and specialized support to be provided by these committees to the Practice Legislation Committee and sub-committees up to and including creation of devoted sub-committees.
Landscape architecture was formally organized as a profession in Canada in 1934. The precedents for establishing a society were the British Institute of Landscape Architects, formed five years earlier in 1929, and the American Society of Landscape Architects, which had been established since 1899.

The official founding of the Canadian Society of Landscape Architects & Town Planners occurred in March 1934 at the Royal York Hotel in Toronto. The nine founding members were Howard Dunington-Grubb, Lorrie Alfreda Dunington-Grubb, J. Vilhelm Stensson, Carl Borgstrom, Gordon Culham, Helen Kippax, Edwin Kay, Frances Steinhoff, and Humphrey Carver. Humphrey Carver recalls that this was "a small group of landscape architects who came to know one another and enjoy one another’s company very much. The Grubbs were the centre of this circle... We used to meet in the garden of the Diet Kitchen Restaurant, on Bloor Street, and together we founded the Canadian Society of Landscape Architects..." (Carver, 1975)

Gordon Culham was elected President and H.B. Dunington-Grubb was Vice-President.

Frances Blue, an early member, comments that this was, "the depth of the depression and landscape architecture was probably hit harder than any other profession... that did not dim their enthusiasm -- they planned a publication, a botanical garden, numerous schools of landscape architecture..." (F.B., unpublished manuscript).

By 1938 the membership had grown to fifteen. An advertisement for the Society in Canadian Homes & Gardens (15: Sept. 1938, p. 69) lists N. Boudreau, Montreal; Carl Borgstrom, Lorne Park; H.S.M. Carver, Lorne Park; Gordon Culham, Toronto; Norman Dryden, Guelph; H.B. and L.A. Dunington-Grubb, Toronto; Edwin Kay, Toronto; Helen M. Kippax, Toronto; Louis Perron, Montreal; Leonard E. Schlemm, Montreal; Robert Sparks, Kingston; Frances C. Steinhoff, Toronto; J. Vilhelm Stensson, Toronto; and Frederick Todd, Montreal. The roster had begun to include members outside of Ontario.

This early membership of the society reflected both the British and American influences on the profession in Canada. The Beaux Arts architecturally decorative style met the naturalistic, neoromantic style that heralded the ecological approach. The Modern movement with its concern for the interests of society -- housing and public open space -- meshed with the current interest in town planning. (The Town Planning Institute of Canada had ceased to exist and the two professions overlapped for a time.)

Two of the members, Gordon Culham and Frederick Todd, had been associated with the Olmstead Brothers on projects from their Brookline, Massachusetts office. In 1912 Frederick Todd had been asked by the federal agency, the Ottawa Improvement Commission, to make the first proposal for the construction and improvement of the capital area.
Frances Blue comments that, "many of his proposals now form an accepted part of the fabric of Ottawa and the area. Such things as the driveway system; the concept of Gatineau Park; the importance of the waterways; the symbolism of Parliament Hill, all received detailed and comprehensive attention by Mr. Todd" (F.B., manuscript).

The first move toward professional legislation occurred in 1952 when Edwin Kay, "pointed out the desirability of protection by legislation for Landscape Architects similar to that enjoyed by the allied professions of engineering and architecture. The great drawback to this was the lack of a School of Landscape Architecture in Canada... discussions concerning it dragged on for years." (F.B., manuscript).

"In 1954, Mr. Culham was named convener to formulate proposals for the foundation of local chapters of the Society. In 1959, the question of Chapters was decided: that they should be in Montreal - Ottawa, Central Ontario and the Prairie-Pacific Coast areas" (F.B., manuscript). This was the beginning of the movement to divide the CSLA & TP, as it was still titled, into component sections. The shift to independent provincial organizations did not occur until 1962.

"In 1955, the proposed design for the first members' certificates was approved as presented... In 1957, Mr. Austin Floyd prepared the Schedule of Professional Charges and the Agreement between Client and Landscape Architect which are used by members of the Society" (F.B., manuscript).

In 1956 the CSLA & TP incorporated by letters patent, "for the purposes of promoting the Profession of Landscape Architecture... affiliating those who, by profession or through public service, are engaged in promoting this profession... increasing the efficiency and to foster good fellowship of its members... providing an authoritative source of information concerning the profession in Canada... supporting the advancement of service to the public and the profession" (CSLA certificate of membership).

"Over the years the Examining Board has played a very important part in the Society. There have been numerous debates about the entrance standards, which have been won by those who have insisted that the highest be maintained. Until 1959 new members were admitted in very small numbers each year, but in that year we were lucky in being able to admit a record number and that record has been beaten several times in the 1960's. In 1962, the entire roster was double that of a decade earlier; in 1967, the roster is double that of 1962" (F.B., manuscript).

The first publication of the Society was twenty-five years in the making. "Mr. Donald Graham, in 1959, presented copies of a trial number of the publication of our Society which was received most favourably and named The CANADIAN LANDSCAPE ARCHITECT" (F.B., manuscript).

"During the 1940's, 50's, and 1960's, the CSLA fees were $12.50 for member[s] at great distance and associates, $25.00 for members in Central Canada. In 1961, the fees were raised to $25.00 for associates and $40.00 for members. The fees were raised again in 1966 to $30.00 for associates and $50.00 for members" (F.B., manuscript).

The constitution of the Society was changed in 1961 and the reference to "Town Planners" was dropped from the title.

In 1963 the first code of ethics was compiled by the members.

"As a result of several years of discussion on the subject of education of Landscape Architects in Canada, the Education Committee felt that 1961 was the time to establish a school. Activity regarding
the course awaited the Ontario Government decision to give university status to the Ontario Agricultural College... A very important event (1962) was the appointment of Victor Chanasyk as Professor of Landscape Architecture at the Department of Horticulture, Ontario Agricultural College (now the School of Landscape Architecture, University of Guelph)...  

...In September, 1964, the course in Landscape Architecture was started at the University of Guelph; a real milestone! In 1965, the University of Toronto had a Landscape Architecture curriculum approved by the Senate under the direction of Michael Hough and Richard Strong” (F.B., manuscript).

The change in CSLA from a society of individual members to an organization of component associations began in 1962. “In 1962, Louis Perron was the chairman of the committee which prepared a brief for the Parent Commission on Education in Quebec Province. As a result of the Parent brief it was finally decided that CSLA chapters should bear the names of the Provinces in order to obtain provincial charters” (F.B., manuscript). The Central Chapter of the CSLA, which had been formed in 1960, was renamed the Ontario Association of Landscape Architects, and incorporated by letters patent in 1968. Until this time the CSLA had been a predominantly Ontario based organization, but membership in other provinces was steadily increasing, and the legislation required to put the profession on a legally recognized basis would be created through the provinces. From this point on Ontario landscape architects were represented by the OALA, and the CSLA became a parent organization.

Ken Hoyle writes that, “legislation restricting the practice of landscape architecture was required to protect the public -- who were, more and more, trusting the changes of their land to landscape architects -- and to protect the landscape architects from those who did not have the knowledge and skills to advise wisely on changes to the land” (Hoyle, 1989). Landscape architects were feeling the need to publicly define their area of professional expertise, and to gain the credibility that legislation would give them.

Work began immediately on a registration act. A first draft was prepared in 1969, and a second in 1970. In 1971 a brief was presented to the Ontario government. In 1972 a revised version was submitted, but the provincial government, concerned over the existing registered professions, delayed action until a Professional Organizations Committee was established in 1977, and its report given to the Attorney General in 1980 (Hoyle, 1989). During 1981 the by-laws were revised (Glenn Harrington) and the code of ethics rewritten (Jim Stansbury). In 1982 the government indicated that legislation for the profession should not control the practice of landscape architecture, but rather the use of the name. This was generally preferred by the OALA membership. On April 13, 1983 the bill was introduced to the legislature and, in Ken Hoyle’s words: “All hell broke loose. Ryerson objected, Landscape Ontario objected, Flowers Canada objected, individuals objected” (Hoyle, 1989). A year of intense negotiations with the objectors, and revisions to the legislation followed. On April 26, 1984, the revised bill was submitted. Approved by the committee for second reading on May 17th, it had second and third readings on May 25th. On May 29th an Act respecting The Ontario Association of Landscape Architects, Bill Pr37, was given royal assent (Hoyle, 1989).

On this date the letters patent were revoked to enable the Association to continue as a corporation by the special legislative act, having sole legal use of the designation “landscape architect” for the members of the OALA. The Association would be responsible for the standards and conduct of its members.

In June 1983 the membership of the OALA, including the full, associate and affiliate members, had been approximately 300. By October 1985 there were almost 600 members (OALA office history file). The sudden increase in membership was caused by the “grandfather” provisions of the new legislation
which allowed a year for those who had been “substantially earning a living in landscape architecture”, but were not members of the OALA, to join without having to go through an apprenticeship period or taking a professional practice and ethics examination. January 1, 1989 marked the final time limit for the use of the term “landscape architect” by non-members.

Sources:

Blue, Frances, History of the Canadian Society of Landscape Architects, unpublished manuscript.

Frances Blue joined the CSLA & TP in 1938 and became a full member in 1939.

Carver, Humphrey, Compassionate Landscape, Toronto, University of Toronto Press.


Bill Pr37
(Chapter Pr12 Statutes of Ontario, 1984)

An Act respecting The Ontario Association of Landscape Architects

Mrs. Scrivener

1st Reading April 26th, 1984
2nd Reading May 25th, 1984
3rd Reading May 25th, 1984
Royal Assent May 29th, 1984

An Act respecting The Ontario Association of Landscape Architects
Chapter Pr12, Statutes of Ontario, 1984

Whereas The Ontario Association of Landscape Architects hereby represents
that it was incorporated under the laws of Ontario by letters patent dated the
20th day of December, 1968; that the Association is desirous of being continued
as the corporation for the purpose of carrying out the objects of the Association
and of the Government and discipline of its members; that the Association
considers it desirable to grant to full members of the Association the exclusive
right to use the designation "Landscape Architect"; and whereas the
Association hereby applies for special legislation for such purposes; and
whereas it is expedient to grant the application; Therefore, Her Majesty, by and
with the advice and consent of the Legislative Assembly of the Province of
Ontario, enacts as follows:

1. In this Act,
   [a] "Association" means The Ontario Association of Landscape
   Architects;
   [b] "by-law" means a by-law of the Association;
   [c] "Council" means the Council of the Association;
   [d] "full member" means a member of the Association who is shown in
   the register kept under subsection 9 [2] as being a full member of the
   Association;

Preamble
Interpretation
(e) "registrar" means the registrar of the Association;
(f) "student" means a student of the Association as provided for in this Act.

2. (1) The Ontario Association of Landscape Architects is hereby continued as a corporation without share capital and the persons registered as members of the Association on the day this Act comes into force and such other persons as hereafter become members of the Association constitute the corporation.
(2) The members of the Council and the officers of the Association in office immediately prior to the coming into force of this Act are hereby continued in office until their successors are appointed or elected in accordance with this Act and the by-laws.
(3) The letters patent of the Association are revoked, but the revocation of the letters patent does not affect the rights or obligations of the Association or any by-law, resolution or appointment of the Association except to the extent that the by-law, resolution or appointment is inconsistent with this Act.
(4) The Association shall be deemed to be a corporation incorporated by a special Act.

3. The objects of the Association are,
(a) to furnish means and facilities by which members of the Association and students may increase their knowledge, skill and efficiency in all things related to the business or profession of a landscape architect;
(b) to hold examinations and prescribe tests of competency deemed appropriate to qualify for admission to membership in the Association;
(c) to establish and maintain standards of knowledge and skill among its members;
(d) to maintain discipline among members of the Association and students; and
(e) to establish and maintain standards of professional ethics among members of the Association and students,
in order that the public interest may be served and protected.

4. For the purposes of carrying out its objects, the Association has the capacity and the powers of a natural person.

5. (1) The affairs of the Association shall be managed by the Council.
(2) The Council shall consist of not fewer than seven or more than twelve members of the Association, as the Council may from time to time determine, elected from the membership of the Association.
(3) The Association may by by-law provide for the appointment to the Council of up to three persons who are not members of the Association.
(4) The manner of electing the members of Council, the notification to the electors of the time and place of holding elections, the nomination of candidates, the presiding officers at elections, the taking and
counting of votes, the giving of a casting vote in the case of an equality of votes, the tenure of office of members of the Council and other necessary details shall be as set out in the by-laws.

(5) At any meeting of Council, a majority of the members of the Council constitutes a quorum.

(6) The Council shall elect,
(a) from among its members a president and a vice-president; and
(b) a secretary-treasurer or a secretary and a treasurer who need not be a member of the Council.

(7) In the case of death, resignation or incapacity of any member of Council, the office shall be declared vacant by the Council and the Council shall fill the vacancy in such manner as may be prescribed by the by-laws of the Association for the balance of the term and for the purpose of this subsection, absence from three consecutive meetings of the Council may be treated by the Council as incapacity.

(8) The Council shall appoint a registrar, who need not be a member of the Council, and the registrar shall perform the functions assigned to him or her by this Act and such other duties as may be assigned by the Council.

6. At any general or special meeting, members of the Association may be represented and vote by proxy, but,
(a) no proxy shall be exercised by a person who is not a member of the Association; and
(b) the proxy shall be exercised in accordance with the by-laws on voting and proxies.

7. (1) The Council may pass by-laws regarding such matters as are necessary to conduct the business and carry out the objects of the Association and, without restricting the generality of the foregoing, in addition to the matters specifically provided elsewhere in this Act, the Council may pass by-laws,
(a) prescribing the qualifications for and conditions of registration for students;
(b) prescribing a curriculum and courses of study to be pursued by students and the subjects upon which the students and candidates for admission as members of the Association shall be examined and for granting certificates to students and candidates who have successfully passed the examinations;
(c) regulating and governing the conduct of members of the Association in the practice of their business or profession, by prescribing a code of ethics, rules of professional conduct and standards of practice, and by providing for the suspension, expulsion or other penalty for professional misconduct, incapacity or incompetence;
(d) prescribing fees payable to the Association;
(e) governing the calling, holding and conducting of meetings of the Council and of the members of the Association;
(f) establishing and providing for the administration of a benevolent fund for the benefit of any member of the Association or the families of deceased members of the Association who may require financial assistance and, for that purpose, providing for the receipt of contributions or donations and for contributions from the funds of the Association;
(g) authorizing the making of grants for any purpose that may tend to advance landscape architecture knowledge and education, or improve standards of practice in landscape architecture, or support and encourage public information and interest in the past and present role of landscape architecture in society;
(h) prescribing the categories of membership in the Association of which one category shall be full membership and such other categories of membership as the Council considers appropriate and prescribing the qualifications for membership in the various categories of membership;
(i) prescribing the custody and use of the Association seal;
(j) prescribing the manner in which records and the making of reports are maintained and kept for and by the Association; and
(k) generally conducting the affairs of the Association.

(2) Every new by-law or change to an existing by-law is effective when it is passed by the Council but expires with the close of the next annual meeting of the members of the Association held after its passing, unless it is confirmed by the meeting.

(3) The by-laws of the Association shall be open to examination by the public at the head office of the Association during normal office hours.

8. The head office of the Association shall be in The Municipality of Metropolitan Toronto or at such other place in Ontario as is designated by the by-laws.

9. (1) The Association shall grant a membership in the Association to any individual who applies therefor in accordance with the by-laws, if the individual:
   [a] is of good character;
   [b] is not less than eighteen years of age;
   [c] has complied with the academic and experience requirements specified in the by-laws for the issuance of the membership in the category of membership for which application was made; and
   [d] has passed such examinations as the Council may set or approve in accordance with the by-laws.

   (2) The registrar shall keep a register in which shall be entered the name of all members of the Association in good standing and showing their category of membership and only those persons so registered are members entitled to the privileges of membership in the Association.

   (3) The register shall be open to examination by the public at the head office.
office of the Association during normal office hours.

(4) An individual who is qualified for membership in the Association who has been refused membership or a person who has been subject to a disciplinary sanction under the by-laws may appeal to the Divisional Court, in accordance with the rules of court, from the refusal to grant membership or from the sanction.

(5) Where a person appeals to the Divisional Court, the registrar shall forthwith file with the Court a record of the proceeding that resulted in failure or a refusal to grant membership or the decision of the committee imposing a sanction which, together with any transcript of evidence, if there is one, shall constitute the record in the appeal.

(6) An appeal under this section may be made on questions of law or fact, or both, and the Divisional Court may rescind any decision, may exercise all powers of any committee and may direct the Association to take any action that the Association is empowered to take as the Court considers proper and, for such purposes, the Court may substitute its opinion for that of any committee or of the Association or the Court may refer the matter back for rehearing in whole or in part, in accordance with such directions as the Court considers proper.

10. (1) Every full member of the Association may use the designation “Landscape Architect”

(2) Subject to the by-laws, a firm, partnership, corporation or association of persons may use the designation “Landscape Architect” or “Landscape Architects” as part of its name or after its name if the practice of landscape architecture by the firm, partnership or corporation is carried on by or under the direct personal supervision of a full member of the Association who is a full-time employee, member or director of the firm, partnership, corporation or association.

(3) Subject to subsection (2), any person in Ontario who, not being a full member of the Association, takes or uses the designation “Landscape Architect” or “Landscape Architects” is guilty of an offence.

(4) In every case where registration is an issue, the production of a copy of the register, certified under the hand of the registrar, is sufficient evidence of all persons who are members of the Association and of their category of membership in lieu of the production of the original register and any certificate upon such copy of the register purporting to be signed by a person in his or her capacity as registrar is proof, in the absence of evidence to the contrary, that such person is the registrar without any proof of the person’s signature or of the person being in fact the registrar.

(5) The absence of the name of any person from a copy of the register produced under subsection (4) is proof, in the absence of evidence to the contrary, that the person is not a member of the Association.

11. (1) Subject to subsection 10 (3), this Act does not affect or interfere with the right of any person who is not a member of the Association to offer or provide services similar to those offered or provided by a landscape architect in the Province of Ontario.
(2) Notwithstanding any other provision of this Act, any person in Ontario who, not being a full member of the Association, and who has been using the designation “Landscape Architect” or “Landscape Architects”, either alone or in conjunction with a corporate name or partnership name, may continue to do so until the 1st day of January, 1989.

(3) Every individual in Ontario who immediately before the coming into force of this Act was substantially earning a living in landscape architecture shall be accepted as a full member of the Association if within 365 days of the day this Act comes into force he or she applies to the Association to be registered as a full member and pays the annual membership fees for a full member.

(4) An application to which subsection (3) applies shall be accompanied by the statutory declaration of two persons each of whom must be a member of,

(a) the Association;
(b) the Ontario Association of Architects; or
(c) the Association of Professional Engineers of Ontario,
and the statutory declaration shall state that the person making the declaration knows the individual making the application and has reason to believe that he or she has substantially earned a living in landscape architecture.

(5) Subsection 9 (1) does not apply to an application under subsection (3).

12. Notwithstanding any provision of the by-laws or the code of ethics of the Association, no application for membership under this Act shall be refused on the basis that the applicant alone or through partnership or the ownership of shares has an interest in or is employed by a business engaged in the supply of nursery stock or the building of landscapes nor shall any member be required to divest himself or herself of any such business interest or terminate any such employment as a condition of continuing as a full member of the Association.

13. Any surplus derived from carrying on the affairs and business of the Association shall be devoted and applied solely in promoting and carrying out its objects and purposes and shall not be divided among its members.

14. This Act comes into force on the day it receives Royal Assent.

15. The short title of this Act is the Ontario Association of Landscape Architects Act, 1984.
GENERAL BY-LAWS

By-laws relating generally to the conduct of the affairs of the Ontario Association of Landscape Architects.

AMENDED January 11, 2016.

1. INTERPRETATION
   DEFINITIONS

In all By-laws, Regulations and resolutions of the Association:

a) “Accredited School” means a school of landscape architecture accredited by the Canadian Society of Landscape Architects;
c) “Affiliate Member” means a Member of the Association as defined in paragraph 6.3;
d) “Associate Member” means a Member of the Association as defined in paragraph 6.2;
e) “Association” means the Ontario Association of Landscape Architects;
f) “By-law” means a by-law of the Association;
g) “Corporations Act” means the Corporations Act, R.S.O. 1990, c.C.38;
h) “Council” means the council of the Association;
i) “Councillor” means a Member of Council;
j) “Emeritus Member” means a Member of the Association as defined in paragraph 6.5;
k) “Examining Board” means the Examining Board as described in paragraph 9.3;
l) “Executive Director” means such person as Council may appoint who may be but need not be a Member and who shall have such duties and responsibilities as may be prescribed in the By-laws and Regulations;
m) “Full Member” means a Member of the Association as defined in paragraph 6.1;
n) “Honorary Member” means a Member of the Association as defined in paragraph 6.4;
o) “Member” means a Full Member, Associate Member, Affiliate Member, Student Affiliate Member, Honorary Member or Emeritus Member;
p) “Registrar” means the registrar of the Association;
q) “Regulation” means a regulation of the Association;
r) “Resolution” means a resolution passed by Council;
s) “Student” means a student of the Association as provided for in the Act;
t) “Student Affiliate Member” means a Member of the Association as defined in paragraph 6.6;

1.2 ONTARIO ACTS

All terms defined in the Act and in the Corporations Act have the same meaning in the By-laws, Regulations and Resolutions.

1.3 NUMBER AND GENDER

The singular includes the plural and vice versa and the feminine, masculine, and neuter genders are interchangeable in the By-laws, Regulations and Resolutions.
1.4 HEADINGS

All marginal headings and paragraph headings shall exist for ease of reference only, and shall not be construed as having any other purpose or meaning.

1.5 RULES OF ORDER

Generally accepted parliamentary procedure shall be used at all general Membership meetings, Council meetings and committee meetings. The most current edition of Robert’s Rules of Order shall be the model for conduct, and the reference on questions of order.

2. GENERAL

2.1 HEAD OFFICE

The Head office of the Association shall be in the Municipality of Metropolitan Toronto, or in such other place in the Province of Ontario, as designated by the By-laws.

2.2 SEAL

The seal shall have the legal name of the Association inscribed upon it, and this shall be the corporate seal of the Association and may be used as directed by Council.

3. THE COUNCIL

3.1 COUNCIL

The affairs of the Association shall be conducted by a Council made up of not more than 12 Members who may exercise all such powers and do all such acts and things as may be exercised or done by the Association and are not expressly prohibited by statute or required to be done by the authority of the Members at an annual or general meeting of Members.

3.2 COMPOSITION

Council shall consist of:

a) seven (7) Full Members elected by secret ballot from and by the Full Members in accordance with the provisions of the Act and the By-laws;

b) up to three (3) Full Members who teach at an Accredited School or Schools, to be appointed by Council. In the absence of accreditation, Council may exercise its discretion. Each appointee will be from a different program;

c) one Student Affiliate Member elected by secret ballot by the Student Affiliate Members;

d) one Associate Member elected by secret ballot by the Associate Members;

e) the immediate past president who shall be an ex officio Councillor;

f) up to three (3) persons who are not Members and who may be appointed by Council.

3.3 QUALIFICATION

a) Councillors must be a minimum of 18 years of age.

b) Councillors who are Members must be Members in good standing.

c) No Councillor may hold any paid staff position within the Association.
3.4 ELECTION AND TERM OF OFFICE
   a) Councillors shall be elected at the annual general meeting.
   b) Councillors shall serve for two (2) years, or until their successors are elected or appointed.
   c) Councillors may be re-elected.
   d) No election or appointment of a Councillor is effective without that person’s written consent within ten (10) days of election or appointment.
   e) Election shall be by majority vote.

3.5 VOTING POWERS
   All Councillors may vote at Council meetings.

3.6 VACATION OF OFFICE
   The office of a Councillor shall be vacated at the end of the term of office, or during the term of office if the incumbent:
   a) does not within ten (10) days after his or her election or appointment as Councillor consent to act as such;
   b) resigns from office by written notice which shall be effective at the time it is received by the Association or at the time specified in the notice, whichever is later;
   c) ceases to be a Member in good standing;
   d) is absent without leave of the president, for three (3) consecutive Council meetings;
   e) is removed by a vote of not less than two thirds (2/3) of the votes cast at a special meeting of the Members called for that purpose;
   f) as a Councillor elected under paragraph 3.2 (a), ceases to be a Full Member;
   g) as a Councillor appointed under paragraph 3.2 (b), ceases employment at a School;
   h) as a Councillor elected under paragraph 3.2 (c), ceases to be a Student;
   i) as a Councillor elected under paragraph 3.2 (d), ceases to be an Associate Member;
   j) dies;
   k) is found to be a mentally incompetent person or becomes of unsound mind.

3.7 FILLING OF VACANCIES
   Notwithstanding item 3.4(e) wherever any vacancy occurs on the Council, the remaining councillors, so long as there is a quorum in office, may appoint a person for the unexpired portion of the term. If there is not a quorum of councillors, the councillor or councillors still in office shall call a general meeting of the voting members to fill the vacancies, except if there are no councillors, or the remaining councillors do not call a meeting, the meeting may be called by any voting member.

3.8 QUORUM
   A majority of the Council members shall constitute a quorum at any meeting of the Council.

3.9 REMUNERATION
   a) No Councillor shall be paid for acting as such.
   b) Councillors may be reimbursed for expenses in respect of the performance of their duties as Councillors.

3.10 INDEMNIFICATION OF COUNCILLORS
   Every Councillor of the Association and their heirs, executors, administrators, and other legal representatives shall from time to time and at all times be indemnified and saved harmless, out of the funds of the Association from and against:
a) any liability and all costs, charges, and expenses whatsoever that they incur or sustain in respect of any action, suit, or proceeding, against the person for, or in respect of any act, deed, matter, or thing made, done or permitted by the person in respect of the execution of the duties of the office held; and

b) all other costs, charges and expenses that the person sustains or incurs in, about, or in relation to the affairs of the Association except such costs, charges or expenses as are occasioned by the person’s own wilful neglect or default.

3.11 AUTHORITY OF COUNCIL

a. Council shall consider and report upon all business to be acted upon by the Association but shall have the authority to delegate administrative functions to an Executive Director and Executive Committee selected from among their number; shall establish rules for the regulation of its proceedings and those of its Executive Director and Executive Committee; shall be the custodian of all its property; shall authorize all contracts and expenditures; but shall not incur any liabilities exceeding the amounts of the unappropriated funds in the hands of the treasurer; shall have authority to create and abolish standing committees and to appoint to them, and to appoint and discharge special committees to further the work of the Association.

b. Council may appoint and engage such administrative and clerical assistance as may be necessary to handle the business of the Association and subject to the approval of the Full Members may recommend the engagement of an Executive Director and such staff as is required to execute the work assigned to them.

c. The Council may pass Regulations or amend existing By-laws for:
   i. the admission and registration of Full Members, Associate Members, Affiliate Members, Student Affiliate Members, Honorary Members and Emeritus Members;
   ii. prescribing a code of professional ethics and rules of professional conduct;
   iii. defining “professional misconduct”, “incapacity”, and “incompetence”;
   iv. the professional development program;
   v. keeping a register of Full Members, Associate Members, Affiliate Members, Student Affiliate Members, Honorary Members and Emeritus Members;
   vi. fixing the dates and places of meetings of the Association and the Council;
   vii. the government, discipline and expulsion of each category of Member;
   viii. the election of Council;
      ix. the election or appointment of officers, employees, committee members, heads of committees, agents and attorneys of the Association;
      x. the dismissal, with or without cause, of officers, employees, committee members, heads of committees, agents and attorneys of the Association by a two thirds (2/3) majority vote;
      xi. subject to paragraph 9.3, the fixing, levying and collecting of fees on each application for registration as a Full Member, Associate, Affiliate, student, and on fixing, levying and collecting of annual dues from each category of Membership;
      xii. the management of the property of the Association;
      xiii. the establishment of scholarships, bursaries and prizes;
      xiv. instituting and providing means for increasing the knowledge and skill of landscape architects, for advancing their status and well-being, and for maintaining a high standard of professional ethics among them;
      xv. the application of the funds not immediately required as aforesaid, in securities authorized by law for the investment of trust funds;
      xvi. the increase in number of Members;
      xvii. the practices and procedures of the Association;
      xviii. generally all such other purposes as may be deemed necessary or convenient for the management of the Association and the conduct of its business.

d) The ruling of Council on the interpretation of By-laws and Regulations is final and shall govern all Members.
4. MEETINGS OF COUNCILLORS

4.1 GENERAL

a. Council meetings shall be held at the head office of the Association, or such place within or outside Ontario as Council may determine from time to time.

b. Council may appoint a day or days in any month for regular meetings at an hour to be named, and of such regular meetings no notice need be sent. No formal notice is required if all Councillors are present, or if those absent have signified their consent to the meeting being held in their absence, or have waived notice.

c. Councillors may attend Council meetings via telephone conference call or other remote electronic communication.

d. Council meetings may be called by the president or the vice president, or the secretary on the direction of the president, the vice president, or any two Councillors.

e. Notice for Council meetings shall be delivered, telephoned, telegraphed or faxed, to each Councillor at least seven (7) days before the meeting, exclusive of the day on which the notice is made, but inclusive of the day of the meeting.

f. In the case of the Council meetings held immediately following the annual general meeting, no notice is necessary.

g. The accidental omission to give notice of any Council meeting to, or the non-receipt of any notice by, any person shall not invalidate any resolution passed or any proceeding taken at such meeting.

h. The declaration of the president, vice president, and/or secretary to the effect that notice has been given pursuant to this by-law shall be sufficient and conclusive evidence of the giving of notice.

4.2 VOTES

a. Councillors may consider or transact any business at any meeting of Council, and any question of business shall be decided by a majority of votes of all Councillors present. In case of an equality of votes, the chair in addition to his or her original vote shall have the deciding or second vote. All votes shall be by a show of hands unless any Councillor present requests a vote by secret ballot.

b. A declaration by the chair that a resolution has been carried and an entry to that effect in the minutes shall constitute prima facie proof of the fact, without proof of the number or proportion of votes for or against a resolution.

4.3 FORMAT OF COUNCIL MEETINGS

a. There shall be at least six (6) Council meetings every calendar year including the meeting held immediately after the annual general meeting.

b. Council meetings will be conducted as follows except that Council may, by resolution carried by a majority of votes cast, alter the order of business at any meeting:

i. call to order;

ii. adoption of agenda;

iii. adoption of minutes of previous meeting or meetings;

iv. business arising from previous meetings (old business);

v. correspondence to be considered;

vi. consideration and acceptance of officers’ and others’ reports;

vii. new business;

viii. setting of next meeting date;

ix. adjournment.

4.4 REMOVAL OF COUNCILLORS
The Members may, by resolution passed by a two thirds (2/3) majority of votes cast at a special general meeting of the Members duly called for that purpose, remove any Councillor before the expiry of his or her term. Such Councillor if a Member will have a vote when the question of his or her removal from office is decided.

4.5 DISCLOSURE - CONFLICTS OF INTEREST

Every Councillor of the Association who has, directly or indirectly, any interest in any contract or transaction to which the Association is or is to be a party, shall declare his or her interest in such contract or transaction at the earliest possible Council meeting as required by the Corporations Act, and shall at that time disclose the nature and extent of such interest including any contract or transaction involving the purchase or sale of assets by or to the Association, and the extent to which such information is within his or her control.

4.6 NOMINATIONS

a. Prior to each annual general meeting, Council shall appoint the past president or other person as chair of an ad hoc committee with power to add to be called the nomination committee. This committee shall determine the vacancies on Council in each year, and shall inform all Members of such, at least thirty (30) days prior to the annual general meeting, and shall invite the submission of nominations for the declared vacancies.

b. Submissions should be in writing and made not later than three (3) days before the annual general meeting. The nomination committee shall accept all nominations properly submitted, and where necessary shall ensure that consent to the nomination is given. The nomination committee shall present its report of nominations received to the Members at the annual general meeting.

c. The nomination committee chair shall assume the chair for the election of Councillors at the annual general meeting and shall have responsibility to carry out all matters necessary to properly conduct the elections.

5. OFFICERS

5.1 ELECTION OF OFFICERS

a. Council shall, at the first meeting of the new Council every year, elect a president and a vice president from among the Councillors, and shall elect a secretary/treasurer, or a secretary and a treasurer, and a Registrar who need not be Members of the Association.

b. Notwithstanding the foregoing, each incumbent officer shall continue in office until the earlier of:
   i. his or her resignation;
   ii. the appointment of his or her successor;
   iii. his or her ceasing to be a Councillor or Member if such is a necessary qualification of his appointment; and
   iv. the meeting at which Council annually appoint the officers of the Association.

c) Two or more of the aforesaid offices except the president may be held by the same person.

5.2 REMUNERATION AND REMOVAL OF OFFICERS

a) No officer who is a Councillor shall receive remuneration for acting as such, except that bona fide out of pocket expenses incurred while performing the duties of an officer shall be reimbursed upon receipt of a proper expense claim.

b) The remuneration of an officer who is not a Councillor shall be as Council determines or approves from time to time.

c) All officers are subject to removal by resolution of Council at any time, with or without cause.
5.3 **DUTIES OF THE PRESIDENT**

The president shall:

a) if present, preside at all meetings of the executive committee of the Association;
b) if present, act as chair of any meeting of Council and any general meeting of the Members;c) be the chief executive officer of the Association, and exercise general control and supervision of its affairs and see that all orders and resolutions of Council are carried out;d) with the secretary or other officer appointed for that purpose, sign all By-laws and membership certificates;e) sign all contracts, instruments and other documents which require the president’s signature and exercise such other powers and duties as may be assigned by Council from time to time;f) be an ex officio member of all committees and have the power to strike or disband committees as are deemed necessary from time to time.

5.4 **DUTIES OF THE VICE PRESIDENT**

The vice president shall:

a) exercise the powers, perform the duties, and assume the responsibilities of the president in the case of the president’s absence or disability, and if the vice president acts as such, the absence or disability of the president shall be presumed; b) sign all contracts, instruments and other documents that require the vice president’s signature and assume such powers or duties as may be assigned by Council from time to time.

5.5 **DUTIES OF THE SECRETARY**

The secretary shall:

a) attend all Council, executive committee, and Members meetings and enter or cause to be entered in the books kept for such purpose, minutes of the proceedings;b) give or cause to be given all notices as required to Councillors, the executive committee, Members and auditors;c) be the custodian of the corporate seal and of all books, papers, records, documents and other instruments belonging to the Association;d) sign all documents or instruments that require the secretary’s signature;e) maintain and up-date or cause to maintained and up-dated the Association register;f) assume such powers and duties as may be assigned by Council from time to time.

5.6 **DUTIES OF THE TREASURER**

The treasurer shall:

a) keep or cause to be kept proper accounting records as required by the Corporations Act;b) deposit or cause to be deposited all monies received by the Association to the corporate account;c) supervise the safekeeping of all securities;d) supervise the disbursement of the funds of the Association;e) provide, whenever required by Council, an account of all transactions as treasurer and of the Association;f) sign or countersign such instruments as require the treasurer’s signature;g) be required to give such bond as Council may require in its absolute discretion;h) perform all duties incident to the office of treasurer;i) assume such powers and duties as may be assigned by Council from time to time.

5.7 **DUTIES OF THE REGISTRAR**

The Registrar shall perform the functions assigned to him or her by the Act and such other duties as may be assigned by Council from time to time.
5.8 DUTIES OF THE PAST PRESIDENT
The immediate past president shall:

a) attend Council meetings as an ex officio Councillor;
b) hold the Council portfolio for and chair the honours, awards and protocol committee;
c) chair and be responsible for the nomination committee prior to the annual general meeting.

5.9 OTHER OFFICERS
a) Other officers may be elected or appointed by Council from time to time.
b) The duties, powers and terms of engagement of such other officers shall be prescribed by Council as necessary.

5.10 INDEMNIFICATION OF OFFICERS
Every officer of the Association and his or her heirs, executors, administrators, and other legal representatives shall from time to time and at all times be indemnified and saved harmless, out of the funds of the Association from and against:

a) any liability and all costs, charges, and expenses whatsoever that they incur or sustain in respect of any action, suit, or proceeding, against the person for, or in respect of any act, deed, matter, or thing made, done or permitted by the person in respect of the execution of the duties of the office held; and
b) all other costs, charges and expenses that the person sustains or incurs in, about, or in relation to the affairs of the Association except such costs, charges or expenses as are occasioned by the person’s own willful neglect or default.

5.11 DUTIES MAY BE DELEGATED
Except as otherwise provided, in the case of absence or inability to act of any officer or for any other reason that Council deems sufficient, Council may delegate all or any of the powers of any such officer to any other officer or Councillor for the time being.

6. MEMBERSHIP
The Members shall be those persons as may from time to time fulfill the requirements of and be admitted to any of the following six (6) classes of membership:

6.1 FULL MEMBER
a) Full Members shall:
   i) be of good character and not less than eighteen (18) years of age;
   ii) adhere to the ethical and philosophical standards of the Association;
   iii) have successfully completed a professional degree program in landscape architecture at an Accredited School, or in the absence of such accreditation, at a school recognized by the Association or have been exempted from this requirement by the Examining Board;
   iv) have at least two (2) years practical experience in an approved landscape architectural professional development program under the supervision of a Full Member, unless exempted by the Examining Board;
   v) have been endorsed by two (2) Full Members of the Association;
   vi) have passed certain section(s) of the prescribed examination as specified by Council or have been exempted therefrom pursuant to the regulations;
   vii) have been an associate in good standing for not less than one (1) year; and
viii) be in good standing.

b) A Full Member shall have the right to vote on all matters requiring a ballot of the entire Membership or the Full Members, and shall be eligible to hold office, to serve on committees, and to be a Councillor.

c) Each Full Member shall have a certificate of membership.

6.2 ASSOCIATE MEMBERS (LANDSCAPE ARCHITECTURAL INTERNS)

a) Associate Members shall:

i) be of good character and not less than least eighteen (18) years of age;

ii) adhere to the ethical and philosophical standards of the Association;

iii) have successfully completed a professional degree program in landscape architecture at an Accredited School, or in the absence of such accreditation, at a school accredited by the Association, or have been exempted from this requirement by the Examining Board;

iv) have been endorsed by one Full Member of the Association.

b) An Associate Member shall be eligible to hold office, to serve on committees, and to be the Associate Members’ representative Councillor;

c) An Associate Member may vote for the Associate Members’ representative Councillor.

d) The Associate Members’ representative Councillor may vote as a regular Councillor.

e) An Associate Member shall be designated as an “associate” and/or as a “landscape architectural intern” which designations shall not be abbreviated or changed in any way. The “associate” designation shall not be used on any letterhead, card, or sign, nor shall it be used, except with the official consent of the Council, in any other place or manner, lest its use be interpreted to imply the associate is a full Member rather than an intern of the Association.

f) Associate Member status is granted to an individual for a period of internship, not as a permanent category of Membership.

6.3 AFFILIATE MEMBERS

a) Affiliate Member status may be granted where the applicant is interested in the profession of landscape architecture and wishes to support the Association.

b) Affiliate Members are not permitted to use the designation “landscape architect”, nor are they eligible to vote, hold office, or serve on Council. Affiliate Members are eligible to serve on committees.

c) An application for Affiliate membership must be endorsed by one Full Member.

d) The “Affiliate Member” designation shall not be used on any letterhead, card, or sign, nor shall it be used, except with the official consent of Council, in any other place or manner, lest its use be interpreted to imply the Affiliate Member is a Full Member of the Association.

6.4 HONORARY MEMBERS

a) Honorary Members are persons other than landscape architects who have performed notable service in advancing the course of landscape architecture in the Province of Ontario.

b) Honorary Members shall have the privilege of attending and participating in Members meetings, but shall have no vote, and shall not be eligible to hold office, be elected to Council or to use the designation “landscape architect”. Honorary Members shall be eligible to serve on committees.

c) Honorary Members shall be appointed by Council.

d) The “Honorary Member” designation shall not be used on any letterhead, card, or sign, nor shall it be used, except with the official consent of Council, in any other place or manner, lest its use be interpreted to imply the Honorary Member is a Full Member of the Association.

6.5 EMERITUS MEMBERS

a) Emeritus Members are Full Members who have made a major contribution to the profession of landscape architecture but have ceased full-time practice.
b) Emeritus Members may be nominated by any Full Member.
c) Emeritus Members shall be elected by a majority vote of Council, and shall, at the next annual general meeting, be awarded such certificates and honours as Council deems appropriate. Emeritus Members shall be entitled to all the privileges of Full membership, but shall not pay membership dues.

6.6 STUDENT AFFILIATE MEMBERS

a) Student Affiliate Members shall be enrolled in an Accredited School.
b) Student Affiliate Members shall have the privilege of attending Members meetings, and of participating in them, but shall have no vote, except in the election of their representative to Council.
c) Student Affiliate Members shall be eligible to serve on committees.
d) The Student Affiliate Members’ representative Councillor may vote as a regular Councillor.

6.7 APPLICATION FOR FULL MEMBERSHIP

a) Application for membership shall be made in writing on the forms provided, to the Examining Board.
b) The Examining Board shall satisfy itself, by appropriate investigation and examination, as to the character, education, experience, methods of practice and current professional qualifications of the candidate, and forthwith to make a decision either to recommend acceptance of the applicant as a Member, or to recommend rejection of the application.
c) The recommendation made by the Examining Board shall be communicated in writing to Council and recommendations for rejection shall be accompanied by written reasons.
d) Council shall at its next monthly meeting or within thirty (30) days of receipt of the application with recommendations, vote to either accept or reject the applicant.
e) The secretary shall notify the applicant of his or her election or rejection by registered mail within thirty (30) days of Council’s decision, and shall include mention of the Examining Board’s reasons for rejection.

6.8 CERTIFICATE OF MEMBERSHIP

The secretary shall issue to each new Full Member a certificate of membership signed by the president or vice president and the secretary, and bearing the seal of the Association.

6.9 DISPLAY OF CERTIFICATE

Each Full Member shall keep his or her certificate of membership prominently displayed in his or her place of business.

6.10 CERTIFICATE PROPERTY OF ASSOCIATION

Every certificate of membership is the property of the Association and shall be returned forthwith to the Association when the referenced membership expires or is terminated.

6.11 REGISTRAR

The Registrar shall enter in the register provided by Council the names of all Members admitted to the Association.

6.12 MEMBERSHIP NOT TRANSFERABLE

Membership is not transferable and terminates with the death of the Member.

6.13 TERMINATION

Membership can be terminated by:
a) resignation in writing to the secretary;
b) a resolution of Council;
c) default in payment of membership fees and dues.

6.14 PARTNERSHIPS AND CORPORATIONS
A partnership or corporation, as such, shall not be a Member of the Association.

7. MEETINGS OF MEMBERS

7.1 ANNUAL GENERAL MEETING
a) An annual general meeting shall be held within six (6) months of the end of the fiscal year for the Association at any place within the Province of Ontario, and at any date and time, as selected by Council. The meeting shall be held for the purpose of receiving the reports and statements required by the Corporations Act to be laid before the annual meeting, electing Councillors, appointing auditors, and any such other business as is to be properly brought before the membership.
b) All reports shall be in writing and shall be filed with the secretary.

7.2 AGENDA OF THE ANNUAL GENERAL MEETING
a) Annual general meetings will be conducted as follows except that Council may, by resolution carried by a majority of votes cast, alter the order of business at any meeting:
   i. call to order;
   ii. determination of quorum;
   iii. appointment of a recording secretary and vote scrutineer;
   iv. adoption of agenda;
   v. adoption of minutes of last annual general meeting;
   vi. report on financial statements by the treasurer, and/or the auditor, and acceptance of the financial statements, and appointment of an auditor for the next term;
   vii. reports of the president, executive committee, staff and other committees;
   viii. confirmation of By-laws and Regulations passed by Council;
   ix. setting of next meeting date;
   x. motions to the annual general meeting regarding By-laws and other matters;
   xi. election of Council;
   xii. new business;
   xiii. concluding remarks;
   xiv. adjournment.

b) Such order of business may be changed by a majority vote of the membership at the time of the meeting.
c) All motions shall be duly seconded and submitted in writing to the secretary.

7.3 SPECIAL GENERAL MEETINGS
Other meetings of the Members may be convened by order of the president, or the vice president, or on direction by resolution of Council, or by written request to the secretary by one third (1/3) of all Members. The time and place of such meeting shall be as directed by the convener. The notice for any special general meeting shall state the nature of business to be considered and only the stated purpose of the meeting shall be dealt with at the special meeting.

7.4 NOTICE OF GENERAL MEETINGS
Notice of any general meeting shall be given not less than fourteen (14) days prior to the date of the meeting. The secretary is charged with giving such notices. Notice shall be deemed to have been properly given if mailed,
prepaid, to each Member at the last known address as shown in the records of the Association, or, if delivered personally.

7.5 ACCIDENTAL OMISSION

The accidental omission to give notice or the non-receipt of any notice by an intended recipient or any inadvertent error not affecting the substance of the notice shall not invalidate any meeting or make void any act or proceedings taken thereat.

7.6 QUORUM

At any annual general or special meeting if ten (10%) percent of the Members are present in person or represented by proxy there shall be a quorum.

7.7 ABSENCE OF A QUORUM

If a quorum is not present within thirty (30) minutes of the time for which the meeting was called, the meeting, if called by the Members, shall be dissolved. The presiding officer shall adjourn for not more than fifteen (15) days, and the then convened meeting shall be binding on the Association providing there are at least five (5) Full Members present in person or represented by proxy. Notice of any adjourned and reconvened meeting is not necessary.

7.8 PERSONS ENTITLED TO BE PRESENT

All Members are entitled to be present at any general meeting, although any Councillor, auditor or other person not entitled to vote, who is entitled or required to be present under provision of the Corporations Act, or any By-law or other Regulation, may attend. Any other person shall be admitted only on the authorization of the chair of the meeting, or the majority consent of the Members present.

7.9 RIGHT TO VOTE

  a) Each Full Member and Emeritus Member present who is confirmed in good standing by the registrar based on the current register for such Members shall be entitled to one vote except that the person may exercise a proxy vote.
  b) The right to vote is restricted to Full Members and Emeritus Members except in the case of the election of Student Affiliate Member and Associate Member representatives to Council.

7.10 PROXY

A Member, entitled to vote at a general meeting, may appoint a person who need not be a Member as his or her nominee to attend and act for him at the meeting to the extent, and with whatever power the appointing instrument states. Such instrument appointing a proxy shall be in writing and the appointment shall be valid only for the specific meeting named. Subject to the requirements of the Corporations Act, such proxy shall be in the form prescribed by the chair from time to time or in such other form as is deemed sufficient by the chair of the meeting, and shall be deposited with the recording secretary of the meeting before a vote is taken.

7.11 SCRUTINEERS

At each general meeting one or more scrutineers shall be appointed by the Members present or the chair with the consent of the meeting. Scrutineers need not be Members and shall perform such duties pertaining to the act of voting as directed by the chair.
7.12 VOTES TO GOVERN

a) Unless otherwise provided in the Corporations Act or the By-laws, all questions shall be decided by a simple majority vote. In the case of an equality of votes, the chair shall have a second, or deciding vote.

b) All questions shall be decided by show of hands unless a poll is demanded by a Member before a vote is taken.

c) If a poll is taken, or if a vote is carried by a show of hands on any question, a declaration by the chair that a resolution has carried or not carried, and an entry to that effect in the minutes of the Association shall constitute prima facie proof of the fact without proof of the number or proportion of votes either way.

7.13 WAIVING OF NOTICE

Notwithstanding any other provisions contained in the By-laws, no notice of any general meeting is necessary when all Members entitled to vote are present in person and consent to the transaction of business, or when all Members entitled to vote who are not present waive, in writing, the requirement of notice of the meeting and/or the purpose for which it is called.

7.14 ADJOURNMENT

Except where specifically provided otherwise in the By-laws, the chair may with the consent of the Members present at any general meeting and subject to such conditions as may be decided at the meeting, adjourn the meeting from time to time to a fixed time and place and no notice of such adjournment need be given to the members. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling that meeting.

8. CUSTODY AND USE OF ASSOCIATION SEAL

8.1 GENERAL

a) A Full Member who has passed all sections of the prescribed examination shall have custody and use of an approved Association seal, the impression of which shall contain the name of the Full Member and the words “Member” and “Ontario Association of Landscape Architects”.

b) A Full Member having custody and use of the Association seal shall use such Association seal to stamp professional documents and plans prepared by such Full Member or prepared under his or her control and supervision or under his or her signature, unless such Full Member be employed in government where the affixing of an Association seal is prohibited or when professional documents and plans are prepared under the control and supervision of another Full Member.

c) A member who has become a Full Member pursuant to Paragraph 6.1 a) vi) of the By-laws but has not yet completed all sections of the prescribed examination or been exempted therefrom pursuant to the regulations shall not be entitled to have or use an Association seal.

8.2 ASSOCIATION SEAL PROPERTY OF ASSOCIATION

Every Association seal is the property of the Association and shall be returned forthwith to the Association when the Full Member ceases to be a Full Member or when the Full Member’s membership expires or is terminated.
8.3 REGISTRAR

The Registrar shall keep a record of all Full Members and the Registrar shall keep a record of all Full Members who have met the prescribed requirements for custody and use of the Association seal.

9. COMMITTEES

9.1 GENERAL

a) Council shall establish annually or as required from time to time, an executive committee and such other committees as required, but the functions of such other committees shall be advisory only.
b) All committees shall report and be responsible to Council.
c) All committees shall keep detailed records of any proceedings at committee meetings or elsewhere, and all action shall be reported to Council in writing at every meeting of Council or at any other time or in any other manner required by Council from time to time.
d) Unless otherwise specified by Council, each committee, except the executive committee, shall have the power to fix its own quorum and to regulate its proceedings.

9.2 EXECUTIVE COMMITTEE

a) The executive committee shall consist of a minimum of five Councillors elected or appointed by Council, including the president, past president, vice president, treasurer and secretary or secretary/treasurer.
b) The president shall be the executive committee chair.
c) Three members of the executive committee present in person or by telephone conference call or other remote electronic communication, constitutes a quorum.
d) The executive committee shall serve as Council’s administrative committee, shall supervise the administration of the Association, shall actively pursue the Association’s objectives and use its best efforts to ensure implementation of the strategic plan, subject to such directions and constraints as may from time to time be given or imposed by Council.
e) Annually, the committee shall undertake a review of the OALA Executive Director position and submit the results of this review with recommendations based on its findings to Council for ratification.
f) Decisions of the executive committee are subject to ratification by Council at its next following regularly scheduled meeting.

9.3 EXAMINING BOARD

a) There shall be an Examining Board composed of a minimum of five Full Members appointed by Council.
b) The chair of the Examining Board shall be appointed from among the Councillors or from among the Full Members, in which case a Councillor shall be given the portfolio of the Examining Board.
c) The structure and operation of the Examining Board shall be in accordance with the guidelines established therefor by Council from time to time.
d) The Examining Board shall receive and act on all applications for the various categories of membership as directed by Council.
e) No member of the Examining Board or Councillor, who is also an endorser of a candidate, shall participate in the Examining Board’s official action on that candidate.
f) The Examining Board shall establish and maintain minimum standards for the qualification of candidates for the categories of Full Member and Associate Member, subject to the approval of Council, and shall perform such other duties regarding membership as may be assigned by Council.
g) Review of applications for Full Member and Associate Member shall be held at least once every six months.

h) The procedures and criteria for application review shall be prescribed by the Examining Board from time to time, subject to approval by Council.

i) The Examining Board shall examine or cause to be examined all degrees, diplomas, certificates and other credentials presented for the purpose of obtaining admission to the Association’s membership.

j) The Examining Board may require a candidate to submit to an examination before the Examining Board, or before such members of the Examining Board as are deputed by the Examining Board to conduct an examination.

k) The members of the Examining Board who have conducted the examination shall file with the secretary a certificate stating the result of that examination within thirty [30] days after the examination.

9.4 PROFESSIONAL PRACTICE AND ETHICS REVIEW COMMITTEE

a) There shall be a Professional Practice and Ethics Review Committee composed of at least three [3] Full Members appointed by Council.

b) The chair of the Professional Practice and Ethics Review Committee shall be appointed from among the Councillors.

c) The Professional Practice and Ethics Review Committee shall:
   i. receive, review and investigate as it sees fit complaints against Members forwarded to it by the Executive Director or his or her designate;
   ii. perform the duties assigned to it by Council;
   iii. follow the procedure set out for it by Council;
   iv. at all times attempt to settle complaints informally and in a timely manner.

9.5 DISCIPLINE COMMITTEE

a) There shall be a Discipline Committee composed of at least five [5] Full Members, who are not members of the Professional Practice and Ethics Review Committee, appointed by Council.

b) The chair of the Discipline Committee shall be appointed from among the Councillors.

c) The Discipline Committee shall:
   i. receive and review all recommendations forwarded to it by the Professional Practice and Ethics Review Committee;
   ii. direct whatever disciplinary action be taken against a Member with respect to a complaint that it sees fit;
   iii. perform the duties assigned to it by Council;
   iv. follow the procedure set out for it by Council;
   v. at all times attempt to settle complaints informally and in a timely manner.

d) The chair of the Discipline Committee or his or her designate from the Discipline Committee shall conduct reviews of decisions made by the Executive Director and the Professional Practice and Ethics Review Committee about which the complainant is dissatisfied and has requested such review.

9.6 HONOURS, AWARDS AND PROTOCOL COMMITTEE

a) There shall be an Honours, Awards and Protocol Committee composed of at least three Councillors, including the immediate past president, appointed by Council.

b) The immediate past president shall act as chair and be responsible for convening the committee prior to the annual general meeting.

c) The committee shall recommend to Council appropriate candidates to receive the various honours and awards bestowed by the Association.

9.7 CHAPTERS

Council may approve the creation of chapters to serve supplementary local or regional needs of Members in particular geographic areas of the province not directly provided by the Association. Chapters shall not be independently incorporated and shall report and be responsible to Council. Chapters shall keep detailed records
of any proceedings at chapters meetings or elsewhere and follow the guidelines established by Council from time
to time for their structure and operation.

10. FINANCES

10.1 FINANCING

The activities of the Association shall be financed by:

a) Membership fees and dues established from time to time by Council;
b) proceeds from activities carried on by the Association;
c) fundraising activities;
d) donations, grants or bequests;
e) any other lawful means.

10.2 FISCAL YEAR

The fiscal year shall be from January 1 to December 31 of each year.

10.3 DUES AND FEES

a) Council shall determine and fix from time to time by majority resolution any dues or fees payable by
all Members subject to the approval by the annual general meeting, and shall also determine the
manner in which they may be paid, and the payments, terms, or dates required.
b) Members shall have sixty (60) days from the date of notification of dues owing to pay those dues. At
the expiration of that 60 day period a Member will be considered suspended from membership for a
period of up to sixty (60) days or until membership dues are received (whichever occurs first).
Members are in default if membership dues are not received prior to the end of this suspension
period. Members in default cease to be Members and must return their certificate and stamp, but
any such Members may on payment of all unpaid dues and fees, and fulfilling any other reinstatement
requirements to the satisfaction of the Examining Board, be reinstated upon approval by the Council.

10.4 CHEQUES, ETC.

a) All cheques, bills of exchange or other orders for the payment of money, notes or other evidences of
indebtedness issued in the name of the Association, shall be signed by such officer or officers or
agent and in such manner as determined by a resolution of Council.
b) Approval for all expenditures shall be determined by the executive committee as directed by Council.
c) Approval for operating expenditures may be granted by the executive committee as directed by
Council, to a staff person.

10.5 SECURITIES AND MONIES

a) The securities and monies of the Association shall be deposited for safekeeping with one or more
financial institution to be selected by Council.
b) Any and all monies so deposited may be withdrawn from time to time upon the written order of the
Association as determined by a resolution of Council.
c) Such authority may be granted to an officer, agent or staff person, and may be general in nature for
normal day to day operating expenditures and confirmed to specific instances for other than day to
day expenditures. The institutions so selected shall be fully protected in acting in accordance with
the directions of Council and shall in no event be liable for the due application of the securities and
monies so withdrawn from deposit, or the proceeds thereof. Such securities and monies shall be
registered in the name of the Association.

10.6 INSURANCE
The Association may maintain such insurance as Council may determine from time to time to be needed or desirable.

11. **GENERAL OPERATING PROCEDURES**

11.1 **NOTICE**

Whatever notice is requested to be given under the provisions of the By-laws, such notice may be given personally, by telephone, telegraph, fax, or by mailing the notice at a post office or public letter box, in a prepaid, sealed wrapper addressed to the person at the address that appears in the register or in the records of the Association. Any notice or other document so sent by post shall be held to be sent at the time post-marked by Canada Post.

11.2 **SIGNATURE TO NOTICES**

The signature of any Councillor, officer or other person to any notice to be given by the Association may be written, stamped, typewritten, or printed.

11.3 **PROOF OF SERVICE**

A certification by the secretary or any other duly authorized officer of the Association as to the facts in relation to the delivery or mailing of any notice or document to any person shall be prima facie evidence thereof, and shall be binding on every Member.

11.4 **EXECUTION OF DOCUMENTS**

Contracts, documents or any other instruments requiring the signature of the Association must be signed by the president, or the vice president, and the secretary or treasurer, and the items so signed shall be binding on the Association without any further authorization or formality. Council shall have the power to appoint any person or persons to act on behalf of the Association to sign specific contracts, documents, and instruments.

11.5 **NON-DISCRIMINATION POLICY**

OALA upholds equal opportunity and non-discrimination policies by which discrimination on the grounds of race, creed, colour, national origin, political or religious affiliation, sex, sexual orientation, age (other than the minimum age specified in the Act), martial status, family relationship and disability is prohibited by or within the Association.

11.6 **BY-LAW REPEAL OR AMENDMENT**

The By-laws may be repealed or amended by a majority of the Councillors at a meeting of Council and sanctioned by an affirmative vote of a majority of the Full Members present in person or by proxy at the next following annual or special general meeting.
CODE OF ETHICS AND PROFESSIONAL PRACTICE


1. INTERPRETATION

1.1 For the purposes of this document:

“OALA” means the Ontario Association of Landscape Architects.
“CODE” means the code of ethics and professional practice of the OALA. “MEMBER” means a full member of OALA or associates.
“ASSOCIATE”, when used specifically, refers only to associates of OALA.
“FULL MEMBER”, when used specifically, refers only to full members of OALA.

1.2 Words importing the singular number only, include more than one person, party, or thing of the same kind.

1.3 A word interpreted in the singular number has a corresponding meaning when used in the plural.

2. PREAMBLE

2.1 Members of the OALA are expected and encouraged to observe the code in the spirit as well as the letter. The code expresses in general terms the most important standards of ethical and professional conduct by which members of the OALA are expected to abide. Such a document is no guarantee of ethical and professional conduct and is not meant to diminish or replace the right and the duty of members to take personal responsibility for their actions.

The code has not been designed to cover explicitly, and in minute detail, all possible situations in which questions of ethics or professional practice may arise, either now or in the future. The varied and ever-changing circumstances of the practice of landscape architecture preclude such a possibility. Rather the aim has been to articulate a number of basic, ethical and professional standards upon which there is widespread agreement.

These standards will no doubt cover almost all cases, and their interpretation and application in such cases will ordinarily be beyond dispute. It is possible, however, that unanticipated or anomalous cases may arise. It is important to note that in such cases conduct may reasonably be judged unethical or unprofessional, and subject to disciplinary action, even though it does not explicitly violate one of the rules or principles set out below.

The code makes no claim to absolute completeness, and the OALA will not accept, as an excuse for conduct which is clearly unprofessional or unethical, that no explicit provision of the code was breached. The success of the code in helping to sustain a high level of ethical and professional conduct among members of OALA ultimately depends on the individual members themselves who must approach it in the spirit in which it is intended. In summary, the code must be approached as a guide to ethical and professional conduct, not a definitive, detailed statement of the limits of ethical and professional responsibility.
2.2 The section entitled Ethical Principles is meant to articulate general standards and ideals of ethical conduct underlying the practice of landscape architecture. These ethical principles are conceived as timeless, universal and immune to changes in specific business and professional practices as may occur over time. They are based on the assumption that landscape architects have ethical responsibilities towards themselves, their clients, society, and their profession -- in short to whomever might be significantly affected by the member’s practice of landscape architecture.

These principles are also based on a particular conception of landscape architecture, hereinafter called the "stewardship principle". According to this principle, landscape architecture is the application of the art and science of organizing elements on the earth’s surface for human use and enjoyment, combined with a commitment to the protection, preservation and enhancement of the earth’s environmental resources. In all aspects of their practice, members should be guided by the stewardship principle which defines their unique and important role as both servants of society and guardians of the land.

2.3 The section entitled Rules of Professional Practice is meant to articulate specific rules of practice which are subject to change over time and which may differ from other rules of practice recognized by other associations of landscape architects. Despite this, the rules are meant to express the OALA’s current expectation of how its members should conduct themselves within specific areas of professional practice. It is important, within these areas, that there should exist common understanding and expectation among OALA members, and those with whom they are associated, about how the practice of landscape architecture is to be conducted. It is essential, therefore, that the rules of professional practice be observed both within their spirit as well as their letter. It is also important to stress that the rules are not meant to be exhaustive of members’ responsibilities.

Actions which violate the code’s ethical principles, the spirit of the stewardship principle, or some other ethical or moral responsibility not explicitly mentioned in the code, constitute a breach of ethics even when no specific rule of professional practice has been infringed. Interpretation and application of the rules of professional practice are to be guided at all times by the stewardship principle and the code’s ethical principles.

3. ETHICAL PRINCIPLES

3.1 Members shall always respond morally and ethically to all personal, social, political, economic, environmental and technological influences to which they may be subject in the practice of landscape architecture.

3.2 In all aspects of the practice of landscape architecture, members shall act fairly, honestly and in a manner they would be prepared to defend publicly.

3.3 Members shall make every reasonable effort not to be professionally associated in any way with any other member or person whose professional practice involves unethical behaviour or professional misconduct.

3.4 Within the limits placed upon them by their responsibilities to the general public, their clients and the profession, members shall exert every effort towards the protection, preservation and enhancement of the earth’s environmental resources.

3.5 Members shall always endeavour to provide the highest possible level of professional services to clients and employers consistent with their other ethical and professional responsibilities.

3.6 Members must never place their own commercial interests, or the commercial interests of their client or employer, above the health, welfare and safety of the public or the integrity of the profession.
3.7 Members shall not undertake to provide professional services for which the member is not qualified, and shall make full disclosure to a client or employer whether they have been granted custody and use of the Association seal.

3.8 Members shall not give, lend or promise anything of value to any person for the purpose of unduly influencing that individual’s judgement or actions with respect to some matter related to the member’s practice of landscape architecture.

3.9 Members shall not knowingly contravene, or counsel another to contravene, any law, regulation, by-law, relevant code of ethics or code of professional conduct.

3.10 Members shall not reveal the confidences entrusted to them in the course of their practice of landscape architecture unless it becomes necessary in order to protect the welfare of society or the profession.

RULES OF PROFESSIONAL PRACTICE

4. CLIENTS

4.1 Upon selection to provide required services, the member shall have reached agreement with the client or employer as to the nature and extent of such services and the compensation which will be forthcoming.

4.2 A member shall provide landscape architectural services for remuneration that is fully disclosed to the client, and which is both fair and reasonable.

4.3 A member's remuneration should normally take the form of fees or salaries, and reimbursement of legitimate expenses. In any case in which remuneration takes another form, the member must take reasonable steps to ensure that the client is aware of any possibilities for conflict of interest.

4.4 A member has an obligation to render services in an efficient and cost-effective manner, so as serve and protect the client’s or employer’s interest while maintaining acceptable standards of safety and quality.

4.5 A member shall not withdraw services except for good cause and upon reasonable notice to the employer or client.

4.6 Any member, upon coming into contact with information concerning a breach of law or ethics on a project with which the member is associated, shall advise the employer or client, in writing, that such a breach exists. If steps are not taken to deal with the breach, the member must withdraw from involvement in the project.

4.7 A member shall not disclose, without consent or except as may be required by law, information concerning a client’s or employer’s business affairs, technical methods or processes.

5. OALA MEMBERSHIP AND OTHER PROFESSIONALS

5.1 A member shall give full recognition and acknowledgement of the assistance or contribution of any other landscape architect or related professional with whom the member is or has been associated on a project.

5.2 A member shall not claim or copy the work of another landscape architect or related professional.
5.3 A member shall not either knowingly or recklessly make a false or malicious statement that may injure the professional reputation of another member or other person.

5.4 A member shall not solicit or offer to undertake or contract for landscape architectural services knowing or having reason to believe that another member or entity ["an Entity"] described in subsection 10(2) of the Ontario Association of Landscape Architects Act, 1984 has been engaged to provide services, on the same project, for the same or substantially the same purpose, by the same client. Nothing in the foregoing shall be so construed as to prevent a member or an entity under such member’s direct personal supervision from: i) giving advice on any aspect of the practice of landscape architecture where an independent opinion is sought on the work of another member, or an entity under the direct personal supervision of another member, where such other member or entity has been previously advised by the client in writing that such opinion is being sought; or, ii) contracting for services and undertaking the work after the client has given written notice of or confirmation of the termination of engagement to the other member or entity under the direct supervision of another member; iii) and, in either event, the member, or entity under such member’s direct personal supervision, has given written notice by registered mail, to the other member or entity, that such member or entity has been engaged to give independent advice or to provide the same or substantially the same services, for the same purpose, by the same client, on the same project, as the case may be.

5.5 Any member who knows or has reason to believe that another member is engaged in misconduct which seriously threatens the welfare of others, or the integrity of the profession, is required to report the misconduct to the OALA and to cooperate fully with the OALA in resolving the matters at issue.

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6. EDUCATION

6.1 Members have a continuing responsibility to improve their professional knowledge and skill and to keep abreast of new developments within the field of landscape architecture and related activities.

6.2 Members are responsible, at minimum for meeting the continuing education requirements of the OALA Mandatory Continuing Education (MCE) Program.

6.3 Members have a social and professional responsibility to take reasonable steps to facilitate educational research and the development and dissemination of important information relating to the sound practice of landscape architecture and related activities.

6.4 Members have a social and professional responsibility to provide constructive, professional criticism when necessary to ensure the continued quality of landscape architectural practice and sound environmental planning.

6.5 Full members shall carry out, with care and sensitivity, all responsibilities and duties they have with respect to the professional growth and education of associates. Among these responsibilities is the duty to help improve the associate’s qualifications, skills, knowledge and professional self-confidence.

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7. USE OF SEAL

7.1 A full member shall use only the seal issued to the full member by OALA.

7.2 Full members who have custody and use of the Association’s seal shall affix an imprint of their seal to professional documents such as plans, drawings, details, reports and contract documents, related to their practice of landscape architecture prepared by them or under their control and supervision, or under their signature, unless they are employed in government where the affixing of a seal is prohibited, or when documents and plans are prepared under the control and supervision of another full member. This includes, but is not
limited to the following: applications for a building permit; submissions for regulatory approval; presentations to the public; situations in which the item is to be used for the construction of a landscape architectural item. 7.2 does not apply in the case of an approved, open competition in which anonymity is a requirement.

7.3 A full member shall in no instance affix an imprint of the full member’s seal to any work which was not prepared in its entirety by the full member, or prepared under the direct, personal supervision of the full member.

8. ADVERTISING

8.1 A member of the OALA, except a full member, may not knowingly allow himself/herself to be called, referred to, or advertised or represented as a “landscape architect” (or one of its derivatives).

8.2 Members’ advertisements shall be neither false nor in any way misleading to other professionals or the general public.

9. CONFLICT OF INTEREST

9.1 A conflict of interest exists where a member has a private or personal interest sufficient to appear to influence the objective exercise of his/her duties. An apparent conflict of interest is one where a reasonable third-party would think that the professional’s judgement is likely to be compromised. Conflicts of interest involve the abuse, actual or potential, of the trust people have in professionals. Members should disclose at the first opportunity a conflict of interest, or a potential conflict of interest to clients, employers or the Association. Members must ensure discretion and confidentiality with regard to all professional relationships.

9.2 A conflict of interest occurs when a person has a duty to promote one interest but chooses to promote a competing interest instead. A conflict of interest exists whenever an Association member chooses to promote an interest in competition with the Association. In essence, a conflict of interest is a breach of the member’s duty to act always in the best interests of the Association.

9.3 Members shall make full disclosure to a client or employer of any financial or other personal interest which may in any way create or appear to create a conflict of interest for the member.

9.4 Council members shall make full disclosure to the OALA of any financial or other personal interest which may in any way create or appear to create a conflict of interest for the council member.

9.5 Members shall not disclose, without the consent of the OALA, confidential information to which the member has gained access as a member of OALA Council or an OALA committee, or as an official representative of the OALA.

9.6 No member shall disclose confidential information received from a client or employer, except as authorized by law or with the consent of the client or employer.

9.7 Members shall not permit any person, other than those who are appropriately entitled thereto, to inspect or have access to information, papers or documents which are confidential.
MEMBERSHIP CATEGORIES

The by-laws of the Ontario Association of Landscape Architects provide for six categories of OALA membership and affiliation:

- Full members
- Associates (Landscape Architectural Intern)
- Affiliates
- Emeritus members
- Student affiliates
- Honorary members

Below is a general description of each category.

**Full Members**

In Ontario only full members of the Association have the lawful right to use the designation “landscape architect” as provided for in clause 10.(1) of the OALA Act. Persons who are not full members of the Ontario Association of Landscape Architects and use the title “landscape architect” are subject to prosecution. Full members of the Association have the right to vote on all matters of business requiring a ballot of the full membership. They are also eligible to serve on all committees and to hold elected positions on the Council of the Association.

Under most circumstances, any person wishing to become a full member of the Association must spend a specific number of years, which varies depending upon academic qualification and experience, as an associate (landscape architectural intern).

**Associates (Landscape Architectural Intern)**

With the exception of persons who are accredited full members of an equivalent professional association of landscape architects, any person aspiring to full membership in the Association must first complete a minimum period of time as an associate. Associates are eligible to serve on committees and to hold office as the associates’ representative on Council. Associates are not permitted to vote except in the election of the associate representative on Council, nor are they entitled to use the designation “landscape architect”. Only those persons who are interested in gaining full membership in the Association should apply for membership in this category. Those who do not aspire to full membership, but are interested in the profession of landscape architecture, should apply for membership under the affiliate category. Associate status is granted to an individual for a period of internship, not as a permanent category of membership.

**Affiliates**

Affiliate status in the Association is intended for persons who are interested in the profession of landscape architecture and have contributed to its study, appreciation, or practice. Affiliates of the Association are not permitted to use the designation “landscape architect”, nor are they eligible to hold office or serve on Council. Affiliates are eligible to serve on committees.
Emeritus Members
A full member who has made a major contribution to the profession of landscape architecture but has ceased full time practice may be elected by Council to emeritus membership. An emeritus member is entitled to all privileges of full membership.

Student Affiliates
Student affiliates are students in an OALA accredited or approved program in landscape architecture in Ontario who request affiliation with the Association. They may attend and participate in meetings and serve on committees, but are not allowed to vote except in the election of the student representative on Council. They may not use the designation “landscape architect” in any form.

Honorary Members
Honorary members are persons other than landscape architects who have performed notable service in advancing the cause of landscape architecture in Ontario. They may participate in meetings of the Association and serve on committees, but may not vote, hold office, or use the designation “landscape architect”. Honorary members may be nominated by any full member, and are appointed by Council.
MEMBERSHIP CANDIDATE OPTIONS

The Ontario Association of Landscape Architects (OALA) is a self-regulatory body created by legislation in the Province of Ontario to oversee the profession and to provide certification to landscape architects practicing in the province.

The legislation mandates the Association to establish and maintain standards of minimum competency in the knowledge skills and abilities of its full members. Eligibility of full membership applicants is based on an assessment of relevant membership, or education and, experience.

There are various options through which an individual may be eligible to apply for full membership in the Association. Applications are processed by the Examining Board or Panel of Examiners whose findings and recommendations are forwarded to the governing Council for approval. Following approval by the governing Council, findings and recommendations of the Examining Board or Panel of Examiners will be released to the applicant.

An applicant who has been denied eligibility for admission may re-apply to the Examining Board or Panel of Examiners on the basis of new information in support of the application.

An applicant who has been denied eligibility for admission by the Examining Board or Panel of Examiners may appeal a decision to the Governing Council.

Each option has specific eligibility criteria and subsequent admission requirements. To apply under any one of the options the applicant must first meet the eligibility requirements outlined and then satisfy the specific admission requirements prescribed for that option. All applicants may be required to appear before the Examining Board or Panel of Examiners for clarification purposes.

ELIGIBILITY OPTIONS

Option 1: Candidates with a Bachelor or Master degree in landscape architecture
Option 2: Candidates with full membership in an equivalent provincially regulated Canadian jurisdiction. In 2017, this group is comprised of BCSLA candidates who do not meet requirements of Option 4.
Option 3: Candidates with other qualifications such as:
   B. Extensive relevant professional experience
   C. Other education
Option 4: Candidates with equivalent membership in an equivalent organization who are CLARB certified
Option 1: Bachelor or Master Degree in Landscape Architecture

Persons who possess a bachelor or master of landscape architecture degree from an institution recognized by OALA are eligible to apply for associate status immediately upon graduation.

Candidates will:
   a) Submit a completed application form with the required documentation and fees as outlined on the application form;
   b) Have the endorsement of one OALA full member;
   c) Have current employment in the field.

Candidates who meet these eligibility requirements will be accepted by the Association as associates. They will be assigned a minimum two (2) year period in the OALA’s professional development program (PDP).

Associates are eligible to apply for full membership with Certificate upon:
   a) Completion of the professional development program;
   b) Completion of the independent study course on Ontario legislation and professional practice; and
   c) Passing a minimum of three sections of the Landscape Architect Registration Examination (LARE).

For admission to full membership with certificate, candidates will:
   a) Submit a completed application with the required documentation and fees as outlined on the application form;
   b) Have the endorsement of two OALA full members.

Associates are eligible to apply for full membership with certificate and seal upon:
   a) Completion of the professional development program;
   b) Completion of the independent study course on Ontario legislation and professional practice; and
   c) Passing all sections of the LARE.

For admission to full membership with certificate and seal, candidates will:
   a) Submit a completed application with the required documentation and fees as outlined on the application form;
   b) Have the endorsement of two OALA full members.

Candidates who meet these admission requirements will be accepted as Full Members in the Association.
Option 2: Full Membership in an Equivalent Provincially Regulated Canadian Jurisdiction

Persons who are certified Full Members (or equivalent) in an equivalent provincially regulated Canadian jurisdiction are eligible to apply for full membership. These jurisdictions are:
- Member components of the Canadian Society of Landscape Architects (CSLA)

For admission to full membership candidates will:
a) Submit a completed online application with the required documentation and fees as outlined on the application form.
b) Provide a letter of good standing from the home jurisdiction where they are a Full Member.
c) Complete the Independent Study Course on Ontario legislation and professional practice.
d) Complete the OALA Body of Knowledge profile, Appendix A;
e) Read and endorse the OALA Code of Ethics and OALA Bylaws; and
f) Sign an affidavit agreeing to not practice outside their level of competence; and
g) Sign an affidavit that they will abide by the rules and regulations of the Ontario Association of Landscape Architects.

Candidates who meet these admission requirements will be accepted as full members of the Association and be issued a certificate of membership. If the applicant possesses an association seal issued by the home jurisdiction, they will qualify for a seal from the OALA.

Option 3: Candidates with other qualifications

A. Three year diploma in landscape architectural technology from Ryerson Polytechnic University (1972 – 2000);
   OR Bachelor of Architectural Science – Landscape Architecture Option from Ryerson Polytechnic University (2000 – 2003)

Persons possessing a three-year diploma in landscape architectural technology from Ryerson Polytechnic University or Bachelor of Architectural Science – Landscape Architecture Option from Ryerson Polytechnic University are eligible to apply for associate status immediately upon graduation. Candidates will:

   a) Submit a completed application with the required documentation and fees as outlined on the application form;
b) Have the endorsement of one OALA full member;
c) Have current employment in the field.

Candidates who meet these eligibility requirements will be accepted by the Association as associates. They will be assigned a minimum (4) four year period in OALA’s professional development program (PDP).
Associates are eligible to apply for full membership with certificate upon:
   a) Completion of the professional development program;
   b) Completion of the independent study course on Ontario legislation and professional practice; and
   c) Passing a minimum of three sections of the Landscape Architect Registration Examination (LARE).

For admission to full membership with certificate candidates will:
   a) Submit a completed application with the required documentation and fees as outlined on the application form
   b) Have the endorsement of two OALA full members.

Associates are eligible to apply for full membership with certificate and seal upon:
   a) Completion of the professional development program;
   b) Completion of the independent study course on Ontario legislation and professional practice; and
   c) Passing all sections of the LARE.

For admission to full membership with certificate and seal, candidates will:
   a) Submit a completed application with the required documentation and fees as outlined on the application form
   b) Have the endorsement of two OALA full members.

Candidates who meet these admission requirements will be accepted as Full Members of the Association.

**B. Extensive relevant professional experience - separate application 3b**

Persons who have a minimum of twelve (12) years of progressively responsible landscape architecture experience in a professional environment, who possess either a bachelor or master of landscape architecture degree from an institution recognized by OALA, or a three-year diploma in landscape architectural technology from Ryerson Polytechnic University, are considered to be senior practitioners, and are eligible to apply for full membership.

For admission to full membership, candidates will:
   a) Submit a completed application (3b) with the required documentation and fees as outlined on the application form;
   b) Have the endorsement of two OALA full members;
   c) Complete the independent study course on Ontario legislation and professional practice;
   d) Pass OALA’s senior practitioner examination.

Candidates who meet these admission requirements will be accepted as full members in the Association.
C. Other education

Persons who possess other related degrees, diplomas, and who have a minimum of four (4) years of relevant professional landscape architectural experience, are eligible to apply for **associate status**.

Candidates will:

a) Submit a completed application with the required documentation and fees as outlined on the application form;

b) Have the endorsement of one OALA full member;

c) Have current employment in the field;

Candidates who meet these eligibility requirements will be accepted by the Association as associates. They will be assessed individually to determine the length of their professional development program (PDP) with the minimum length of the PDP being four (4) years, and the maximum, seven (7) years. **No reduction in the assigned PDP will be permitted.**

Associates are eligible to apply for full membership with Certificate upon:

a) Completion of the professional development program;

b) Completion of the independent study course on Ontario legislation and professional practice; and

c) Passing a minimum of three sections of the Landscape Architect Registration Examination (LARE).

For admission to full membership with certificate, candidates will:

a) Submit a completed application with the required documentation and fees as outlined on the application form;

b) Have the endorsement of two OALA full members.

Associates are eligible to apply for full membership with certificate and seal upon:

a) Completion of the professional development program;

b) Completion of the independent study course on Ontario legislation and professional practice; and

c) Passing all sections of the LARE.

For admission to full membership with Seal and Certificate, candidates will:

a) Submit a completed application with the required documentation and fees as outlined on the application form;

b) Have the endorsement of two OALA full members.

Candidates who meet these admission requirements will be accepted as full members in the Association.
Option 4: Candidates with equivalent membership in an equivalent organization who are CLARB certified

Persons who are certified full members (or equivalent) in an organization equivalent to the OALA and recognized by the OALA are eligible to apply for full membership. These organizations are:
   − Member boards of the Council of Landscape Architectural Registration Boards [CLARB]

For admission to full membership candidates will:
   a) Submit a completed application with the required documentation and fees as outlined on the application form;
   b) Provide written verification from the relevant professional body that they are a full member or equivalent in good standing;
   c) Provide documentation from CLARB or their professional member board that they have passed a minimum of three sections of the LARE;
   d) Have the endorsement of two OALA members OR provide CLARB certification and the endorsement of one full member from their member Board;
   e) Complete the independent study course on Ontario legislation and professional practice:

Candidates who meet these admission requirements will be accepted as full members of the Association and be issued a certificate of membership. If the applicant possesses an association seal issued by the home jurisdiction, they will qualify for a seal from the OALA.
Membership Application Package
For Full Membership Options 1, 3a, 3c and 4
Application Procedures

1. Applicants should carefully read all material provided with this application.

2. Please determine your correct category of membership and complete the relevant portion of the application. Incomplete applications will delay processing and membership.

3. Provide your endorsers and professional advisor with the correct forms for their confidential recommendation. It is the endorsers’ responsibility to forward their endorsements to the chair of the Examining Board.

4. Submit your completed application form, required documentation, professional advisor’s signed consent form and non-refundable application fee to:

   Ontario Association of Landscape Architects
   3 Church Street, Suite 506
   Toronto, ON M5E 1M2
   Attention: Examining Board Chair
   Or by email to: registrar@oala.ca

5. The Examining Board will act on applications for membership at their first regular meeting following receipt of the complete application. Incomplete applications will not be considered. Candidates who are accepted for membership will be notified in writing by the Association upon approval of the Examining Board’s recommendations by Council.

6. Applicants who are required to attend an interview will be notified by the Association as to date, time, place, and requirements.

7. Required Documentation (if not already on file at the OALA):
   - Academic record transcript (original or certified copy)
   - Academic degree, certificate or diploma (copy)
APPLICATION FOR FULL MEMBERSHIP

A. MEMBERSHIP CANDIDACY OPTION

Check all relevant items for the candidacy option under which you are applying:

Candidacy Option:  #1   #3 a   #3 c   #4 ____

OPTION #1: BACHELOR OR MASTER DEGREE IN LANDSCAPE ARCHITECTURE

- Bachelor of Landscape Architecture degree
- completed assigned PDP
- passed a minimum of three sections of the LARE
- completed the independent study course in Ontario on Ontario legislation and professional practice

OR

- Master of Landscape Architecture degree
- completed assigned PDP
- passed a minimum of three sections of the LARE
- completed the independent study course in Ontario on Ontario legislation and professional practice

OPTION #3: CANDIDATES WITH OTHER QUALIFICATIONS

<table>
<thead>
<tr>
<th>a)</th>
<th>Three Year Diploma in Landscape Architectural Technology from Ryerson Polytechnic University (1972 – 2000) OR Bachelor of Architectural Science – Landscape Architecture Option from Ryerson Polytechnic University (2000 – 2003)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- completed assigned PDP</td>
</tr>
<tr>
<td></td>
<td>- passed a minimum of three sections of the LARE</td>
</tr>
<tr>
<td></td>
<td>- completed the independent study course in Ontario on Ontario legislation and professional practice</td>
</tr>
</tbody>
</table>

b) Extensive relevant professional experience

- *use application 3b Senior Oral Exam*

c) Other education

OPTION #4: CANDIDATES WITH OTHER QUALIFICATIONS

Candidates with equivalent membership in an equivalent organization who are CLARB certified
B. APPLICANT INFORMATION

Name: ________________________________
Residence Address: ________________________________
City: _____________ Province/State: _____________ Postal Code: _____________
Residence Telephone: ________________________________
Name of Employer /Business: ________________________________
Address: ________________________________
City: _____________ Province/State: _____________ Postal Code: _____________
Business Telephone: __________________ Fax: __________________ Email: __________________
E-mail to use for communication: __________________
For written communication use:
Home Address: [ ] Work Address: [ ]

Name of the professional organizations you currently belong to:

1. ________________________________ 3. ________________________________
2. ________________________________ 4. ________________________________

C. EDUCATION

<table>
<thead>
<tr>
<th>Institution</th>
<th>Degree/Diploma</th>
<th>Date Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D. EXPERIENCE (for applicants under Option # 2)

List all employment after graduation starting with the most recent; use additional pages if required

<table>
<thead>
<tr>
<th>Dates</th>
<th>Employer of Supervising LA</th>
<th>Nature of work</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**E. EQUIVALENT MEMBERSHIP**

1. Professional certification or licensing bodies of which you are or have been a member:

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Membership dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
</tbody>
</table>

2. Do you have a Council Record with CLARB? Yes    No

**F. EXPERIENCE RECORD (for applicants under Option #1 & Options #3a)**

1. Length of assigned professional development period (PDP) _________ years

2. Starting date of professional development period: ______________________

3. Date of first experience progress report: from: ___________ to: ___________

4. Date of last experience progress report: from: ___________ to: ___________

**G. CURRENT STATUS WITH OALA**

I am currently an Associate of OALA: Yes _________ No _________

Were you granted a reduction in your assigned PDP?

If yes, what was the reduced assigned period? ______________________

**H. ENDORSERS**

Names of endorsers:  

1. __________________________________________

2. __________________________________________

*Note: endorsers may not work in the same office.*
APPLICATION AND REGISTRATION FEES

Please use the following information to calculate the required application and registration fees. These fees are non-refundable.

1. Application fees (to be enclosed)
   a) Full Member $90.
   b) Associate Member $35.
   c) Affiliate Member $20.

2. Registration fee for Professional Development Program (to be enclosed)
   **Note:** Applicants for Full membership who have completed the PDP process DO NOT Need to include this payment. $35.

TOTAL amount due with application:

3. Examination Fees

   The Landscape Architect Registration Examination (LARE) is priced by section and varies according to US exchange rates and OALA’s purchasing costs. Associate Members will receive registration and cost information prior to each June and December administration of the LARE.

MEMBERSHIP DUES

Invoices for annual membership dues will be forwarded after approval of an application by Council and are payable within 60 days of date of invoice. Membership dues for the calendar year during which the application is approved will be prorated based on the date of notification of approval.

<table>
<thead>
<tr>
<th>Membership Type</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Member</td>
<td>$450.</td>
<td>$512.</td>
</tr>
<tr>
<td>Full Member on Leave of Absence</td>
<td>$120.</td>
<td>$142.</td>
</tr>
<tr>
<td>Associate Member</td>
<td>$132.</td>
<td>$165.</td>
</tr>
<tr>
<td>Affiliate Member</td>
<td>$120.</td>
<td>$165.</td>
</tr>
</tbody>
</table>
APPLICATION FOR MEMBERSHIP

ENDORSEMENTS

To be eligible to endorse an applicant, a person must be full member of the OALA. The endorser must have personal knowledge of the applicant and their recent work experience. If possible, applicants for full membership should have an endorsement from their employer. Where more than one endorser is required, they must not be from the same office or institution.

Applicants should refer to the section on membership options for information regarding the number of endorsements required. Two forms have been included for applicants applying for full member or special option status.

I endorse and sponsor _________________________________________________________
(name of applicant)
as a candidate for __________________________________________________________ membership
(category of membership)

and certify that I have personal knowledge of the professional ability and character, methods of practice, and experience of the applicant. The candidate has satisfied the requirements for membership in this category, and to the best of my personal knowledge, the applicant observes and upholds the Association’s code of professional ethics.

_____________________________________
Endorser’s signature
_____________________________________
Name printed
_____________________________________
Date
APPLICATION FOR MEMBERSHIP

ENDORSEMENTS

To be eligible to endorse an applicant, a person must be full member of the OALA. The endorser must have personal knowledge of the applicant and their recent work experience. If possible, applicants for full membership should have an endorsement from their employer. Where more than one endorser is required, they must not be from the same office or institution.

Applicants should refer to the section on membership options for information regarding the number of endorsements required. Two forms have been included for applicants applying for full member or special option status.

I endorse and sponsor ________________________________________________

[(name of applicant)]

as a candidate for ________________________________________________membership

[cATEGORY OF MEMBERSHIP]

and certify that I have personal knowledge of the professional ability and character, methods of practice, and experience of the applicant. The candidate has satisfied the requirements for membership in this category, and to the best of my personal knowledge, the applicant observes and upholds the Association’s code of professional ethics.

_____________________________________

Endorser’s signature

_____________________________________

Name printed

_____________________________________

Date
APPLICATION FOR OALA MEMBERSHIP CERTIFICATE

I hereby apply for enrollment as a full member of the Ontario Association of Landscape Architects and for a certificate of membership describing me as follows:

______________________________________________________________________________
(Please print your name as you wish it to appear on the certificate)

My home address is (please print):
______________________________________________________________________________
______________________________________________________________________________

My business address and employer are:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Telephone: ________________________________
E-mail: ________________________________

I wish correspondence to be addressed to: □ My home address
                                          □ My business address

I undertake to forthwith provide you with any change in either my home or business address.

I acknowledge that the certificate of membership, will remain the Association’s property and I agree to return it forthwith upon demand and without demand should my membership be terminated or suspended.

I undertake to employ the certificate only in accordance with the rules and regulations of the Association and for no improper purpose.

SIGNATURE OF APPLICANT: ________________________________

DATE: ________________________________

Please return this form along with your payment of dues and other applicable fees.
APPLICATION FOR OALA MEMBERSHIP CERTIFICATE
AND PROFESSIONAL SEAL

I hereby apply for a new certificate of membership in the OALA and professional seal describing me as follows:

______________________________________________________________________________
(Please print your name as you wish it to appear on the certificate)

______________________________________________________________________________
(Please print your name as you wish it to appear on the seal)

My home address is (please print):
________________________________________________
________________________________________________
________________________________________________

My business address and employer are:
________________________________________________
________________________________________________
________________________________________________

Telephone:
________________________________________________

E-mail:
________________________________________________

I wish correspondence to be addressed to:    □ My home address
                                            □ My business address

I undertake to forthwith provide you with any change in either my home or business address.

I acknowledge that the certificate of membership and professional seal will remain the Association’s property and I
agree to return them forthwith upon demand and without demand should my membership be terminated or
suspended.

My previously issued certificate is enclosed herewith.

I undertake to employ the certificate and seal only in accordance with the rules and regulations of the Association
and for no improper purpose.

SIGNATURE OF APPLICANT: ___________________________________________________

DATE: ___________________________

Please return this form along with your current certificate where applicable.
INDEPENDENT COURSE OF STUDY

ON

ONTARIO LEGISLATION AND PROFESSIONAL PRACTICE

I hereby certify that I have completed the requirements for the Independent Course of Study on Ontario Legislation & Profession Practice.

____________________________________
Associate’s signature

I hereby certify that I have met with ____________________________________________
on ____________ occasions during the Professional Development Program and that this associate has completed the independent course of study on professional practice and legislation in Ontario.

____________________________________
Professional Advisor’s Signature

____________________________________
Date

NOTE: Option 4 applicants do not require the Professional Advisor’s signature.
Please complete with Application: Consent to communicate

Canada’s new anti-spam legislation (“CASL”) came into effect July 2014 and regulates the distribution of commercial electronic messages (“CEM”). The new legislation requires that we obtain your EXPRESS CONSENT to enable us to send you CEM relating to OALA’s news, programs, and events via e-mail. With your application, kindly include this signed page to ensure the OALA can continue to update you by email.

The Association currently sends out communication pieces to our database of members, suppliers, sponsors and partners. The pieces can include, but are not limited to, the following:

- Membership standing
- OALA E-newsletter
- Invitations to events and opportunities
- Meetings
- Issues of relevance to members
- Thank you emails
- Sponsorship requests

Name: __________________________ Date: __________________________

☐ I consent to receiving all messages from OALA and acknowledge that I can withdraw my consent at any time by writing to registrar@oala.ca.

☐ I withdraw to receiving any e-mail communication from the OALA.

Thank you.

Ontario Association of Landscape Architects
3 Church Street, Suite 506
Toronto, Ontario M5E 1M2

Contact email: registrar@oala.ca
Application Package
For Full Membership
Option 2
Application Procedures

1. Applicants should carefully read all material provided with this application.

2. Please complete the application and submit with required documentation and fees.

3. Submit your completed application form, required documentation, professional advisor’s signed consent form and non-refundable application fee to:

   Ontario Association of Landscape Architects  
   3 Church Street, Suite 506  
   Toronto, ON M5E 1M2  
   Attention: Registrar  
   Email: registrar@oala.ca

4. The Examining Board will act on applications for membership at their first regular meeting following receipt of the complete application. Incomplete applications will not be considered. Candidates who are accepted for membership will be notified in writing by the Association upon approval of the Examining Board’s recommendations by Council.
Online Full Membership * Application for Candidates from an Equivalent Provincially Regulated Canadian Jurisdiction - Option 2

Approved by Council, December 12, 2011] pages 1-16

A) GENERAL

The Online Full Membership Application of the Ontario Association of Landscape Architects facilitates membership of full members who have been practicing landscape architecture from an equivalent provincially regulated Canadian jurisdiction.

Such full members may be employed in general practice on their own, with another landscape architecture practice, or in a multi-disciplinary firm, or they may be an educator, an administrator, or a researcher. Any and all facets of landscape architecture endeavor will be considered.

The Online Full Membership Application is the process for entrance of candidates applying under OALA’s Membership Candidacy Option 2, who are “Candidates with equivalent membership in an equivalent provincially regulated Canadian jurisdiction.”

The Online Full Membership Application will be available on the OALA website, and reviewed by a Panel of Examiners appointed by the OALA governing Council.

If the candidate currently has possession of a membership seal through his or her home jurisdiction, the Panel of Examiners will recommend acceptance for full membership with custody and use of the Association seal.

Candidates will be asked to sign an affidavit agreeing that they will not practice outside their level of competence, and they will abide by the rules and regulations of the Ontario Association of Landscape Architects.

* In British Columbia - Registered Landscape Architect.

B) REQUIREMENTS

The requirements for eligibility for the Online Full Membership Application for Candidates from an Equivalent Provincially Regulated Canadian Jurisdiction - Option 2 are:

1. Submit a completed on-line application with the required documentation and fees as outlined on the application form.
2. Provide a letter of good standing from the home jurisdiction where they are a full member;
3. Complete the Independent Study Course on Ontario legislation and professional practice;
4. Complete the OALA Body of Knowledge profile, Appendix A;
5. Read and endorse the OALA Code of Ethics and OALA Bylaws; and
6. Sign an affidavit agreeing to not practice outside their level of competence; and
7. Sign an affidavit agreeing to abide by the rules and regulations of the Ontario Association of Landscape Architects.
C) CONCLUSION

Upon completion of the Online Application and delivery of all the documents required, the Panel of Examiners will review the Application and make a recommendation to OALA Council. Where the Panel of Examiners is recommending the candidate be granted full membership, the Panel of Examiners will recommend to OALA Council, acceptance for full membership with custody and use of the Association seal if the candidate currently has possession of a membership seal through his or her home jurisdiction. If the candidate does not have a seal through his or her home jurisdiction, he or she will be given full membership without custody and use of the Association seal.

The applicant will be notified of the OALA Council’s decision in writing.

D) FEES

The application and processing fee shall be $1,500, and the Panel of Examiners shall determine if the application is complete and that credentials are recognized by the OALA.
### Appendix A: OALA Body of Knowledge Profile

To be completed by Full Membership Applicant from another Regulated Canadian Jurisdiction.

#### Body of Knowledge Profile Checklist:

<table>
<thead>
<tr>
<th>Legal and administrative Issues</th>
<th>High</th>
<th>Medium</th>
<th>Low</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic construction law</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction contracts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional liability issues</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethical standards</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Analysis</th>
<th>High</th>
<th>Medium</th>
<th>Low</th>
</tr>
</thead>
<tbody>
<tr>
<td>Behavioral factors relating to design</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychological and sensory implications of landscape design</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Natural site conditions and ecosystems</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resource preservation</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Flood plain management principles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Topography</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Hydrology</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Soils</td>
<td></td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Design Issues</th>
<th>High</th>
<th>Medium</th>
<th>Low</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic design principles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aesthetic principles of landscape design</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regional, urban and community planning principles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Influences of internal and external views on land use and development</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Functional relationships among program elements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elements of vehicular and pedestrian circulation systems</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Code requirements and design principles for universal accessibility</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>How previous, existing, or potential uses surrounding a site affect land use and development</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Micro and macro climate conditions and systems</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principles of sustainability</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Characteristics of plant materials (size, shape, texture, colour, etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plant materials, including hardiness, moisture requirements, soil requirements etc</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix A, page 2  Body of Knowledge Profile Checklist:

<table>
<thead>
<tr>
<th>Construction Methods and Processes</th>
<th>High</th>
<th>Medium</th>
<th>Low</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction methods and techniques</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Methods of installation of construction materials</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principles of grading and drainage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Factors influencing selection of plant materials</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Documentation and Administration</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presentation techniques</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Common graphic symbols</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Components of specifications for a project</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specification types</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Details</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Typical constructions details (e.g. materials fasteners, finishes, assemblies)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site construction materials, including availability, costs, basic characteristics and applications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Playground equipment and their design requirements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decks, walls and overhead structures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Structural considerations below grade (e.g. soil bearing, footing foundations systems)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Structural considerations above grade (e.g. walls, handrails, spans, decking)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pavement design and materials</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Structural considerations for small structures</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I certify that the above information is correct.

Name of Applicant: ____________________________

Applicant’s Signature: ____________________________
Full Membership Application for Candidates from another Regulated Canadian Jurisdiction - Option 2

A. APPLICANT INFORMATION

Name: ____________________________________________________________

Residence Address: _______________________________________________

City: ____________________ Province/State: ___________ Postal Code: ______

Residence Telephone: ____________________________________________

Name of Employer /Business: _______________________________________

Address: _________________________________________________________

City: ____________________ Province/State: ___________ Postal Code: ______

Business Telephone: _________________ E-mail: _______________________

Email to use for Communication: ________________________________

Address to use for communication: Home [ ] Business [ ]

Name of the professional organizations you currently belong to:

1. ____________________________ 3. ____________________________
2. ____________________________ 4. ____________________________

B. EXAMINATION or OTHER PROFESSIONAL QUALIFICATIONS

List any professional registration, certification, previously or currently, or examinations successfully passed

1. ____________________________
2. ____________________________

C. FEES

Application fee attached: $1,500 [ ] (yes)
INDEPENDENT COURSE OF STUDY ON ONTARIO LEGISLATION AND PROFESSIONAL PRACTICE:

READING LIST
June, 2017

PRIMARY REFERENCE LIST - “A”
All references in List A should be reviewed to complete the OALA Independent Study. These items are considered primary sources. They are strongly recommended as essential reading. Exam candidates should develop a thorough and fundamental understanding of their purpose, when, where and how they apply, and the role and responsibility of the landscape architect in each.

Note: When applying for Full membership in the OALA, applicants may be requested to discuss items on the Primary Reference List with the Examining Board or to present a written summary to confirm an understanding of the main tenets of the information.

Hyperlinks are noted where the information is available online.
Please note that OALA Associate members are responsible for sourcing the most up to date information.

Please contact the Registrar at the OALA to provide any updates to links or with any questions on the list.
Email: registrar@oala.ca

   Link to page on OALA.ca website: http://oala.ca/profession/the-oala-act/

   Link to page on OALA.ca website: http://oala.ca/oala-handbook/


   CA2ON YX74 P61 (University of Guelph Library)

   http://www.mah.gov.on.ca/Page1485.aspx
   http://www.mah.gov.on.ca/AssetFactory.aspx?did=10463

      http://www.mah.gov.on.ca/Page338.aspx
      http://www.mah.gov.on.ca/Page338.aspx
   http://www.mah.gov.on.ca/Page338.aspx

   http://www.mah.gov.on.ca/Page338.aspx

e. Citizen’s Guide to the Land Use Planning System in Ontario. 5. Land Severances, (latest version)
   http://www.mah.gov.on.ca/Page338.aspx

   http://www.mah.gov.on.ca/Page338.aspx

   http://www.mah.gov.on.ca/Page338.aspx

   http://www.mah.gov.on.ca/Page338.aspx

   http://www.mah.gov.on.ca/Page338.aspx

   http://www.mah.gov.on.ca/Page338.aspx


8. Ontario Association of Landscape Architects, Guides to Engaging a Landscape Architect.
      http://oala.ca/engaging-a-landscape-architect/
   b. Part 2: OALA Fee Guide for Landscape Architectural Services
      http://oala.ca/engaging-a-landscape-architect/

   https://raic.org/raic/contract-documents


    Building Code Act, 1992 (amended most years – use latest version)
    http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_92b23_e.htm

12. Government of Ontario, Laws and Statutes:
    a) Conservation Authorities Act, 1996. (latest version)
       http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90c27_e.htm
b) Environmental Assessment Act and Regulations, 1997. (latest version)
http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90e18_e.htm

c) Aggregate Resource Act and Regulations, 1990. (latest version)
http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90a08_e.htm

d) Provincial Parks Act, 2006. (latest version)
http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_06p12_e.htm

http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_92b23_e.htm

http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90c30_e.htm

g) Wilderness Areas Act and Regulations, 1990. (latest version)
http://www.elaws.gov.on.ca/html/statutes/english/elaws_statutes_90w08_e.htm

13. Ontario Architects Association, Insurance Guides:
      http://www.oaa.on.ca/images/docs/1304351580_1.2.1.pdf
      http://www.oaa.on.ca/images/docs/1304356013_2.3.9.pdf

14. Council of Landscape Architectural Registration Boards (CLARB), Recommended Reading list for LAREs (latest version):
http://www.clarb.org/take-the-exam/prepare-for-the-exam/recommended-reading

NOTE: The OALA library holds copies of all available CLARB recommended readings. Please visit the OALA library or contact the coordinator to check on availability (coordinator@oala.ca)
INDEPENDENT COURSE OF STUDY ON ONTARIO LEGISLATION AND PROFESSIONAL PRACTICE:
READING LIST

SECONDARY REFERENCE LIST - “B”
These items are secondary references. They are recommended to candidates who wish to further develop and expand their knowledge and understanding of Reference List ‘A’ topics. At a minimum, candidates should be aware of the general purpose and usefulness of each item on this list.

   http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_97d27_e.htm

2. Government of Canada, Fisheries and Oceans Canada. Projects Near Water, [latest version]  

   http://www.ontariossga.com/publications.htm

4. Ontario Provincial Standards for Roads and Public Works (OPS), Ontario Provincial Standards,  
   http://www.ops.on.ca/  
   CA20N DT 0561 (University of Guelph Library)

5. Ontario Ministry of Transportation, Drainage Management Information for highways  

6. Ontario Ministry of Transportation, R.A.Q.S., Qualification Forms, Guides & Procedures  

7. Various Sources: Soil Classifications and Information:  
   a. Ontario Ministry of Agriculture, Food and Rural Affairs, Soils Ontario:  
      http://www.omafra.gov.on.ca/english/landuse/gis/soils_ont.htm
      Available at University of Toronto Libraries

   Prentice-Hall Inc., 1996  
   692.3 M24 1989 (Toronto Reference Library)

   https://secure.spex.ca/

    Canadian Standards Association, 1990.  
    NA2545 A1C35X 1990 (University of Waterloo Library)

11. Ontario Accessibility (AODA), Accessibility Standards Resources:
https://accessontario.com/aoda/resources/  
  a. AODA, The Illustrated Technical Guide to the Accessibility Standard for the Design of Public Spaces  
  http://gaates.org/DOPS/default.php

12. Ontario Ministry of Municipal Affairs, Ministry of Housing, Planning for Barrier-Free Municipalities  
  [latest version]  
  http://www.mah.gov.on.ca/Page1290.aspx

    Canadian Standards Association, 1983.

14. Canadian Standards Association. Abbreviations for Scientific and Engineering Terms. Toronto,  
    Ontario: Canadian Standards Association, 1983.

    CA6 SA 79C15 (University of Guelph Library)


18. Canadian Nursery Landscape Association, Canadian Nursery Standard  
    http://www.csla-aapc.ca/standard  
    Note: one copy available to review at OALA office – cannot be taken out of library

    http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90o01_e.htm

20. The Ontario Aggregate Resources Commission. Pit & Quarry Rehabilitation Publications. March  
    2010-03-25  
    http://www.toarc.com/publications_rehabilitation.asp

21. Hilditch, Tom W. et al. Rehabilitation of Pits and Quarries for Forest Production. Ministry of  
    http://www.toarc.com/pdfs/forest.pdf

22. Michalski, M. F. P. et al. Rehabilitation of Pits and Quarries for Fish and Wildlife. Ministry of  
    Available at the Toronto Reference Library


    Available at the Toronto Reference Library
25. Ontario Ministry of Natural Resources and Forestry, **Aggregate Resources**:  
[https://www.ontario.ca/page/aggregate-resources](https://www.ontario.ca/page/aggregate-resources)

26. Toronto Region Conservation Authority (TRCA), **Preserving and Restoring Healthy Soil** [2012]  
Available to download through CCVC website.

[http://www.edu.gov.on.ca/eng/parents/planning_and_design.pdf](http://www.edu.gov.on.ca/eng/parents/planning_and_design.pdf)

28. Children’s Services, City of Toronto, **Child Care Design & Technical Guideline**,  

29. Canadian Standards Association (CSA), **Canadian Playground Standard**:  

30. Ministry of Municipal Affairs, Ministry of Housing. **Protecting the Greenbelt: The Greenbelt Plan**.  
[http://www.mah.gov.on.ca/Page189.aspx#greenbelt](http://www.mah.gov.on.ca/Page189.aspx#greenbelt)

[https://www.escarpment.org/LandPlanning/NEP](https://www.escarpment.org/LandPlanning/NEP)

32. Environment Canada. **Beyond Islands of Green; A Primer for Using Conservation Science to Select and Design Community-based Nature Reserves**. Minister of Public Works and Government Services Canada, 2005  
[http://publications.gc.ca/site/eng/283450/publication.html](http://publications.gc.ca/site/eng/283450/publication.html)

[https://www.ec.gc.ca/nature/default.asp?lang=En&n=E33B007C-1](https://www.ec.gc.ca/nature/default.asp?lang=En&n=E33B007C-1)

34. Environment Canada. **Working around Wetlands? What you should know**. Minister of Public Works and Government Services Canada, 1997  


37. Toronto Region Conservation Authority (TRCA), **Erosion and Sediment Control Guideline** –
[December 2006]
http://www.trca.on.ca/dotAsset/40035.pdf

CA2ON NR 94N13 (University of Waterloo Library)

Waterfront Regeneration Trust, 2007

40. *Waterfront Toronto* (public advocate and steward of waterfront revitalization) website
http://www.waterfronttoronto.ca/nbe/portal/waterfront/Home


The *Greenbelt Plan (2017)* includes lands within, and builds upon the ecological protections provided by the *Oak Ridges Moraine Conservation Plan (2017)*, as well as the *Niagara Escarpment Plan (2017).*
http://www.mah.gov.on.ca/Page322.aspx


CA2ON EV100 92C58 (University of Guelph Library)


45. Ontario Ministry of Natural Resources and Forestry, *Species at Risk*, list and other resources:
https://www.ontario.ca/page/species-risk

46. City of Toronto, City Planning Division, *Biodiversity in the City Series:*
http://www1.toronto.ca/wps/portal/contentonly?vgnextoid=766a036318061410VgnVCM10000071d60f89RCRD
*Note:* PDFs available online. Hard copies available at Toronto Public Libraries.

https://www.ontario.ca/page/climate-change-action-plan
48. Ontario Ministry of the Environment and Climate Change (MOECC), information on various policies and programs, e.g. Great Lakes Protection, Environmental Assessments, source protection, brownfields, etc.

49. City of Toronto, Green Roof Bylaw and Green Roof Construction Standards and Design Guidelines (latest version)
   [http://www1.toronto.ca/wps/portal/contentonly?vgnextoid=3a7a036318061410VgnVCM10000071d60f89RCRD](http://www1.toronto.ca/wps/portal/contentonly?vgnextoid=3a7a036318061410VgnVCM10000071d60f89RCRD)

50. Conservation Ontario, Fact Sheets and Information:
   [http://conservationontario.ca/library](http://conservationontario.ca/library)

51. OALA Study Manual For the LARE by LeAnn Whitehouse Seely, OALA, 2005
   [http://www.oala.on.ca/](http://www.oala.on.ca/)
   Note: this study manual was created for an earlier version of the Exams but some information may still be useful.
AFFIDAVIT BY CANDIDATE

I hereby certify that I have read and endorse the OALA Code of Ethics and OALA Bylaws; I agree that I will not practice outside my level of competence; I will abide by the rules and regulations of the Ontario Association of Landscape Architects; and I have completed the requirements for the Independent Course of Study on Ontario Legislation & Profession Practice.

________________________________________________________________________
Applicant’s Signature

________________________________________________________________________
Date
I hereby apply for enrollment as a full member of the Ontario Association of Landscape Architects and for a certificate of membership and professional stamp describing me as follows:

(Please print your name as you wish it to appear on the certificate)

(Please print your name as you wish it to appear on the seal)

Home address is (please print):
________________________________________
________________________________________

Business address and employer are:
________________________________________
________________________________________

Telephone: ________________________________

E-mail: ________________________________

Website: ________________________________

I wish correspondence to be addressed to:  ☐ My home address  ☐ My business address

I undertake to forthwith provide you with any change in either my home or business address. I acknowledge that the certificate of membership and professional stamp, will remain the Association’s property and I agree to return them forthwith upon demand and without demand should my membership be terminated or suspended.

I undertake to employ the certificate and stamp only in accordance with the rules and regulations of the Association and for no improper purpose.

SIGNATURE OF APPLICANT: ________________________________

DATE: ________________________________
Please complete with Application: Consent to communicate

Canada’s new anti-spam legislation ("CASL") came into effect July 2014 and regulates the distribution of commercial electronic messages ("CEM"). The new legislation requires that we obtain your EXPRESS CONSENT to enable us to send you CEM relating to OALA’s news, programs, and events via e-mail. With your application, kindly include this signed page to ensure the OALA can continue to update you by email.

The Association currently sends out communication pieces to our database of members, suppliers, sponsors and partners. The pieces can include, but are not limited to, the following:

- Membership standing
- OALA E-newsletter
- Invitations to events and opportunities
- Meetings
- Issues of relevance to members
- Thank you emails
- Sponsorship requests

Name: __________________________ Date: __________________________

☐ I consent to receiving all messages from OALA and acknowledge that I can withdraw my consent at any time by writing to registrar@oala.ca.

☐ I withdraw to receiving any e-mail communication from the OALA.

Thank you.

Ontario Association of Landscape Architects
3 Church Street, Suite 506
Toronto, Ontario M5E 1M2

Contact email: registrar@oala.ca
Application Package
For Full Membership Option 3b

SENIOR ORAL APPLICATION
A) GENERAL

The Oral Senior Examination of the Ontario Association of Landscape Architects facilitates membership of individuals who have been practicing landscape architecture for a significant period of time. Such individuals may be employed in general practice on their own, with another landscape architecture practice, or in a multi-disciplinary firm, or they may be an educator, an administrator, or a researcher. Any and all facets of landscape architecture endeavour will be considered.

The Oral Senior Examination is the process for entrance of candidates applying under OALA’s Membership Candidacy Option 3b, who are “Candidates with other qualifications – extensive relevant professional experience”.

Such candidates are deemed to be seasoned practitioners in landscape architecture with extensive relevant professional experience having a minimum of twelve (12) years of progressively responsible landscape architecture experience in a professional environment, and who possess a professional degree or diploma in landscape architecture from an institution recognized by the OALA.

The twelve-year equivalency (i.e. 144 months) of professional work may be reduced by the Examining Board, at their discretion, if the candidate has passed sections of the membership entrance examinations as prescribed by the OALA, currently the Landscape Architect Registration Examination (LARE) or is or has previously been professionally registered or certified as a landscape architect.

The OALA Oral Senior Examination will be administered by the Panel of Examiners appointed by the OALA governing Council.

The Panel of Examiners will determine through the Senior Oral Examination process whether a candidate who meets all other criteria also demonstrates that he or she has extensive experience in working drawings and built work. In that case the Panel of Examiners will recommend acceptance for full membership with custody and use of the Association seal.

Candidates may be recommended for full membership in the OALA with certificate of membership but without custody and use of the Association seal through the Senior Oral Examination. A Senior Oral Examination candidate granted membership without the custody and use of the Association seal who subsequently wishes to obtain a seal will be required to take the membership exams as prescribed by OALA.
B) REQUIREMENTS

The requirements for eligibility for the Oral Senior Examination are:

1. Have post-secondary education (a professional degree or diploma from an institution recognized by the OALA); and

2. Have at least 12 years of full time professional experience in landscape architecture;

3. Have the endorsement of two OALA full members. The candidate will give the OALA the names of two endorsers, and the Association will write to the endorsers asking:
   - How long has the endorser known the candidate?
   - In what capacity?
   - What projects or work of the candidate is the endorser familiar with?
   
   (For candidates applying from another jurisdiction, or another country, endorsement letters will be requested from 2 full members of the candidate’s previous or current professional landscape architectural organization.)

4. Submit a comprehensive Curriculum Vitae that documents professional work, awards, continuing education initiatives, etc. and the names of two client referees. The Association will write to the referees requesting:
   - How long has the referee known the candidate?
   - In what capacity?
   - What type of work has the candidate completed for the referee?
   - When was it done?
   - How satisfactory was it?

5. Submit a completed application with the required documentation and fees as outlined on the application form;

6. Identify any variance from traditional practice outside the historical core of the profession or complete the OALA Body of Knowledge profile, Appendix A;

7. Read and endorse the OALA Code of Ethics and OALA Bylaws; and

8. Appear before the Panel of Examiners for an oral examination when requested.

C) THE ORAL EXAMINATION

The purpose of the oral examination is to evaluate the candidate’s endorsements, professional references, and understanding of OALA’s Code of Ethics and By-Laws, and to substantiate the equivalent of twelve (12) years of full time landscape architectural practice of a quality and character satisfactory to the Panel of Examiners. The equivalent twelve (12) years to be examined shall be the most recent period of practice and shall not include work while a student.
Applicants will be evaluated in the following 4 areas:

50% for areas #1 – 3 inclusive and 50% for area #4

1. Recommendations from other registered landscape architects (endorsement of two OALA members or from two members of the candidate’s previous or current professional association).

2. Satisfactory response from clients of the applicant and/or users of the applicant’s professional services (letters of reference).

3. Explanation by the applicant of the scope of his/her practice, including: philosophy and method of practice; involvement with professional organizations; related public and community service; working relationships with clients, professional colleagues, users, contractors and the general public; and his/her role in the three projects listed in the application form.

4. Presentation by the applicant of three projects listed in the application form. The three projects shall be of the applicant’s own choosing, and shall demonstrate diversity of practice over the twelve-year equivalent period, not just a brief time during that period. The applicant is required to present three projects which represent the greatest range/breadth of work within the candidate’s portfolio. The examiners may also ask questions about other projects within the following categories:

   - Landscape planning
   - Site planning
   - Urban design
   - Regional landscape planning
   - Park and recreation planning
   - Land development planning
   - Ecological planning and design
   - Heritage conservation
   - Landscape reclamation and restoration
   - Social/behavioral aspects of landscape design
   - Consultant services, expert testimony and facilitation of project implementation

The applicant is encouraged to demonstrate:

   Diversity
   Ecological approaches
   Variety of skill levels
   Design
   Details
   Documentation
   Grading/drainage
   Inventory
   Knowledge of plant material

The Project Data Sheets (see below) for these three projects are part of the examination and will be evaluated for effective written communication. Applicants who are engaged in education or research may present reports, dissertations and methods of teaching as projects. Applicants who have worked
in the public realm may present projects that they have reviewed or on which the applicant was an integral member of the project team or a firm’s project staff. Presentations should include drawings, photographs, specifications, reports, records, computer generated presentations, a list of team members, and any other materials necessary to demonstrate competency and to describe these projects during the 60-minute examination. Three projects must be presented, or the examination will be declared incomplete.

D) PRESENTATION GUIDELINES

During the oral examination, the examiners will discuss the applicant’s background as documented and will ask questions about the presented projects. The applicant’s presentation of projects is restricted to no more than 30 minutes of the 60-minute examination.

The 60-minute examination will generally follow this format:

a) Panel of Examiners introduction and examination context 5 minutes

b) Discussion led by panel 25 minutes
   - nature of practice
   - professional organizations and credentials
   - community service
   - professional relationships
   - Candidate’s body of knowledge: general & development of specific expertise
     - Breadth of experience
     - Writing
     - Teaching
     - Publications
     - Course development
     - Research areas

c) Candidate’s presentation of 3 projects 30 minutes

d) Conclusion

Applicants will also be questioned on their understanding of regulations and responsibilities connected with the practice of landscape architecture.

In addition to the materials above, the applicant is required to present the following data for each of the three projects, on a single sheet of standard (letter) size paper:

1. Project name, location, cost, date completed, and owner’s name;
2. Brief description of project (client’s needs, program, rationale, concept, key issues);
3. Site (specific problems and solutions, relationship to surroundings);
4. Elements of the design, designer’s goals, and materials involved; and
5. Candidate’s role in the project.

**These Project Data Sheets must be submitted 30 days prior to the examination.** They will be forwarded to and will be retained by the examiners. All other illustrative materials should be brought
to the examination and will be retained by the applicant. The applicant is responsible for any and all technical aspects of their visual presentations (slides, projector, power-point, overhead projection, other multimedia, etc.). Slides, computer presentations, or as-built photographs of completed projects are highly recommended.

Failure to adhere to these guidelines will adversely affect the outcome of the examination.

The Oral Senior Examination will be administered at a time and place to be determined by the Panel of Examiners, in consultation with Council, and will generally be scheduled twice a year, or as the number of applications warrants, at the OALA office in Toronto or elsewhere as may be determined by the Panel of Examiners.

**E) GRADING AND REPORTING**

Upon completion of the oral examination, the Panel of Examiners will make a recommendation to OALA Council. Where the Panel of Examiners is recommending the candidate be granted full membership, the Panel of Examiners will recommend to OALA Council whether it is appropriate to grant the **candidate membership with** the custody and use of the Association seal, or membership **with certificate of membership but without** custody and use of the Association seal.

The applicant will be notified of the OALA Council’s decision in writing. A complete report of the examination, prepared by the Chair of the Panel of Examiners, will be kept on file, and will be available for review by the candidate, if requested.

**F) FEES**

The application and processing fee shall be $2,500.00, and the Examining Board shall determine if the application is complete and that credentials are recognized by the OALA. If the application does not proceed to the oral examination stage, **$2,200.00 of the fee will be refunded** to the applicant, and the applicant will be advised in writing by the Chair of the Examining Board.
Appendix A: OALA Body of Knowledge Profile

To be completed by Senior Oral Examination Candidate, to assist the OALA Examining Board in reviewing his/her application.

Without limiting the nature and experiences of a candidate, and an overall evaluation of candidate documentation submitted, the scoring process will have regard for a senior practitioner as one who may be characterized as follows:

- The candidate may have reached a level of experience where he/she may not currently participate in practice on a day-to-day basis, but will be taking responsibility for the work of others and be validating this work through the final endorsement by sealing of documentation.
- The candidate may have specialized in a distinct area of landscape architecture in a recognized specialty.
- The candidate may not practice in an environment resulting in distinct outcomes.

The candidate is requested to:

either:

Identify any variance from traditional practice outside the historical core of the profession.

or:

Complete the attached Body of Knowledge Profile Checklist.
## Appendix A, page 2.  Body of Knowledge Profile Checklist:

<table>
<thead>
<tr>
<th>Legal and administrative Issues</th>
<th>High</th>
<th>Medium</th>
<th>Low</th>
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<td>Basic construction law</td>
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<td>Construction contracts</td>
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<td>Professional liability issues</td>
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<td>Ethical standards</td>
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<td><strong>Analysis</strong></td>
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<td>Behavioral factors relating to design</td>
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<td>Psychological and sensory implications of landscape design</td>
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<td>Natural site conditions and ecosystems</td>
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<td>Resource preservation</td>
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<td>Flood plain management principles</td>
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<td><strong>Design Issues</strong></td>
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<td>Basic design principles</td>
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<td>Aesthetic principles of landscape design</td>
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<td>Regional, urban and community planning principles</td>
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<td>Influences of internal and external views on land use and development</td>
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<td>Functional relationships among program elements</td>
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<td>Elements of vehicular and pedestrian circulation systems</td>
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<td>Code requirements and design principles for universal accessibility</td>
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<td>How previous, existing, or potential uses surrounding a site affect land use and development</td>
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<td>Micro and macro climate conditions and systems</td>
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<td>Principles of sustainability</td>
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<td>Characteristics of plant materials (size, shape, texture, colour, etc.)</td>
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<td>Plant materials, including hardiness, moisture requirements, soil requirements etc</td>
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<td><strong>Construction Methods and Processes</strong></td>
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<td>Construction methods and techniques</td>
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<td>Methods of installation of construction materials</td>
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<td>Principles of grading and drainage</td>
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<td>Factors influencing selection of plant materials</td>
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### Body of Knowledge Profile Checklist:

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<th>Documentation and Administration</th>
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<td>High</td>
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<td>Presentation techniques</td>
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<td>Common graphic symbols</td>
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<td>Components of specifications for a project</td>
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<td>Specification types</td>
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<th>Details</th>
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<td>High</td>
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<td>Typical constructions details (e.g. materials fasteners, finishes, assemblies)</td>
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<tr>
<td>Site construction materials, including availability, costs, basic characteristics and applications</td>
</tr>
<tr>
<td>Playground equipment and their design requirements</td>
</tr>
<tr>
<td>Decks, walls and overhead structures</td>
</tr>
<tr>
<td>Structural considerations below grade (e.g. soil bearing, footing foundations systems)</td>
</tr>
<tr>
<td>Structural considerations above grade (e.g. walls, handrails, spans, decking)</td>
</tr>
<tr>
<td>Pavement design and materials</td>
</tr>
<tr>
<td>Structural considerations for small structures</td>
</tr>
</tbody>
</table>

**I certify that the above information is correct.**

Name of Applicant: ____________________________________________

Applicant’s Signature: _________________________________________
APPLICATION FOR FULL MEMBERSHIP

OPTION #3b      Extensive relevant professional experience

A. APPLICANT INFORMATION

Name: ________________________________
Residence Address: ________________________________
City: __________ Province/State: __________ Postal Code: ______
Residence Telephone: ________________________________
Name of Employer /Business: ________________________________
Address: ________________________________
City: __________ Province/State: __________ Postal Code: ______
Business Telephone: ________________________________ E-mail: ________________________________
Email to use for communication: ________________________________
Address to use for communication: Home: [ ] Business: [ ]

Name of the professional organizations you currently belong to:

1. ________________________________ 3. ________________________________
2. ________________________________ 4. ________________________________

B. EDUCATION

<table>
<thead>
<tr>
<th>Institution</th>
<th>Degree/Diploma</th>
<th>Received</th>
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<tbody>
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<td>1.</td>
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</table>
### C. EXAMINATION or OTHER PROFESSIONAL QUALIFICATIONS
List any professional registration, certification, previously or currently, or examinations successfully passed

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</table>

### D. EXPERIENCE
List all employment after graduation starting with the most recent; use additional pages if required

<table>
<thead>
<tr>
<th>Dates</th>
<th>Employer or Supervising LA</th>
<th>Nature of work</th>
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<tbody>
<tr>
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### E. THREE PROJECTS (see definition in Applicant’s Guide)
FOR DISCUSSION WITH THE PANEL OF EXAMINERS

<p>| | |</p>
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### F. OTHER RELATED INFORMATION INCLUDING AN ANNOTATED LIST OF ALL PROJECTS AND INVOLVEMENT IN THEM

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<td>4.</td>
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<td>5.</td>
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</tbody>
</table>

(use additional sheets if necessary)
G. ENDORSERS

Names of endorsers: 1. ________________________________

Address ________________________________

________________________________________

Email ________________________________

2. ________________________________

Address ________________________________

________________________________________

Email ________________________________

H. CLIENT REFEREES

Names of referees: 1. ________________________________

Address ________________________________

________________________________________

Email ________________________________

2. ________________________________

Address ________________________________

________________________________________

Email ________________________________

I. FEES AND C.V.

Application fee attached: $2,500.00 (yes)

($2,200.00 refundable if application does not proceed to Oral examination)

Curriculum Vitae attached: ____________(yes)
OALA MEMBERSHIP CERTIFICATE AND PROFESSIONAL SEAL

I hereby apply for enrollment as a full member of the Ontario Association of Landscape Architects and for a certificate of membership and professional stamp describing me as follows:

__________________________________________
(Please print your name as you wish it to appear on the certificate)

__________________________________________
(Please print your name as you wish it to appear on the seal)

My home address is (please print):

________________________________________________________________________
________________________________________________________________________

My business address and employer are:

________________________________________________________________________
________________________________________________________________________

Telephone: ____________________________

E-mail: ____________________________

I wish correspondence to be addressed to: □ My home address
                                           □ My business address

I undertake to forthwith provide you with any change in either my home or business address.

I acknowledge that the certificate of membership and professional stamp, will remain the Association’s property and I agree to return them forthwith upon demand and without demand should my membership be terminated or suspended.

I undertake to employ the certificate and stamp only in accordance with the rules and regulations of the Association and for no improper purpose.

SIGNATURE OF APPLICANT: ____________________________ DATE: ________________
Please complete with Application: Consent to communicate

Canada’s new anti-spam legislation ("CASL") came into effect July 2014 and regulates the distribution of commercial electronic messages ("CEM"). The new legislation requires that we obtain your EXPRESS CONSENT to enable us to send you CEM relating to OALA’s news, programs, and events via e-mail. With your application, kindly include this signed page to ensure the OALA can continue to update you by email.

The Association currently sends out communication pieces to our database of members, suppliers, sponsors and partners. The pieces can include, but are not limited to, the following:
- Membership standing
- OALA E-newsletter
- Invitations to events and opportunities
- Meetings
- Issues of relevance to members
- Thank you emails
- Sponsorship requests

Name: ________________________________ Date: _________________________

☐ I consent to receiving all messages from OALA and acknowledge that I can withdraw my consent at any time by writing to registrar@oala.ca.

☐ I withdraw to receiving any e-mail communication from the OALA.

Thank you.

Ontario Association of Landscape Architects
3 Church Street, Suite 506
Toronto, Ontario M5E 1M2

Contact email: registrar@oala.ca
Membership Application Package
For Associate Membership
Application Procedures

1. Applicants should carefully read all material provided with this application.

2. Please determine your correct category of membership and complete the relevant portion of the application. Incomplete applications will delay processing and membership.

3. Provide your endorsers and professional advisor with the correct forms for their confidential recommendation. It is the endorsers’ responsibility to forward their endorsements to the chair of the Examining Board.

4. Submit your completed application form, required documentation, professional advisor’s signed consent form and non-refundable application fee to:

   **Ontario Association of Landscape Architects**
   **3 Church Street, Suite 506**
   **Toronto, ON M5E 1M2**
   **Attention: Examining Board Chair**

   Or by email to: registrar@oala.ca

5. The Examining Board will act on applications for membership at their first regular meeting following receipt of the complete application. Incomplete applications will not be considered. Candidates who are accepted for membership will be notified in writing by the Association upon approval of the Examining Board’s recommendations by Council.

6. Applicants who are required to attend an interview will be notified by the Association as to date, time, place, and requirements.

7. Required Documentation:
   - Academic record transcript (original or certified copy)
   - Academic degree, certificate or diploma (copy)
APPLICATION FOR ASSOCIATE MEMBERSHIP

A. MEMBERSHIP CANDIDACY OPTION

Name:  Please Indicate: (Mr./ Ms.)
Residence Address:
City: Province/State: Postal Code: 
Residence Telephone: 
Name of Employer /Business:
Address:
City: Province/State: Postal Code: 
Business Telephone: 
E-mail: 
Email to use for communication:
Address to use for communication: Home: Business: 

B. EDUCATION

a) Bachelor of Landscape Architecture degree  
    Master of Landscape Architecture degree  
    Three Year Diploma in Landscape Architectural Technology from Ryerson Polytechnic University (1972 – 2000) OR  

b) Other education 

Institution Degree/Diploma Date Received 
1. 
2. 

Name of any organizations you currently belong to:
1.  2. 


### C. EXPERIENCE

List all employment after graduation starting with the most recent; use additional pages if required. 

**NOTE:** For Option A, experience is not a requirement.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Employer of Supervising LA</th>
<th>Nature of work</th>
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</thead>
<tbody>
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<tr>
<td>2.</td>
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</tr>
</tbody>
</table>

Names of Endorser: ____________________________________________

Name of Advisor: ____________________________________________
APPLICATION AND REGISTRATION FEES

Please use the following information to calculate the required application and registration fees. These fees are non-refundable.

1. **Application fees (to be enclosed or paid by Credit Card.)**

   *To pay by Credit Card please contact the Registrar*

   a) Associate Member $35.
   b) Registration fee for Professional Development Program $35.

   **TOTAL amount due with application:** $70 *

   *Note:* Fees for application are waived if applicant has graduated within the last 12 months.

2. **Examination Fees**

   The Landscape Architect Registration Examination (LARE) is priced by section and varies according to US exchange. Exams are held in various locations in April, August and December. OALA members may contact CLARB at [www.CLARB.org](http://www.CLARB.org) for further details regarding cost of exams and registration.

3. **Membership Dues**

   Invoices for annual membership dues will be forwarded after approval of an application by Council and are payable within 60 days of date of invoice. Membership dues for the calendar year during which the application is approved will be prorated based on the date of notification of approval or start of PDP.

<table>
<thead>
<tr>
<th>Membership Type</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Member</td>
<td>$450.</td>
<td>$512.</td>
</tr>
<tr>
<td>Full Member on Leave of Absence</td>
<td>$120.</td>
<td>$142.</td>
</tr>
<tr>
<td>Associate Member</td>
<td>$132.</td>
<td>$165.</td>
</tr>
<tr>
<td>Affiliate Member</td>
<td>$120.</td>
<td>$165.</td>
</tr>
</tbody>
</table>
The professional development program (PDP) operates on the principle of a practising full member working one to one with an associate (landscape architectural intern). This may be on a day to day basis as an immediate supervisor, or it may be on a less frequent basis as an advisor. The professional advisor’s principal responsibility is to provide advice and guidance to the associate throughout the course of the professional development period. The advisor will guide the associate through the duration of the PDP by discussing matters such as work experience, employment selection, professional progress and preparation for the exam.

The professional advisor is expected to guide the development of the associate’s skills in all areas of the profession and to ensure that the associate is exposed to as many aspects of the profession as possible. To ensure this full exposure the professional advisor may have to suggest alternative ways for the associate to gain experience away from the job. Alternatives may include volunteer work in the community, completing continuing education courses endorsed by the OALA, or employment moves.

The Association and the associate rely on the advisor to provide sound advice during the professional development period.

Assuming the role of professional advisor requires a substantial commitment. It is important for the advisor to meet with the associate on a regular basis, to review progress and discuss problems. It is estimated that a time commitment of approximately four hours each month spread over one to two meetings is required.

During the professional development period, the Associate is required to submit an experience progress report (EPR) to the Examining Board every four months. A critical portion of this report is the professional advisor’s certification of experience gained by the associate during the period of the report.

The advisor is expected to carefully review the statements made in each EPR and to certify that they are consistent with the experience gained by the associate during the relevant period. Requirements and guidelines for professional advisors are given in the professional development program chapter.

I am a Full Member of the OALA in good standing for a minimum of 4 years and I hereby agree to act as professional advisor to:

_________________________________________________________
Applicant’s name (please print)

_________________________________________________________
Professional Advisor’s name (please print)

__________________________________________          ______________
Professional Advisor’s signature           Date

This professional advisor’s consent form must be included with your application form for associate status.
APPLICATION FOR MEMBERSHIP

ENDORSEMENTS

To be eligible to endorse an applicant, a person must be full member of the OALA. The endorser must have personal knowledge of the applicant and their recent work experience. If possible, applicants for full membership should have an endorsement from their employer. Where more than one endorser is required, they must not be from the same office or institution.

Applicants should refer to the section on membership options for information regarding the number of endorsements required. Two forms have been included for applicants applying for full member or special option status.

I endorse and sponsor ________________________________

[Name of applicant]

As a candidate for ________________________________ membership

[Category of membership]

and certify that I have personal knowledge of the professional ability and character, methods of practice, and experience of the applicant. The candidate has satisfied the requirements for membership in this category, and to the best of my personal knowledge, the applicant observes and upholds the Association’s code of professional ethics.

_____________________________________
Endorser’s signature

I am a Full Member of the OALA in good standing

_____________________________________
Name printed

_____________________________________
Date
Please complete with Application: Consent to communicate

Canada’s new anti-spam legislation ("CASL") came into effect July 2014 and regulates the distribution of commercial electronic messages ("CEM"). The new legislation requires that we obtain your EXPRESS CONSENT to enable us to send you CEM relating to OALA’s news, programs, and events via e-mail. With your application, kindly include this signed page to ensure the OALA can continue to update you by email.

The Association currently sends out communication pieces to our database of members, suppliers, sponsors and partners. The pieces can include, but are not limited to, the following:

- Membership standing
- OALA E-newsletter
- Invitations to events and opportunities
- Meetings
- Issues of relevance to members
- Thank you emails
- Sponsorship requests

Name: ___________________________ Date: ___________________________

☐ I consent to receiving all messages from OALA and acknowledge that I can withdraw my consent at any time by writing to registrar@oala.ca.

☐ I withdraw to receiving any e-mail communication from the OALA.

Thank you.

Ontario Association of Landscape Architects
3 Church Street, Suite 506
Toronto, Ontario M5E 1M2

Contact email: registrar@oala.ca
APPLICATION FOR LEAVE OF ABSENCE

Name: ________________________________ Date: __________________________

Mailing Address: ________________________________________________________________________________

Home Phone: __________________ Business Phone: ________________________________

E-mail Address during Leave: __________________________________________________________________________

Address during Leave: ________________________________________________________________________________

____________________________________________________________________________________________________

**Purpose of Leave:**

Family: ______________ Health: ______________

Education: ______________ Job Relocation: ______________

Other (Specify): ________________________________________________________________________________

**Anticipated Duration of Leave:**

_____ Up to one year, beginning: [date] ______________

_____ One to three years, beginning: [date] ______________

_____ More than three years, beginning: [date] ______________

_____ Unknown period, beginning: [date] ______________

I hereby make application for leave of absence from membership [category] in the Association.

Signature ________________________________ Date __________________________

**Note:** Once leave is granted, to be re-instated, candidates must submit a reinstatement request to the Examining Board. Please see the OALA Handbook for further details. Examining Board dates are listed on the OALA website.
WAIVER OF DUES APPLICATION  
(RETIRED MEMBERS)

Name: ____________________________ Date: ______________

Address: ____________________________________________

Postal Code: ____________ Telephone: _________________

Email: ____________________________

Retirement Declaration:
I have retired from active practice or employment as a landscape architect on a full-time basis.

__________________________  (Signature)

Retirement Category:

TO BE COMPLETED BY APPLICANTS IN CATEGORY A

OALA Membership:
  a. I am at present a full member of the OALA: ______ [yes] ______ [no]

     If not, why not?: ______________________________________________

  b. I have been a full member of the OALA for ____________________ years

  c. I have been a full member of the ____________ [other Provincial Association] for
     ___________________ years

  d. I took a leave of absence or resigned between _______ and ________

Age: ______ [years]  Birth Date: __________ [D] __________ [M] __________ [Y]

Age plus years as a full member: ______________________

TO BE COMPLETED BY APPLICANTS IN CATEGORY B
(Long term disability)

OALA Membership:
I am at present a full member of the OALA: ________ (yes) ______ (no)

If not, why not: ____________________________________________

(Your age and years as a full member are not a consideration in this instance)

Certification of long term disability:
I have attached a letter from my physician verifying that I have a long term disability ______ (yes)
### A. Applicant Information

<table>
<thead>
<tr>
<th>Name: [Ms. / Mr]</th>
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<tbody>
<tr>
<td>Residence Address:</td>
<td></td>
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<tr>
<td>City:</td>
<td>Province/State:</td>
</tr>
<tr>
<td>Residence Telephone:</td>
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<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Name of Employer/Business:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>Province/State:</td>
</tr>
<tr>
<td>Bus Phone:</td>
<td>Email to use for communication:</td>
</tr>
</tbody>
</table>

Name of the organizations you currently belong to:
1.  
2.  

### B. Education

<table>
<thead>
<tr>
<th>Institution</th>
<th>Degree/Diploma</th>
<th>Date Received</th>
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</table>

### C. Occupation

Describe your occupation:

Have you previously been affiliated with OALA? Yes _____ No _____
If yes, state membership category and dates:

### D. Endorser

Name of OALA Full Member who endorses your application:

Affiliate application fee of $20.00 is attached: ________  Annual dues will be invoiced upon acceptance of application.
Application for Affiliate Membership

ENDORSEMENTS

To be eligible to endorse an applicant, a person must be a full member. The endorser must have personal knowledge of the applicant.

Applicants should refer to the section on membership options for information regarding the number of endorsements required.

I endorse and sponsor ________________________________

(name of applicant)

as a candidate for Affiliate membership

and certify that I have personal knowledge of the professional ability and character, methods of practice, and experience of the applicant. The candidate has satisfied the requirements for membership in this category, and to the best of my personal knowledge, the applicant observes and upholds the Association’s code of professional ethics.

____________________________________
Endorser’s signature

____________________________________
Name printed

____________________________________
Date
Please complete with Application: Consent to communicate

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Name: ______________________________________ Date: _________________________

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Thank you.

Ontario Association of Landscape Architects
3 Church Street, Suite 506
Toronto, Ontario M5E 1M2

Contact email: registrar@oala.ca
OALA PROFESSIONAL DEVELOPMENT PROGRAM (PDP)

1.0 Purpose

The Professional Development Program has been created to guide Associates during the period that they are fulfilling the requirements for full membership in the Association. The purpose of the PDP is to assist the Associate by providing the opportunity for regular interaction with active Members as well as monitoring the Associate's progress in acquiring appropriate professional experience and guidance.

2.0 Role of the Advisor

The Professional Development Program is based on the principle that a Member is monitoring the work experience that an Associate is obtaining. This may occur on a day to day basis as an immediate supervisor, or it may be on a less frequent basis as a professional advisor. The advisor's responsibility is to provide guidance to the Associate through the course of the professional development period. The professional advisor will monitor the Associate's development to ensure, to the extent possible, that the Associate is exposed to all aspects of professional practice. Depending on the specifics of the Associate's employment, the professional advisor may also suggest alternative ways for the Associate to gain experience. It is estimated that a time commitment of approximately four hours each month is needed. The professional advisor must be a Full Member in good standing for a minimum of 4 years.

Advisors' Responsibilities

1. Advisors must meet with the Associate at least once, preferably twice, a month. It is the advisor's responsibility to assist the Associate in understanding and complying with all the PDP requirements.

2. Any problems or concerns regarding an Associate's lack of compliance with the PDP, the code of ethics, by-laws or regulations of the Association must be forwarded by the advisor to the Examining Board.

3. Professional advisors must be familiar with the requirements of the PDP and the LARE.

4. Professional advisors must be familiar with the requirements of the Independent Course of Study on Ontario Legislation and Professional Practice (IS). It is the responsibility of the Advisor to assist the Associate in understanding the reading material and completing the Independent Course of Study. The advisor must certify that the Associate has completed the independent course of study.
5. The advisor must certify the accuracy of each PDP report submission. Both advisor and Associate must be familiar with the penalties assessed by the Examining Board for late submissions. It is the Associate’s responsibility to ensure that all reports are submitted on time.

6. When advisors cannot continue to provide guidance to their Associate, they must give notice in writing to the Associate and the Examining Board. If appropriate, the advisor should make recommendations for a suitable substitute. Notwithstanding, it is the Associate’s responsibility to find a replacement immediately.

7. At the mid-point (one year) of the PDP, the advisor must submit a written assessment of the Associate’s progress in acquiring professional abilities and experience, and identify any areas that need additional exposure in the remaining time. Suggestions for changes should be made. Any information that will impair the Associate’s performance or their ability to write the examination should be disclosed. Non-submission of this report will prevent the Associate from writing the examination.

**Associate’s Responsibilities**

1. The Associate is responsible for maintaining appropriate employment to fulfill the work experience requirements. *See Professional Development Program Summary Chart.*

2. The Associate must select an advisor for the duration of his or her PDP. The advisor need not be employed in the same work place as the Associate, however, close proximity and convenient access to the advisor is preferable.

3. The Associate must submit Experience Progress Reports (EPR) covering a four month period to the Examining Board. The reports are to be received by the Examining Board on or before December 31, April 30, and August 31. Late reports will not be accepted and the Associate will be penalized by having the PDP extended by 4 months for each late report.

All Associates should follow the three terms when submitting reports:
- December 1 - April 1 due April 30
- April 1 - August 1 due August 31
- August 1 - December 1 due December 31

4. Self-employed Associates must meet more frequently (beyond once each month) with the advisor reviewing the Associate’s work. Self-employed Associates must meet the requirements of full time employment. The advisor must attest to the fulfillment of these criteria.

5. If the Associate’s employment setting does not allow for the fulfillment of the eligibility requirements for “acceptable employment”, the Associate must change positions.

6. Periods of unemployment will interrupt the professional development period and extend the time length of the PDP. Associates are expected to remain active in the OALA unless a leave of absence is granted by the Examining Board. A leave of absence will be requested in writing to the Registrar and considered on an individual basis. **Following a leave of absence, the associate will be reinstated upon written request to the Registrar and payment of a $35.00 reinstatement fee.**

7. Associates will be required to complete the requirements of the Independent Course of Study on Ontario Legislation and Professional Practice that is assigned at the commencement of the PDP.
# 3.0 Role of the Examining Board

The Examining Board is charged with the responsibility of administering the PDP program. The duties of the Examining Board include administering the applications for membership and assisting the Associates during their tenure in the PDP by offering courses related to ethics, legislation and exam preparation.

**Examining Board’s Responsibilities**

1. The Examining Board reviews applications for membership and prescribes a PDP for each Associate entering the Association. The Board establishes the start date of a PDP once a completed application is received by the OALA office. A completed application must include all documentation, application fee, and the advisor’s consent form. Formal notification of acceptance of the PDP effective start date will be contingent upon Council approval of the application, and payment of Associate dues which will cover a period from the effective start date.

2. The Examining Board monitors the progress of the Associate during the PDP and reviews the Associate’s work experience at the mid-point of the program. The review includes the advisor’s evaluation and the Associate’s compliance with other PDP requirements.

3. The Examining Board administers an Independent Study Course for Associates covering Ontario Legislation and Professional Practice.

4. The Examining Board administers the LARE and participates as a member of the Council of Landscape Architecture Review Boards.

5. The Examining Board may exercise discretion where appropriate in the review and recommendations of applications for full membership in exceptional circumstances. For example: if a candidate has extensive relevant experience working directly with a Landscape Architect, and has completed the required number of Sections of the LARE, the PDP requirement may be adjusted.
Requirements for Completing the Independent Course of Study on Ontario Legislation and Professional Practice


2. After reviewing the reading list with your professional advisor, submit a copy of the reading list with your experience progress report to the Examining Board. (email to registrar@oala.ca)

3. Review the reading material with your professional advisor. Apply the reading material to your own work experience whenever possible.

4. Be sure that your professional advisor includes the Independent Study Course (IS) in the required progress assessment at the midpoint of the PDP.

5. Notify the Examining Board when the reading list has been completed.
REQUIREMENTS FOR PREPARING AND SUBMITTING AN EXPERIENCE PROGRESS REPORT

1. Meet regularly (at least one a month) with your professional advisor to review your progress and to seek advice and guidance.

2. Prepare an EPR and update the professional development summary chart every four months.
   a. Use the EPR guidelines and the experience areas reference list which follow, for guidance.
   b. With each successive report, you should be recording a progression of experience, areas of increased responsibility, or an expanded understanding of areas recorded in previous reports.

3. Briefly describe your job position in your initial EPR; fill in this section again only when you change positions.

4. Review the EPR with your professional advisor. The advisor will complete the relevant section of the report.

5. Make sure that you and your professional advisor have both signed the report and submit it to the OALA office.

6. Keep a copy of each report. In the event that you must change your professional advisor during the course of your professional development period, the previous reports will be important for your new advisor to review.

7. Upon completion of your final EPR and the professional development summary chart, submit them to the OALA office. If your record is found to be satisfactory, you will be notified that your PDP is complete. Should the Examining Board find that your experience record is not sufficient, the Board will determine if your professional development period should be extended and for how long.

8. Be sure that your professional advisor files the required progress assessment at the mid-point of the PDP.

9. Be fully familiar with the responsibilities of the professional advisor. In the event that an advisor is not fulfilling their obligation, the Associate should change advisors as soon as possible and notify the Examining Board accordingly.
## ROLES AND RESPONSIBILITIES DURING PROFESSIONAL DEVELOPMENT PROGRAM (PDP)

**Landscape Architect Registration Examination**

<table>
<thead>
<tr>
<th><strong>ASSOCIATE</strong></th>
<th><strong>INDEPENDENT COURSE OF STUDY</strong></th>
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<tbody>
<tr>
<td>- 2 year (minimum) employment</td>
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<td>- Complete PDP requirements</td>
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<td>- Complete Independent Course of Study</td>
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<tr>
<td>- Attend Examining Board Interview</td>
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<td>- Pass a minimum of three sections of the LARE</td>
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<tr>
<th><strong>ADVISOR</strong></th>
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<tr>
<td>- Review PDP program</td>
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<tr>
<td>- Assist and advise associate during PDP</td>
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<tr>
<td>- Assist associate with Independent Course of Study</td>
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<tr>
<td>- Assessment of associate’s progress</td>
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<tr>
<td>- Prepare final assessment</td>
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<tr>
<td>- Administer PDP</td>
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<tr>
<td>- Review reports and provide comments on adequacy of experience</td>
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<tr>
<td>- Administer Independent Course of Study</td>
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<tr>
<td>- Interview associate and evaluate for fulfillment of requirements</td>
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<tr>
<td>- Administer the LARE</td>
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</tbody>
</table>
GUIDELINES FOR EXPERIENCE PROGRESS REPORTS

1. Prepare a progress report that is clear and concise in format with an emphasis on the details of your work experience. The reports must be typewritten and reflect a professional organization and style.

2. List the projects which you have worked on during the previous four month period.

3. Indicate the time spent on the project (duration in terms of % of time spent in the reporting period).

4. Describe each project briefly in terms of the assignment, location, scale of development, etc.

5. Identify the role that you played in each project. Be specific about your responsibility and tasks.

6. Describe your specific work responsibilities by category including site analysis, conceptual design, detailed design and working drawing preparation, construction inspection, report preparation, etc.

7. Provide a detailed breakdown of these tasks, e.g., field review, design drafting and presentation graphics, construction detail development, cost estimating, specification writing, tender coordination, construction site meeting attendance, progress payment review, etc.

8. Identify your working relationship with other professionals involved in a certain project, e.g., coordination with other consultants, client relationship, assistance to senior landscape architect, sole responsibilities, etc.

9. Select one project and provide a brief summary of the issues that were important to your working experience. Identify those issues that have challenged your skills. Indicate those areas where, in your opinion, you have gained significant experience, or areas of work where improvement is required.
POLICY ON SUBMISSION OF EXPERIENCE PROGRESS REPORTS
(approved by Council July 1, 1988 and June 22, 1991)

1. Three EPRs must be submitted three times per year, due by April 30, August 31, and December 31. Where possible, please email submissions in one PDF file to: registrar@oala.ca.

2. An EPR will be considered overdue if it has not been received by the OALA office within 30 days after the end of a four (4) month reporting period.

3. Any report received after this time will automatically be referred to the next report submission date.

4. Only one report will be accepted for each report period; thus failure by a candidate to properly submit a report on time would automatically add an additional 4 month time period to his or her PDP schedule.

5. Associates will be sent receipts when EPRs are received by the OALA office. It is your responsibility to contact the OALA office if a receipt has not been received within 30 days of the submission to determine whether or not a duplicate copy of the report should be sent to the office.
POLICY ON INACTIVE ASSOCIATES
(effective May 15, 1990 and AGM March 18, 2005)

Council has considered the issue of prolonged associate membership and the implications for members in carrying the additional cost of inactive associates. Associates should remain committed to the program during these formative years in their professional development. Therefore, Associates must remain active in the professional development program or be on an approved leave. An approved leave is not defined and will be judged on an individual basis.

Associates who are not active in the PDP will either: i) become active; ii) drop their membership; or iii) change their status to affiliate, i.e. someone who is interested in the profession. Affiliates will have an opportunity to reapply for associate or full member status under the various options if their situation and interests change in the future.

For the purpose of this policy active participation is defined as the timely completion of all experience record progress reports and their receipt by the OALA within 30 days of the end of a reporting period.

Landscape architectural interns (associates) who have not started their program or submitted a report for a period exceeding 6 months will be notified by the Examining Board that they are in contravention of the professional development program requirements.

These individuals will be considered inactive in the program unless they provide proof of a continuing commitment to the program within one month of the date of such notification.

An associate dropped from membership under such circumstances may reapply for membership.

Associates of the OALA who have successfully completed their assigned PDP but who have not successfully passed a minimum of three sections of the LARE will continue to be considered active associates until they have successfully passed all sections of the LARE and as such, will be required to pay associate dues.

After seven years of associate status, associate dues will be levied at a higher amount.
POLICY ON REDUCTION OF AN ASSIGNED PROFESSIONAL DEVELOPMENT PROGRAM
(approved by Council June 18, 1988)

The Examining Board may recommend to Council that an assigned professional development period be reduced on the basis of appropriate professional work experience gained prior to the acceptance of an application for associate status.

An assigned professional development period may be reduced by a maximum of one half of the assigned period, by a ratio of one month’s credit, or portion thereof, given for every complete period of two months full time employment in a relevant professional environment, as determined and recommended to Council by the Examining Board.

Before making a recommendation for reduction to Council, the Examining Board will review and evaluate written documentation as follows:

1. The applicant’s description of each relevant, full-time work experience, including: (a) starting and completion dates for each work experience; (b) level and type of the applicant’s involvement in each project offered for consideration under this heading; and (c) the applicant’s evaluation of the professional development resulting from each experience described; and

2. A declaration(s) by the applicant’s relevant employer(s) and/or supervisor(s) as to the accuracy of each work experience description. No credit will be given for a period of employment which is not supported by this declaration and only full time periods of employment will be considered.

The Examining Board may also require an applicant to attend an interview and present the information required under Item 1 above to the Examining Board for further evaluation.

On acceptance of the Examining Board’s recommendation by Council, the candidate will be required to pay, on a monthly pro-rated basis, the associate dues which would have been paid for each month by which the assigned professional development period is reduced. The basis of payment will be calculated based on the rate of dues at the time that the reduction is granted.

A cheque for the $25.00 non-refundable application charge must accompany the request.
REDUCTION FORM

APPLICATION FOR A REDUCTION OF AN ASSIGNED PROFESSIONAL DEVELOPMENT PERIOD

I, ___________________________, hereby confirm that I was in full time employment during the period identified in the accompanying chronological Experience Record Report.

I believe that I obtained the benefits as described from my stated involvement on the projects during this/these period(s).

On the basis of the material presented and the policy of the OALA regarding reduction of an assigned Professional Development Period, I hereby request that my period be reduced.

Please Note: The $25.00 applicable fee must be enclosed with this application or it will not be forwarded for consideration to the Examining Board.

[Signed]

[Address]

[Phone]

[Date]
REDUCTION FORM

DECLARATION OF SUPERVISOR/EMPLOYER

I, _________________________, was the supervisor / employer of _______________________ during
the period from ______________________ to _____________________.

I have reviewed the information presented by him/her in the accompanying chronological experience
record report and agree with his/her statement of involvement and benefit to his/her professional
development during the period of employment as listed above.

___________________________________
(Signed)

___________________________________
(Date)

Employer’s Name: _______________________________________

Address: _______________________________________

___________________________________
___________________________________

Phone: _______________________________________

Email: _______________________________________

INDEPENDENT COURSE OF STUDY

ON

ONTARIO LEGISLATION AND PROFESSIONAL PRACTICE

I hereby certify that I have completed the requirements for the Independent Course of Study on Ontario Legislation & Profession Practice.

________________________________
Associate’s signature

I hereby certify that I have met with ____________________________________________ on __________ occasions during the Professional Development Program and that this associate has completed the independent course of study on professional practice and legislation in Ontario.

____________________________________
Professional Advisor’s signature

____________________________________
Date
INDEPENDENT COURSE OF STUDY ON ONTARIO LEGISLATION AND PROFESSIONAL PRACTICE:

READING LIST
June, 2017

PRIMARY REFERENCE LIST - “A”
All references in List A should be reviewed to complete the OALA Independent Study. These items are considered primary sources. They are strongly recommended as essential reading. Exam candidates should develop a thorough and fundamental understanding of their purpose, when, where and how they apply, and the role and responsibility of the landscape architect in each.

*Note:* When applying for Full membership in the OALA, applicants may be requested to discuss items on the Primary Reference List with the Examining Board or to present a written summary to confirm an understanding of the main tenets of the information.

Hyperlinks are noted where the information is available online. Please note that OALA Associate members are responsible for sourcing the most up to date information.

Please contact the Registrar at the OALA to provide any updates to links or with any questions on the list. Email: registrar@oala.ca

1. Ontario Association of Landscape Architects. **OALA Handbook. Ontario Association of Landscape Architects Act, 1984.** (Bill Pr37)
   Link to page on OALA.ca website: [http://oala.ca/profession/the-oala-act/](http://oala.ca/profession/the-oala-act/)

   Link to page on OALA.ca website: [http://oala.ca/oala-handbook/](http://oala.ca/oala-handbook/)

3. Taylor, James R., **The Practice of Landscape Architecture in Canada.** Landscape Architecture Canada Foundation, 2006

   CA2ON YX74 P61 (University of Guelph Library)


6. Ontario Ministry of Municipal Affairs, Ministry of Housing, **Citizen’s Guide to the Land Use Planning**
      [http://www.mah.gov.on.ca/Page338.aspx](http://www.mah.gov.on.ca/Page338.aspx)
      [http://www.mah.gov.on.ca/Page338.aspx](http://www.mah.gov.on.ca/Page338.aspx)
   http://www.mah.gov.on.ca/Page338.aspx

e. Citizen’s Guide to the Land Use Planning System in Ontario. 5. Land Severances, (latest version)
   http://www.mah.gov.on.ca/Page338.aspx

   http://www.mah.gov.on.ca/Page338.aspx

   http://www.mah.gov.on.ca/Page338.aspx

   http://www.mah.gov.on.ca/Page338.aspx

   http://www.mah.gov.on.ca/Page338.aspx

   http://www.mah.gov.on.ca/Page338.aspx


8. Ontario Association of Landscape Architects, Guides to Engaging a Landscape Architect.
      http://oala.ca/engaging-a-landscape-architect/
   b. Part 2: OALA Fee Guide for Landscape Architectural Services
      http://oala.ca/engaging-a-landscape-architect/

   https://raic.org/raic/contract-documents


    Building Code Act, 1992 (amended most years – use latest version)
    http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_92b23_e.htm

12. Government of Ontario, Laws and Statutes:
    a) Conservation Authorities Act, 1996. (latest version)
       http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_92c27_e.htm
    b) Environmental Assessment Act and Regulations, 1997. (latest version)
       http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90e18_e.htm
c) **Aggregate Resource Act and Regulations, 1990.** (latest version)
   http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90a08_e.htm

d) **Provincial Parks Act, 2006.** (latest version)
   http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_06p12_e.htm

e) **Bill 112-3 Building Code Act, 1992.** (latest version)
   http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_92b23_e.htm

f) **Construction Lien Act and Regulations, 1997.** (latest version)
   http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90c30_e.htm

g) **Wilderness Areas Act and Regulations, 1990.** (latest version)
   http://www.elaws.gov.on.ca/html/statutes/english/elaws_statutes_90w08_e.htm

h) **Accessibility for Ontarians with Disabilities Act: Design of Public Spaces Standards, 2012.** (latest version)
   https://www.ontario.ca/laws/regulation/r12413

13. Ontario Architects Association, Insurance Guides:
   a. **A Guide to Construction Insurance.**
      http://www.oaa.on.ca/images/docs/1304351580_1.2.1.pdf
   b. **A Guide to Construction Surety Bonds.**
      http://www.oaa.on.ca/images/docs/1304356013_2.3.9.pdf

14. Council of Landscape Architectural Registration Boards (CLARB), **Recommended Reading list for LAREs** (latest version):
   http://www.clarb.org/take-the-exam/prepare-for-the-exam/recommended-reading

   **NOTE:** The OALA library holds copies of all available CLARB recommended readings. Please visit the OALA library or contact the coordinator to check on availability (coordinator@oala.ca)

15. AODA Regulations:
   Ontario Accessibility (AODA), **Accessibility Standards Resources:**
   https://accessontario.com/aoda/resources/
   a. AODA, **The Illustrated Technical Guide to the Accessibility Standard for the Design of Public Spaces**
      http://qaates.org/DOPS/default.phpf
INDEPENDENT COURSE OF STUDY ON ONTARIO LEGISLATION AND PROFESSIONAL PRACTICE:
READING LIST

SECONDARY REFERENCE LIST - “B”
These items are secondary references. They are recommended to candidates who wish to further develop and expand their knowledge and understanding of Reference List “A” topics. At a minimum, candidates should be aware of the general purpose and usefulness of each item on this list.

   http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_97d27_e.htm


   http://www.ontariossga.com/publications.htm

   CA2ON DT 0561 (University of Guelph Library)

5. Ontario Ministry of Transportation, Drainage Management Information for highways

6. Ontario Ministry of Transportation, R.A.Q.S., Qualification Forms, Guides & Procedures

7. Various Sources: Soil Classifications and Information:
   a. Ontario Ministry of Agriculture, Food and Rural Affairs, Soils Ontario:
      http://www.omafra.gov.on.ca/english/landuse/gis/soils_ont.htm
      Available at University of Toronto Libraries

   692.3 M24 1989 (Toronto Reference Library)

   https://secure.spex.ca/

    Canadian Standards Association, 1990.
    NA2545 A1C35X 1990 (University of Waterloo Library)
11. Ontario Ministry of Municipal Affairs, Ministry of Housing, Planning for Barrier-Free Municipalities (latest version)  
http://www.mah.gov.on.ca/Page1290.aspx


CA6 SA 79C15 [University of Guelph Library]

15. Canadian General Standards Board. CGSB Standards Services.  


17. Canadian Nursery Landscape Association, Canadian Nursery Standard  
http://www.csla-aapc.ca/standard  
Note: one copy available to review at OALA office – cannot be taken out of library

http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90o01_e.htm

http://www.toarc.com/publications_rehabilitation.asp

http://www.toarc.com/pdfs/forest.pdf

Available at the Toronto Reference Library


Available at the Toronto Reference Library

24. Ontario Ministry of Natural Resources and Forestry, Aggregate Resources:  
https://www.ontario.ca/page/aggregate-resources

25. Toronto Region Conservation Authority (TRCA), Preserving and Restoring Healthy Soil (2012)  
Available to download through CCVC website.

27. Children’s Services, City of Toronto. Child Care Design & Technical Guideline. [Link]

28. Canadian Standards Association (CSA). Canadian Playground Standard: [Link]

29. Ministry of Municipal Affairs, Ministry of Housing. The Greenbelt Plan. The Queen’s Printer 2017. (or latest revision) [Link]


36. Toronto Region Conservation Authority (TRCA). Erosion and Sediment Control Guideline – (December 2006) [Link]

37. Riley, John L. and Pat Mohr. The Natural Heritage of Southern Ontario’s Settled Landscapes. Toronto, Ontario: Ministry of Natural Resources / Queen’s Printer for Ontario, 1994. CA2ON NR 94N13 (University of Waterloo Library)


CA2ON EV100 92C58 (University of Guelph Library)


44. Ontario Ministry of Natural Resources and Forestry, *Species at Risk*, list and other resources: [https://www.ontario.ca/page/species-risk](https://www.ontario.ca/page/species-risk)

45. City of Toronto, City Planning Division, *Biodiversity in the City Series*: [http://www1.toronto.ca/wps/portal/contentonly?vgnextoid=766a036318061410VgnVCM10000071d60f89RCRD](http://www1.toronto.ca/wps/portal/contentonly?vgnextoid=766a036318061410VgnVCM10000071d60f89RCRD)

*Note: PDFs available online. Hard copies available at Toronto Public Libraries.*


47. Ontario Ministry of the Environment and Climate Change (MOECC), *information on various policies and programs*, e.g. Great Lakes Protection, Environmental Assessments, source protection, brownfields, etc. [https://www.ontario.ca/page/ministry-environment-and-climate-change](https://www.ontario.ca/page/ministry-environment-and-climate-change)

48. City of Toronto, *Green Roof Bylaw and Green Roof Construction Standards and Design Guidelines* [latest version] [http://www1.toronto.ca/wps/portal/contentonly?vgnextoid=3a7a036318061410VgnVCM10000071d60f89RCRD](http://www1.toronto.ca/wps/portal/contentonly?vgnextoid=3a7a036318061410VgnVCM10000071d60f89RCRD)
49. Conservation Ontario, **Fact Sheets and Information**:  
http://conservationontario.ca/library

50. **OALA Study Manual For the LARE** by LeAnn Whitehouse Seely, OALA, 2005  
http://www.oala.on.ca/  
*Note:* this study manual was created for an earlier version of the Exams but some information may still be useful.
EXPERIENCE PROGRESS REPORT (EPR)  
(Sample)

NAME ____John Doe______ PROGRESS REPORT NO. 1 ____________________________

PDP EFFECTIVE START DATE __ April 1, 2006 ________________________________

NAME OF EMPLOYER ____ Smith & Smith Associates __________________________

ADDRESS OF EMPLOYER ____ 100 Smith Avenue ______________________________

PROFESSIONAL ADVISOR ____ Jane Smith ________________________________

PERIOD OF REPORT from __April 1, 2006__ to __August 1, 2006___

Note: The three OALA EPR Periods are: April 1 – August 1; August 1 – December 1; December 1 – April 1. ALL Reports must fit into these periods.

Maximum period to be covered by any one report is to be four (4) months. Additional reports must be filed for employment periods of less than four (4) months (i.e., on termination of employment or start / end of PDP period).

JOB DESCRIPTION  
(Disregard if same as previous report)

Landscape Architectural Intern

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

EXPERIENCE DESCRIPTION

(Briefly describe your work experiences for the reporting period indicated above. Refer to the instructions and the experience areas reference list for guidance in completing this section. Use as much room as necessary but try to limit the report to two [2] pages).
EXPERIENCE PROGRESS REPORT

NAME__________________________________________________________

PROGRESS REPORT NO. ________ PDP EFFECTIVE START DATE_______________

ASSIGNED LENGTH OF PDP __________________________________________

NAME OF EMPLOYER ________________________________________________

ADDRESS OF EMPLOYER ____________________________________________

_________________________________________________________________

PROFESSIONAL ADVISOR _____________________________________________

PERIOD OF REPORT  From ________________20___ to ________________20___

JOB DESCRIPTION:


EXPERIENCE DESCRIPTION:
EXPERIENCE PROGRESS REPORT
EXPERIENCE PROGRESS REPORT

I hereby certify that the foregoing description of my work experience is true and accurate.

____________________________
Associate’s signature

I hereby certify that I have met with ____________________________ on __________ occasions during the reporting period noted above and that the experience description provided accurately reflects the experience gained this associate during that period.

____________________________
Professional Advisor’s signature

____________________________
Date
EXPERIENCE RECORD – FINAL SUMMARY

NAME ________________________________

NAME OF EMPLOYER ________________________________

NAME OF ADVISOR ________________________________

LENGTH OF ASSIGNED PROFESSIONAL DEVELOPMENT PERIOD _______ YEARS

In the following table, please summarize all Experience Record Progress Reports.

<table>
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<th>Report No.</th>
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(INTERIM (Midpoint) ) or (FINAL) ASSESSMENT

Associate: ________________________________________________

Professional Advisor: __________________________________________

As Professional Advisor, I have met with [Associate] on a regular, on-going basis and have been monitoring [his] [her] progress for the previous _________ months, beginning in [month] of [year].

Overall, [his] [her] professional development has been [steady] [good] [excellent].

My assessment of [Associate] progress based on the Professional Development areas is as follows:

1. Design Development: [qualify and elaborate strengths and weaknesses for each area]:

2. Design:

3. Contract Documents:

4. Contract Administration:

5. Office Practice:

The area[s] in which [he] [she] has had particularly good progress [is] [are]:

[identify area[s] based on Professional Development Summary Chart and elaborate]

The area[s] in which [Associate] requires further [development] [experience] and would benefit [his][her] professional development [is][are]:

[identify area[s] based on Professional Development Summary Chart and elaborate]

_________________________________________  ____________________________
Professional Advisor’s Signature    Date
### PROFESSIONAL DEVELOPMENT SUMMARY CHART

<table>
<thead>
<tr>
<th>ASSOCIATE’S NAME:</th>
<th>ADVISOR:</th>
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<tr>
<td>PDP START DATE:</td>
<td>LENGTH OF PDP:</td>
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<tr>
<th>REPORTS</th>
<th>ACTIVITIES</th>
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<td><strong>1.0 DESIGN DEVELOPMENT</strong></td>
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<td>1.1 Site Inventory</td>
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<td>1.2 Site Analysis</td>
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<td>1.3 Concept Sketches</td>
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<td>1.4 Preliminary Design Drawings</td>
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<td>1.5 Preliminary Cost Estimates</td>
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<td>1.6 Presentation Drawings</td>
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### Experience Level:
- 1-High
- 2-Med
- 3-Low
- 4-None
Examination Information

General Information

About the L.A.R.E.
The L.A.R.E. is a four-part fully computerized examination designed to determine whether applicants for landscape architectural licensure possess sufficient knowledge, skills and abilities to provide services without endangering the health, safety and welfare of the public. The L.A.R.E. is prepared and scored by CLARB in accordance with all current standards for fairness and quality of licensure exams.

The L.A.R.E. is made up of the following sections:

- Section 1: Project and Construction Management
- Section 2: Inventory and Analysis
- Section 3: Design
- Section 4: Grading, Drainage and Construction Documentation

Successful completion of the Landscape Architect Registration Examination (L.A.R.E.) is required for licensure as a landscape architect in the 49 states, the territory of Puerto Rico and the District of Columbia, and three Canadian provinces (Ontario, British Columbia and Alberta. Manitoba also requires some levels of the L.A.R.E.), that regulate the profession of landscape architecture.

The L.A.R.E. is exactly the same in every jurisdiction. The same exam is administered on the same days and under the same conditions and all exams are uniformly graded by CLARB. Each section receives a pass or fail score independently from the other sections. All sections must be passed in order to be granted licensure with Seal in Ontario.

Registering for L.A.R.E.s
The L.A.R.E. is administered across the United States and Canada on dates established by CLARB. All OALA members are approved to write the L.A.R.E.s. Candidates should indicate ONTARIO or OALA as your jurisdiction on CLARB records and Exam registration forms.

For all sections of the L.A.R.E., CLARB establishes the deadlines for completion of the online application. Candidates may check these deadlines on the CLARB website.

Exam candidates register for the exams by visiting the CLARB website. CLARB will send you an email with instructions about how to select your test centre and schedule your exam appointment.

Structure of the L.A.R.E.
The content of the L.A.R.E. is based on the results of a scientific “job analysis” survey conducted every five to seven years. The most recent survey was administered in early 2016 in which more than 5548 practicing landscape architects from the United States and Canada participated. The survey results were analyzed by a group of subject matter experts comprised of licensed landscape architects representing diversity (areas of practice, geographic) of the profession. Survey respondents were asked to rate all job tasks on three separate scales: how frequently the tasks were performed, how important the tasks were to successful performance of the job, and whether successful performance of each task was required at initial licensure. Overall, the tasks, and subsequent knowledge, that are performed
most often are considered the most important and are required at the initial point of licensure and thus form the basis of the L.A.R.E. Understanding the examination specifications.

To review the results of the 2016 Task Analysis click here.

Exam Content

For additional information about the exam including requirements, the registration process and the scoring process, please visit the Take the Exam Section of the CLARB Website or contact CLARB.

The LARE Orientation Guide provides full details on the Exam.

Please follow the link the LARE Orientation Guide for the full details.

Section 1 - Project and Construction Management
- 85 scored items & 15 pretest items consisting of multiple-choice and multiple-response questions;
- 3 hours seat time, 2 ½ hours for exam
  - Pre-Project Management: 10%
  - Project Management: 30%
  - Bidding: 20%
  - Construction: 30%
  - Maintenance: 10%

Section 2 – Inventory and Analysis
- 70 scored items & 10 pretest items consisting of multiple-choice and multiple-response questions;
- 2 ½ hours seat time, 2 hours for the exam
  - Site Inventory: 35%
  - Physical Analysis: 40%
  - Contextual Analysis: 25%

Section 3 – Design
- 85 scored items & 15 pretest items consisting of advanced item types, multiple-choice and multiple-response questions;
- 4 hours seat time, 3 ½ hours for the exam
  - Stakeholder Process: 9%
  - Master Planning: 45%
  - Site Design: 46%

Section 4 – Grading, Drainage and Construction Documentation
- 105 scored items & 15 pretest items consisting of advanced item types, multiple-choice and multiple-response questions;
- 4 ½ hours seat time, 4 hours for the exam
  - Site Preparation Plans: 20%
  - General Plans and Details: 40%
  - Specialty Plans: 25% Specifications: 15%
L.A.R.E. Study Reference List

The updated Reference List is applicable as of the April 2017 administration of the L.A.R.E. Student versions of several of the resources are now included to enhance access to these materials and is a direct response to candidate requests.

The OALA library has purchased numerous copies of each of the items on the list. Please visit the OALA library or contact our coordinator to see if the item you are looking for is available: coordinator@oala.ca

Section 1 — Project and Construction Management

- *Professional Practice of Landscape Architecture* / Rogers
- *Construction Contracts, 3rd Edition* / Hinze
- *Project Management for Design Professionals* / Ramroth
- *Sustainability and Design Ethics* / Russ

Section 2 — Inventory and Analysis

- *Design with Nature* / McHarg
- *Site Analysis: A Contextual Approach to Sustainable Land Planning and Site Design* / LaGro
- *Site Planning and Design Handbook, 2nd Edition* / Russ
- *The Living Landscape - An Ecological Approach to Landscape Planning* / Steiner

Section 3 — Design

- *Landscape Architectural Graphic Standards - Student Version* / Hopper
- *Time-Saver Standards for Landscape Architects, 2nd Edition* / Harris and Dines
- *Sustainable Sites Handbook* / Calkins
- *Planning and Urban Design Standards - Student Version* / Steiner and Butler
- *Site Planning and Design Handbook, 2nd Edition* / Russ

Section 4 — Grading, Drainage and Construction Documentation

- *Landscape Architectural Graphic Standards - Student Version* / Hopper
- *Site Engineering for Landscape Architects, 6th Edition* / Strom, Nathan and Woland
- *Sustainable Sites Handbook* / Calkins
- *Time-Saver Standards for Landscape Architects, 2nd Edition* / Harris and Dines
- *Landscape Architect’s Portable Handbook* / Dines and Brown

The list is also available from CLARB using the link: [http://www.clarb.org/take-the-exam/prepare-for-the-exam/recommended-reading](http://www.clarb.org/take-the-exam/prepare-for-the-exam/recommended-reading)

The reference material list has been prepared by the CLARB Examination Committee. While the Committee believes that mastery of the topics dealt with in the volumes on this list will be of assistance in preparing for the L.A.R.E., no representation is made that mastery of the topics dealt with by these volumes will ensure a passing grade on the examination, and no representation is made that the examination questions will be limited in scope to topics dealt with by the volumes contained on this list.

Candidates are not expected to review all of the books on this list, as subject areas may be covered by several references. CLARB in no way guarantees that the contents of these references are accurate.
REINSTATEMENT OF MEMBERS

PURPOSE
The purpose of this section is the clarification of the procedures and requirements for reinstating former members to full membership, and information for existing members who are contemplating leaving the Association.

DEFINITIONS
The following definitions and statements of intent are provided in order to clarify the meaning of the various reinstatement categories for candidates and succeeding Examining Board members. The Examining Board, in reviewing situations which do not fall into one of the specifically identified categories, will use these definitions and their intents as a guide in providing fair treatment.

1. RESIGNED FORMER MEMBERS
These are full members who have left the Association and properly resigned their membership. The member’s seal and certificate, or the member’s certificate, have been surrendered to the Association. All current dues at time of resignation were paid in full.

Intent:
The intent of the “resigned member” category is to recognize that individuals may choose to resign from the Association for various reasons and, due to a change in circumstance, wish to rejoin the Association. Retirement and relocation to another province or country are anticipated reasons for resigning.

The seal of former members and their registration certificate will normally be kept by the Association and will be returned without a further fee or a re-registration fee when the member is reinstated. This policy is subject to change if the seal or registration certificate should undergo any significant change in the intervening period, requiring that new ones be issued.
2. **DEFAULTED FORMER MEMBERS**

Members have sixty (60) days from the date of notification of dues owing to pay those dues. At the expiration of that sixty day period a member will be considered suspended from membership for a period of up to sixty (60) days or until the membership dues are received (whichever comes first). Members are in default if membership dues are not received prior to the end of this suspension period. Members in default cease to be members and must return their seal and membership certificate.

**Intent:**

In order to be fair to those members who maintain their good standing by prompt payment of dues, it is important to provide a regulatory framework which will penalize those who abuse the regulations. The dropping of a person from the membership roster, with the loss of legal right to use the term “landscape architect”, is recommended as an appropriate procedure. (The name act makes the use of the term “landscape architect” illegal for anyone in Ontario who is not a member of the Ontario Association of Landscape Architects).

While it is important to use regulations to protect the rights of the members who follow the Association’s rules it is also important to provide appropriate means by which former members, who have lost their privileges due to non-payment of dues, can regain their membership. A primary reason for providing a reinstatement procedure for defaulted former members is to encourage prompt payment of dues and to discourage operating outside of the legal bounds of the profession. The reinstatement policy attempts to meet these two objectives.

3. **LEAVE OF ABSENCE**

A leave of absence is an approved period of absence from active full membership participation in the Association. The member’s seal and certificate or the member’s certificate of membership must be surrendered during the leave. A leave of absence should be applied for before the member leaves the Association, and the application will not unreasonably be denied. While on leave the former member will be entitled to receive all normal correspondence mailed to the membership by the Association. The annual leave of absence fee is levied in order to pay for the administrative costs of keeping the member’s file open and providing the normal mailings of the Association. If a member does not apply for a leave and does not apply for reinstatement within the required period, the departure will be considered and treated as a resignation or default of membership.

**Intent:**

A leave of absence is provided in order to allow full members an opportunity to take limited periods of time off from active participation in the Association for various purposes. It is expected that the longer the person is away, the more important it will be to demonstrate that the departure has been beneficial to their professional development or, at a minimum, has not hindered the member’s ability to practice the profession in Ontario. A leave may be for family, health, education, job relocation or a number of other reasons.

4. **FORMER MEMBERS WITH VARIOUS YEARS STANDING**

This category applies to full members of the Association who had been full members for the period identified.

**Intent:**

The purpose of providing categories for members with various years’ standing is to recognize that the longer a person has been professionally involved, the better prepared they may be to resume practice after being absent for a defined period.

For example, a member with 15 years standing is treated as a seasoned practitioner who will be required to pass an examination only after long periods away from the profession.
REINSTATEMENT REQUIREMENTS

Former members of the Association may be reinstated to their membership at the same level of standing as the level at which they began their leave of absence, or resigned, or were expelled from the Association, upon fulfilling, to the satisfaction of the Examining Board, all of the necessary reinstatement requirements as determined by the person’s specific reinstatement category, and upon approval by the Council of the OALA.

The following are the specific requirements which may be applicable dependent on your individual reinstatement category. Refer to “Reinstatement Policy Chart”.

1. APPLICATION REQUIREMENTS

Receipt and acknowledgement by the Examining Board of a complete application for reinstatement.

2. PAYMENT REQUIREMENTS

Note: Not all payment requirements are applicable; refer to Reinstatement Policy Chart for specific payment requirements for each reinstatement category.

   a. The current year’s pro-rated dues (monthly).

   b. Reinstatement fee of $100.00 (all fees and penalties are subject to change with Council approval) and a $25.00 storage and return fee for the seal and certificate. (Note: individuals who did not return their seal and certificate are NOT charged the $25.00 fee; however, other penalty fees are applicable; refer to 2d.). Individuals who resign or have requested a leave of absence and who do not return their seal and certificate shall be considered in default.

   c. Annual Leave of Absence dues (to be equivalent to Affiliate membership dues).

   d. Default penalty fee of $50.00 and cumulative back dues for the entire period the member was in default.

3. QUALIFICATION REQUIREMENTS

   a. Passing an examination.

   b. Providing evidence, satisfactory to the Examining Board, through interviews and/or documentation, of activities during the absence which demonstrate that the absence has been beneficial to the professional development and/or maintenance of the required professional skills and knowledge of the applicant.

   c. Having the endorsement of two OALA full members.

See the following Reinstatement Policy chart to determine specific requirements.

Any member who feels that they do not fit into any of the categories may ask the Examining Board to provide a ruling on their specific circumstances. The ruling of the Examining board is final and will be based on the intent established in this reinstatement policy.
**REINSTATEMENT POLICY CHART**

It is anticipated that all former members who might be applying for reinstatement will fall into one of the 27 categories on the following chart. Categories 1 to 9 involve former members who have resigned. Categories 10 to 18 involve former members who are in default (i.e. in payment of dues). Categories 19 to 27 involve former members on leave of absence.

The next task in determining your reinstatement category is to identify the number of consecutive years of membership in good standing prior to your leave, resignation or default. There are three categories: greater than 15 years, greater than 3 years but less than 15 years, and less than 3 years.

Next determine the length of your absence period in years.

The reinstatement requirements for each category are summarized under “REQUIREMENTS” on the lower left side of the chart; for specific details, refer to the text above.

*The following is an example of how the chart works:*

The requirements for a former member who -

i. was on an approved leave of absence, and  
ii. was a member in good standing for a period of greater than 3 years but less than 15, and  
iii. was absent for a period of less than 5 years is required to comply with requirements: 1, 2a, 2c,  
iv. was absent for a period of more than 5 years is required to comply with requirements: 1, 2a, 2c, 3a, 3b, 3c.
REINSTATEMENT APPLICATION PROCEDURES

1. Applicants should be familiar with the reinstatement procedure and the intent behind the various categories.

2. Review the reinstatement requirements and categories, and identify the category that applies to you. Call the OALA office if necessary to determine your standing at the time of departure.

3. Complete the application form.

   **Note:** No application will be reviewed by the Examining Board until all required information, fees and/or documentation has been received. The requirements of a complete application will depend on your specific reinstatement category and requirements, but may include any or all of the following:

   a) Application form
   b) Reinstatement fee
   c) Default penalty
   d) Examination to be determined
   e) Evidence of your professional maintenance or development during your leave of absence.

4. Provide your endorsers with the correct forms for their confidential recommendation. While it is the endorsers’ responsibility to forward their endorsements to the attention of the Chairman of the Examining Board, it is the responsibility of the applicant to ensure that the forms arrive prior to the Examining Board meeting at which your application will be reviewed.

5. Forward your complete application to:

   The Ontario Association of Landscape Architects
   3 Church Street, Suite 506
   Toronto, ON M5E 1M2

   Attention: Chairman of the Examining Board

   OR by email to: registrar@oala.ca

6. The Examining Board will review and act on applications at their first regular meeting, following receipt of the complete application.

7. Applicants who are required to attend an interview will be notified by the Association, as to the date, time, place and requirements. The interview will normally be at the next regularly scheduled meeting of the Board.
8. Applicants, who are accepted for membership will be notified by the Association upon Council’s approval of the Examining Board’s recommendation.

9. Applicants who are required to write an exam will be notified that the Examining Board will recommend to Council that they be accepted to membership, subject to writing and passing an examination. They will be notified regarding the exam in accordance with the policies established in the Examination chapter of the OALA Handbook.

10. Candidates are advised to review all portions of the Examination section of the Handbook, in order to familiarize themselves with the L.A.R.E. exam requirements, procedures and notification of results.
MEMBERSHIP CATEGORY TRANSFER
TO AFFILIATE MEMBER

1. GENERAL

Full members embarking upon this course of action should be informed of the following:

1. A request to regain full membership status will involve a full review of the applicant’s qualifications and experience by the standards in place at that time. (This includes any new category and possible repayment of all back dues.)

2. The applicant will no longer be able to publicly advertise any affiliation with the OALA.

2. PROCEDURES

1. Inform the Association that the member no longer wishes to maintain their present status as full member;

2. Pay all outstanding dues in full;

3. Return seal and membership certificate or membership certificate;

4. Apply to the Association for membership in the affiliate category.

3. RE-ENTRY FEES

1. Where a full member has changed his/her membership to another category, e.g. affiliate, the fees for reinstatement to full membership shall be an amount equal to all back dues which would have been paid during the duration of the change, minus all dues paid during that period.

2. Where unusual circumstances of extreme duress are involved, Council may at its discretion cancel, reduce or suspend payment of re-entry fees.
A. Resigned Member
   Seal and Certificate surrendered

1. A reinstatement application fee of $100.
2. The current year’s pro-rated dues (monthly).
3. A $25 storage and return fee for the seal and certificate or certificate.

B. Defaulted Member
   Seal and Certificate or Certificate surrendered

1. A reinstatement application fee of $100.
2. A default penalty fee of $50.
3. Pro-rated dues (monthly) for the portion of the year in which last dues were not paid up to and including the month in which the stamp and certificate were returned.
4. The current year’s pro-rated dues (monthly).
5. A $25 storage and return fee for the seal and certificate or member’s certificate.

C. Defaulted Member
   Seal and Certificate NOT surrendered

1. A reinstatement application fee of $100.
2. A default penalty fee of $50.
3. Full equivalent of cumulative back dues for all years the member was in default.
4. Reimbursement to OALA for any relevant legal fees incurred by OALA.

Current year’s pro-rated dues (monthly).
APPLICATION FOR REINSTATMENT

Name: ___________________________________  Date: _______________________________

Current Mailing Address: __________________________________________________________________

Phone: ______________________  Email: ________________________________

Application for Reinstatement under Category #  (See Reinstatement Categories: 1-27)

or other (specify): ___________________________________________________________

Use additional sheet if necessary.

FEES ENCLOSED (if applicable based on category)

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
<th>Enclosed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reinstatement fee</td>
<td>$100.00</td>
<td>☐</td>
</tr>
<tr>
<td>Storage and return fee</td>
<td>$25.00</td>
<td>☐</td>
</tr>
<tr>
<td>Default penalty enclosed</td>
<td>$50.00</td>
<td>☐</td>
</tr>
</tbody>
</table>

Note: Upon approval of your application for reinstatement, you will be invoiced for membership dues on monthly pro-rated basis from the time of approval to the end of the year, and for any cumulative back dues or legal fees that may be applicable.

I understand that according to reinstatement requirements, I may be required to attend an interview with the Examinining Board and/or may be required to submit documentation of my professional development or maintenance of adequate skills and knowledge of the requirements of practice in Ontario during my absence from the profession.

All information on this form is correct to the best of my knowledge. I have read the application instructions, the Association’s code of ethics and the OALA Act. I hereby affirm that my practice of the profession of landscape architecture is and will remain in accordance with the principles contained in these documents. Should I be re-admitted to the Association and subsequently withdraw, resign, relinquish membership due to non-payment of dues, or be expelled from the Association, I hereby undertake to return, without delay, any certificate of membership, professional stamp, or other evidence of membership/affiliation in the Association and acknowledge the loss of all rights and privileges associated with membership, including the right to use the reserved title “Landscape Architect”, as prescribed by the OALA Act.

Signature ___________________________________________
FULL MEMBER REINSTATEMENT ENDORSEMENT

I endorse _____________________________ for reinstatement to full membership and certify that I have personal knowledge of the professional ability and character, methods of practice, and experience of the applicant. The candidate, in my opinion, has maintained the appropriate qualifications and up-to-date understanding of practice requirements in Ontario necessary or reinstatement to full membership. To the best of my knowledge the applicant observes and upholds the Association’s code of ethics.

______________________________  ________________
Endorser’s Signature              Date

______________________________
Print Name
WAIVER OF DUES POLICY FOR RETIRED MEMBERS

Intent:  
The intent of this policy is to encourage full members who have retired from active practice or employment as landscape architects on a full-time basis to continue as members of OALA.

Eligibility:  
A full member is eligible for a waiver of dues if the member meets all of the following criteria:
1. The individual is a full member in good standing at the time of applying for a waiver of dues; and,
2. The member has retired from active practice or employment on a full-time basis but has not resigned from the Association; and,
3. The member’s age plus years as a full member of the OALA (or equivalent Provincial association) equals or exceeds 90 years (typically 65 plus 25); or,
4. The member has a long term disability; and,
5. The member so certifies by completing the OALA Waiver of Dues Application which includes a personal declaration of retirement and evidence of eligibility; and,
6. The member’s Waiver of Dues Application is approved by the Council of the OALA upon recommendation from the Examining Board.

Exceptions:  
The Council of the OALA reserves the right to waive any of the eligibility requirements outlined above. Anticipated reasons for granting exceptions to the above requirements are as follows:
1. A full member may not have enough years as a full member to qualify because he or she i) entered the profession later in life, ii) took an approved leave of absence, or iii) properly resigned but later rejoined the Association.
2. A full member may not meet the minimum age requirement because he or she may have chosen to take an early retirement for a number of reasons including family, health or education. To be eligible, it is expected that the person would take an early retirement near the end of a long and active career as a landscape architect. Members who wish to abandon landscape architecture early in their working life to pursue another career are not eligible for a dues waiver.
3. A former member, who has retired but resigned from the Association prior to June 1992 may apply for a dues waiver. In this case the requirement to be a full member at the time of applying will be waived.

Privileges:  
A retired full member who has been granted a dues waiver is entitled to all of the privileges of full membership including but not limited to, use of the title “landscape architect”, right to vote on all matters of business requiring a ballot of the full membership, eligibility to serve on all committees and to hold elected positions on the Council of the Association. In this case, the member is
not required to return the seal or certificate. While granted a dues waiver, a retired member shall not practice on a full-time basis as a landscape architect.

**Return to Practice:**
A retired full member who has been granted a dues waiver but decides to resume practice as a landscape architect on a full-time basis may do so, but,

1. Forfeits the right to a dues waiver;
2. Must pay the current year’s pro-rated dues (monthly).

Application forms are available upon request from the OALA office.

Approved by Council, June 20, 1992
HONOURS, AWARDS AND PROTOCOL

Terms of Reference

The Honours, Awards and Protocol Committee will be responsible for:

1. Encouraging, receiving and considering recommendations and submissions for honours and awards to OALA members and others;

2. Making further recommendations to Council to change or add to the awards or criteria for awards as may seem appropriate; and

3. Overseeing appropriate protocol as the code of ceremonial forms and courtesies of precedence accepted as proper and correct in official dealings.

Mandate

The OALA Honours, Awards and Protocol Committee is charged with the responsibility for administering the Association’s awards program, and for considering potential new awards, or areas in which members and others should receive the recognition of the Association. Awards are normally given to recipients at the Association’s annual meeting in February/March, and apply to the 12 months preceding that date unless otherwise specified. The committee is also charged with responsibility for protocol required by the Association.

1. The portfolio will be held by the past president who will also be the chair.

2. The chair will report to Council, which will give final approval to recommendations of the committee.

3. The committee will have the responsibility for selecting candidates for established OALA Honours and Awards, namely:
   - Emeritus membership
   - Honourary membership
   - The distinguished service award

4. The committee will have responsibility for the development and implementation of new awards programs (after Council approval).
5. The committee will be responsible for protocol at the Association’s annual meeting and elsewhere; ensuring that:
   - Officials of CSLA and its components are invited when appropriate, properly greeted and escorted;
   - Representatives of sponsors and other funding agencies are invited and acknowledged publicly in the appropriate manner;
   - Appropriate political figures and government officials are invited and afforded due courtesy as required or appropriate;
   - The necessary award certificates, plaques, gifts, etc. are prepared and on hand for presentation;
   - Arrangements are made in consultation with the Program Committee to schedule the time and place for awards to be presented or announced.

6. The services of the Association’s executive director will be at the disposal of the committee in executing its responsibilities.

(Adopted on June 23, 1990 by the OALA Council)
NOMINATION FOR EMERITUS MEMBER

- A nomination shall consist of a letter from a full member addressed to the Council c/o the chairman of the Honours, Awards and Protocol committee. It shall provide a brief written summary of the reasons for the candidate’s nomination and must provide clear evidence that the candidate meets the emeritus membership criteria of the general by-laws of OALA.

- In order to assess the appropriateness of the nomination the following information must be provided:
  
  - The names of projects and the clients for whom they were completed which reflect executed excellence by the candidate and in so doing made an outstanding contribution to the profession, OR
  
  - The names of public agencies, educational institutions or private offices for whom the candidate may have excelled in administrative work and examples of his/her accomplishments illustrating how the candidate has made an outstanding contribution to the profession, OR
  
  - The names of volunteer agencies or organizations and examples of the direct or indirect service to the Association which illustrate how the candidate has made an outstanding contribution to the profession.

  A combination of the above is acceptable.

- Outstanding contribution will generally be considered as one which is above and beyond that normally provided by a member of the profession and which is of Provincial significance.

- All nominations must be endorsed by at least two individuals, one of whom is a full member.

- The nomination letter must bear the signatures and typed or printed name, address and telephone number of the nominator and the two endorsers.

- A complete professional résumé of the nominee must accompany the nomination.

- Following an initial screening for completeness, the Honours, Awards and Protocol committee will forward the nomination to Council for consideration and action.

- Nomination may be made at any time and will be reviewed as the earliest possible opportunity.

(Originally approved by Council, March 7, 1992)
NOMINATION FOR HONOURARY MEMBER

- A nomination shall consist of a letter from a full member addressed to the Council c/o the chairman of the Honours, Awards and Protocol committee. It shall provide a brief written summary of the reasons for the candidate’s nomination and must provide clear evidence that the candidate meets the honourary membership criteria of the general by-laws of OALA (Section 5 of the OALA Handbook).

- The nomination must include a detailed description of the ‘notable service’ that was performed and a clear indication of how it helped to advance the cause of landscape architecture in Ontario. Notable service will generally be regarded as a service considered valuable by a majority of members.

- All nominations must be endorsed by a full member.

- The nomination letter must bear the signature and the typed or printed name, address and telephone number of the nominator and endorser.

- A brief biography or résumé of the nominee must accompany the nomination letter.

- The Honours, Awards and Protocol committee will review the material submitted for completeness as outlined above, and forward the nomination to Council for consideration and action.

- Nominations may be made at any time and will be reviewed at the earliest possible opportunity.

(Originally approved by Council, March 7, 1992)
WAIVER OF DUES POLICY FOR RETIRED MEMBERS

Intent:
The intent of this policy is to encourage full members who have retired from active practice or employment as landscape architects on a full-time basis to continue as members of OALA.

Eligibility:
A full member is eligible for a waiver of dues if the member meets all of the following criteria:

1. The individual is a full member in good standing at the time of applying for a waiver of dues; and,
2. The member has retired from active practice or employment on a full-time basis but has not resigned from the Association; and,
3. The member’s age plus years as a full member of the OALA (or equivalent Provincial association) equals or exceeds 90 years (typically 65 plus 25); or,
4. The member has a long term disability; and,
5. The member so certifies by completing the OALA Waiver of Dues Application which includes a personal declaration of retirement and evidence of eligibility; and,
6. The member’s Waiver of Dues Application is approved by the Council of the OALA upon recommendation from the Examining Board.

Exceptions:
The Council of the OALA reserves the right to waive any of the eligibility requirements outlined above. Anticipated reasons for granting exceptions to the above requirements are as follows:

1. A full member may not have enough years as a full member to qualify because he or she i) entered the profession later in life, ii) took an approved leave of absence, or iii) properly resigned but later rejoined the Association.
2. A full member may not meet the minimum age requirement because he or she may have chosen to take an early retirement for a number of reasons including family, health or education. To be eligible, it is expected that the person would take an early retirement near the end of a long and active career as a landscape architect. Members who wish to abandon landscape architecture early in their working life to pursue another career are not eligible for a dues waiver.
3. A former member who has retired but resigned from the Association prior to June, 1992 may apply for a dues waiver. In this case the requirement to be a full member at the time of applying will be waived.
Privileges:
A retired full member who has been granted a dues waiver is entitled to all of the privileges of full membership including but not limited to, use of the title “landscape architect”, right to vote on all matters of business requiring a ballot of the full membership, eligibility to serve on all committees and to hold elected positions on the Council of the Association. In this case, the member is not required to return the seal and/or certificate. While granted a dues waiver, a retired member shall not practice on a full-time basis as a landscape architect.

Return to Practice:
A retired full member who has been granted a dues waiver but decides to resume practice as a landscape architect on a full-time basis may do so, but,

1. Forfeits the right to a dues waiver;
2. Must pay the current year’s pro-rated dues (monthly).

Application forms are available upon request from the OALA office.

[Originally approved by Council, June 20, 1992]
THE OALA RESEARCH & INNOVATION AWARD

Purpose:
This award recognizes the outstanding leadership, research and/or academic achievements of a member(s), or non-member(s), who, through scholarly activities, including academic papers, research, publications, books, e-applications or public presentations, contributes to the knowledge base that furthers the advancement of the art, the science and the practice of landscape architecture.

Eligibility Criteria:
1) The work to be honoured must be published and readily available for acquisition and use by landscape architects.
2) The work shall be in the province of Ontario.
3) An academic nominee shall teach or study at an academic institution in the province of Ontario.

Nomination Procedure:
1) Candidates must be nominated in order to be considered.
2) The nominator shall be a member of the OALA.
3) Nominators shall submit a letter of support substantiating why the nominee is deserving of an award.
4) Provide a copy of the publication and/or internet links to where the material may be obtained.
5) The HAP Committee may make a nomination provided the nominee meets the criteria of the award.

Evaluation Criteria:
The HAP Committee will be looking for nominations of researchers and/or innovators who produce and publish materials that are readily available to Landscape Architects in Ontario. The published work shall meet the intent of the purpose of the award as listed above. Where a work is produced by multiple researchers/innovators, all eligible recipients associated with the work may be honoured with the award.

Selection Procedure:
The Honours, Awards and Protocols Committee shall review each nomination to determine if the nomination meets the eligibility criteria. The HAP Committee may request additional information from the nominator if required to better understand the work to be recognized. Generally, one award may be presented each year, however, an award may not be made if no qualifying nomination is received.
The HAP Committee will forward its recommendation to the OALA Council for approval. If approved, the nominator and recipient(s) will be notified and invited to attend the OALA’s annual award presentation event.

The Award:
The recipient(s) shall be presented with a framed certificate bearing the name and seal of the OALA, the name of the award and the recipient’s name. The recipient(s) shall be entered in the awards records of the Association.

(Originally approved by Council, February 13, 2012)
THE DAVID ERB MEMORIAL AWARD
Recognizing the OALA’s Volunteer of the Year

David Erb Memorial Award was established to recognize an OALA member who has made an exemplary voluntary contribution to the works of the association. As David Erb represented an outstanding example of voluntary contribution to the OALA, this award in his memory, will recognize a member that demonstrates a similar positive contribution.

Evaluation Criteria
The review committee will be looking for nominations of a member who has gone well beyond the normal levels of voluntary support to the OALA. Sponsors submitting a nomination must provide a detailed history of the candidate’s contribution to the Association and illustrate why their service is exceptional. The review committee will be looking for unprecedented examples of leadership, perseverance, degree of personal involvement and creativity. The contribution of the candidate must have supported the OALA’s mission statement and strategic plan.

Eligibility Criteria
Candidates must:
1. Be full members in good standing with the OALA
2. Have undertaken their activities for OALA on a voluntary basis and not for remuneration.
3. Have provided a minimum of one year’s volunteer service prior to the date on the submission.

Nomination Procedure
Candidates must be nominated by:
1. A committee of the OALA with one member identified as contact person.
2. A minimum of two sponsors, one of whom will act as a contact person. Sponsors must be full members in good standing with the OALA. Sponsors may not nominate more than one candidate annually.
3. Individual members of the OALA Council with a sponsor. Council as a whole may not submit a nomination.

Documentation
1. A completed nomination form will be required.
2. A detailed description highlighting the candidate’s volunteer work.

Submissions
Nominations for the David Erb Memorial Award and supporting documentation must be submitted to the OALA office by November 30 of each year.

Selection Procedure
The Honours, Awards and Protocol committee will review the nominations each December. The committee may request additional information from the sponsors if so required. The award is based on the candidate’s voluntary contribution over the last twelve months however, the candidate’s overall voluntary history may be acknowledged. The Honours, Awards and Protocol committee will forward its recommendations to the OALA Council for endorsement. The sponsor and recipient will be notified of the decision and the recipient will be invited to attend the Association’s annual awards event.

The Award
A plaque will be kept in the OALA administration office with each recipient’s name engraved upon it. The recipient will also receive an individual award.

(Originally approved by Council September 12, 1992)
THE OALA JACK COPELAND AWARD FOR ASSOCIATE LEADERSHIP AND CONTRIBUTION

Purpose:
This award recognizes the outstanding leadership, and contribution of an associate for going above and beyond to assist fellow associates. Activities include, but are not limited to, tutorials, LARE exam help, special tasks, OALA Library, Special Events, meeting associates and others, including being an associate representative on OALA Council.

Eligibility Criteria:
1) The nominator shall be an associate of the OALA, the seconder shall be an associate.
2) The associate to be honoured has made a distinctive contribution to fellow associates.
3) The nominated associate must be preparing for, but not yet completed three (3) exams.
4) Nominators shall submit a letter of support substantiating why the nominee is deserving of an award and the distinct level of undertaking for peer to peer volunteerism.

Nomination Procedure:
1) Candidates must be an associate in order to be considered.
2) The nominator shall be an OALA associate; seconder must also be an OALA associate.
3) Nominators shall submit a letter of support substantiating why the nominee is deserving of an award, and what is distinct and sets the nominee apart.
4) The nominated associate is nominated by associates; this is not a popularity contest.

Evaluation Criteria:
The HAP Committee will be looking for associates who have gone above and beyond to assist in a meaningful way, exemplary peer to peer volunteerism and participation in multiple activities.

Selection Procedure:
The Honours, Awards and Protocols Committee shall review each nomination to determine if the nomination meets the eligibility criteria. The HAP Committee may request additional information from the nominator if required to better understand the work to be recognized. One award may be presented each year; however, an award may not be made if no qualifying nomination is received.

The HAP Committee will forward its recommendation to the OALA Council for approval. If approved, the nominator and recipient(s) will be notified and invited to attend the OALA’s annual award presentation event.

The Award:
The recipient(s) shall be presented with a framed certificate bearing the name and seal of the OALA, the name of the award and the recipient’s name. In addition, an award of $500.00 will be given to the associate to offset the cost of a LARE exam. The recipient(s) shall be entered in the awards records of the Association.

[Established and approved by OALA Council on December 9, 2013]
RECOMMENDATION REPORT (INFORMATION REPORT) OF THE

XXXX COMMITTEE

(select type of report and insert Committee name)

COUNCIL DATE: Report presented to OALA Council on (insert council date where report will be received).

INTRODUCTION: This report recommends (insert brief purpose)

PURPOSE OF THE REPORT: RECOMMENDATION (INFORMATION) (select one)

(note: Recommendation Reports are asking Council to make a decision and a recommendation is made that will form the basis of a motion by a Councillor. Information Reports provide updates on a subject and do not require Councillors to vote on a motion.)

RECOMMENDATION:

That ........

(write out the recommendation. If an Information Report indicate “n/a”. If more than one recommendation is being made, keep them separate and identify them with paragraph numbers, as follows)

1. That , and

2. That . and

3. That .

EXECUTIVE SUMMARY:

(insert brief summary to support the recommendation)

BACKGROUND:

(provide complete details explaining the circumstances that have brought on this recommendation and the reasons for the report)
POLICY AND BUDGET IMPLICATIONS:
(provide details of any policy or financial implications).
If none state
There are no policy or budget implications.

CONCLUSIONS:
(provide conclusions)

Respectfully submitted,

Xxxx, Chair (name of report writer or Chair of the respective committee, etc.)

xxxx Committee or xxx Board (insert name of Committee, Board, task force, etc.)

Revise header of page 2 including the name of the committee, board, task force, etc., and date of the Council meeting where the report is being presented.

General format guidelines

Font is DIN 11point (DIN can be downloaded from the Members’ Area of www.oala.ca)

Margins are: top 0.75”, bottom 0.75”, left 0.75” and right 0.75”
PROCEDURES AND GUIDELINES

GUIDELINES FOR THE STRUCTURE AND OPERATION OF COMMITTEES AND TASK FORCES

1. Membership of a committee or task force should, insofar as possible and desirable, represent a range of different interests to fairly represent the Association.

2. A committee or task force should nominate a chair from amongst its members to be endorsed by Council. A majority of committee members can recommend the resignation or renewal of the chair to Council.

3. A committee or task force shall report to Council through the council member responsible for the portfolio under which the committee operates.

4. The term of service for a committee or task force member should generally be unrestricted; the recommended term is at least 12 months.

5. The term of office of a chair shall be 24 months but the committee or task force may vote to extend the term for an additional period.

6. Replacement for any vacancy on a committee or task force shall be sought by:
   a. A recommendation from the individual leaving, or
   b. A recommendation from the committee or task force, or from the Council.

7. A simple majority of the members of a committee or task force may request the resignation of any member of the committee or task force by written notification stating just cause. Members should not miss attending more than three consecutive meetings.

8. The function of recorder shall rotate amongst all committee or task force members other than the chair unless one individual chooses to be the recorder on an on-going basis.

9. The duty of the recorder should be:
   a. To take notes at the meeting;
   b. To compile and distribute the record of the meeting within 14 days, after review by the chair, to committee or task force members, the councillor responsible and the OALA office;
   c. To enclose other relevant documentation;
   d. To arrange for the date and location of the next meeting.

The OALA office will be available for assistance with distribution and for holding meetings.
10. The duties of the chair are:
   a. To chair each meeting and to ensure that all items on the agenda are addressed;
   b. To arrange for a meeting extension or an additional meeting if the agenda is not completed;
   c. To confer periodically with committee or task force members to ensure that agreed upon matters are being addressed;
   d. To confer with the responsible councillor prior to each Council meeting for the timely reporting to Council about the activities of the committee or task force.

11. The number of committee or task force meetings to be convened should be as needed, normally at least every three months.

12. The chair is responsible, in consultation with the committee or task force members, for development and submission of an annual MBR (Management By Results) document each fall to the Executive Committee, outlining plans for the coming year including a budget request. The chair is responsible for approving all committee or task force expenditures commensurate with the approved budget.

13. Any committee or task force decision or action shall be by simple majority vote of its members with the chair casting the deciding vote in the case of a tie.
POLICY DEVELOPMENT PROCEDURES

A. INITIATION OF POLICY TOPIC DEVELOPMENT

1. Any issue of relevance and significance within or related to the broad spectrum of landscape architecture or any issue which is important to the landscape architectural profession may become a subject for the establishment of a general policy of the Association. Such an official position statement will be a public expression of OALA’s views.

2. Any full member or associate of OALA may identify an issue by making a written request to the policy committee or to Council for the formulation of a policy. The request should be supported by a brief statement of intent. The OALA Council or the policy committee may also identify policy topics.

3. The policy committee will select a captain, who may not necessarily be a committee member, to strike a policy development team.

B. DRAFTING AND REVIEW

4. The results of the preliminary study of the policy should be submitted by the team captain to the committee for review.

5. Any comments from the policy committee for revision should then be considered by the policy team and the next draft submitted again for committee review.

6. Subsequent drafts and revisions should be made by the policy team until the committee is satisfied with its final draft.

7. The councillor responsible or the chair of the policy committee will then present this draft policy statement to Council for review and comment. Comments, if any, will be sent back to the policy team captain.

C. FINAL APPROVAL AND PUBLICATION

8. The final adopted policy statement will then be published in the OALA News with a request for general membership comment.

9. Any membership comments will be considered and if necessary the policy committee, with the advice of Council, will further revise the policy statement.

Final and formal ratification of the policy statement will then be given by the OALA Council.
POLICIES COMMITTEE - PROPOSED POLICY TOPICS

*Topics in progress in 2002: To be updated following new strategic plan in 2006.

A. PUBLIC LANDS
   A100. Provincial Parks
   A101. Crown Land
   A102. National Parks
   A103. Conservation Areas
   A104. Municipal Parks

B. PRIVATE LANDS
   B100. Rural Landscapes

C. RESOURCE CONSERVATION
   *C100. Open Spaces
   C101. Prospecting, Mining and Quarrying on Public Lands
   C102. Conservation of Water
   C103. Wilderness
   C104. Preservation of Cultural Resources
   *C105. Waterfront
   C106. Conservation of Soil
   C107. Conservation of Vegetation
   C108. Conservation of Wildlife
   C109. Conservation of Atmospheric Resources

D. RECREATION
   *D100. Preservation of Park Lands
   D101. Establishment of Park Lands
   *D102. Preservation of Waterfronts for Recreational or Public Use.
   D103. Public Access to Waterfronts

E. AESTHETIC QUALITY
   E100. Conservation of Scenic Resources
   E101. Street Trees
   E102. Highways
   *E103. Scenic Roads and Parkways
   E104. Billboards and Signage
   E105. Urban Aesthetics
F. PUBLIC AFFAIRS
   F100. Public Art
   F101. Housing
   F102. Designed Projects of National Significance
   F103. Barrier Free Design
   F104. Environmental Education
   *F105. Urban Sprawl

G. ENVIRONMENTAL ISSUES
   G100. Water Pollution
   G101. Atmospheric Pollution
   G102. Thermal Pollution
   G103. Noise Pollution
   G104. Soil Pollution
   G105. Storm Water Management
   G106. Waste Management
   G107. Radioactive Waste
   G108. Acid Rain
SCHEDULE OF MEMBERSHIP DUES PAYABLE FOR ADMISSIONS AFTER THE BEGINNING OF THE CALENDAR (FISCAL) YEAR.

DUES:

<table>
<thead>
<tr>
<th>Category</th>
<th>Annual Rate 2016</th>
<th>Annual Rate 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full member</td>
<td>$450.</td>
<td>$512.</td>
</tr>
<tr>
<td>Full member on leave of absence</td>
<td>$120.</td>
<td>$165.</td>
</tr>
<tr>
<td>Associate</td>
<td>$132.</td>
<td>$142.</td>
</tr>
<tr>
<td>Associate after 7 years</td>
<td>$330.</td>
<td>$390.</td>
</tr>
<tr>
<td>Affiliate</td>
<td>$120.</td>
<td>$165.</td>
</tr>
</tbody>
</table>

If a new member is admitted during the first quarter of the year (until March 31) the full annual dues will be payable.

Commencing April 1, dues payable will be pro-rated on the monthly equivalency basis in the following manner:

I. If admission is granted between the 1st and 14th of the month, the dues payable will be calculated from the 1st of that month.

II. If admission is granted between the 15th and the end of the month, the dues payable will be calculated from the 1st of the following month.

For associates, the effective start date of a PDP is the date when all required information and documentation is received in the OALA office even though formal approval of acceptance as an associate might await subsequent Examining Board and Council approval. This effective start date will apply in I) and III) above.

Otherwise the date of admission will be the date of the Council meeting at which approval is given to admissions recommended by the Examining Board.
Restrictions are imposed by The Ontario Association of Landscape Architects Act, Chapter Pr 12, Statutes of Ontario, 1984 and by section 10 of the by-laws of The Ontario Association of Landscape Architects (the “Association”) as follows:

1. USE BY INDIVIDUALS

Full members of the Association may use either or both designations and describe their services as “landscape architecture”.

2. USE WITHIN THE NAME OF A FIRM, PARTNERSHIP OR CORPORATION

The designation(s) may only be used where a full-time principal, partner, director, executive officer is a full member of OALA and where the practice of the firm with regard to all matters of landscape architecture is under the direct control and supervision of this individual.

3. USE AFTER THE NAME OF A FIRM, PARTNERSHIP OR CORPORATION

The designation or use of the description “Landscape Architecture” in relation to services provided may only be used where the practice of landscape architecture is carried on by, or under the direct personal supervision of a full-time employee, member or director who is a full member of the Association.

4. ADVERTISING IN THE YELLOW PAGES, DIRECTORIES AND LIKE LISTINGS

Only those firms, partnerships or corporations having a principal who is a full member of the Association and who works full time as employee, member or director and who carries on and/or directly supervises the practice, may list the name of the firm, partnership or corporation under the heading “Landscape Architect(s)” or “Architecte(s) Paysagiste(s)”.

For this purpose a “principal” is a person having a meaningful equity ownership in, and meaningful responsibility and control of, the landscape architectural practice of such firm, partnership or corporation. Others may advertise and use such listings, but the name of the full member of the Association must precede the name of the firm, partnership or corporation in any such listing and the member’s name must have greater size and prominence than the name of the firm.
FORMER MEMBER RECOGNITION GUIDELINE

1.0 Background

As members retire or resign or for those who survive a member’s passing, it is often important to retain a memento of the years of membership in the Association.

The former member’s seal and certificate of membership are the property of the OALA and must be returned in order to protect against fraudulent or improper use of these symbols of membership.

2.0 Form of Recognition

The Ontario Association of Landscape Architects will issue one of the following three certificates to the former member or survivor of the former member upon return of the seal and membership certificate:

A. Member
B. Distinguished Member
C. Highly Distinguished Member

3.0 Basis of Recognition

For purposes of issuing a certificate of former membership to former members or survivors of former members the following criteria and guidelines will apply:

Member - Registrar’s records prove that the person was a member between the periods identified.

Distinguished Member - Registrar’s records prove that
  ▪ The person was a member between the periods identified, and
  ▪ The person received one or more awards for professional achievement, and/or
  ▪ The person was involved to a significant extent in the affairs of the Association, and/or
  ▪ The person distinguished him/herself in their community through voluntary efforts not necessarily related to the advancement or cause of the profession.

Highly Distinguished Member - Registrar’s records prove that
  ▪ The person was a member between the periods identified, and
  ▪ The person may have received several awards or other significant forms of recognition for professional achievement, and/or
  ▪ The person was involved to a significant extent in furthering the objectives of the Association through very active involvement on committees and/or Council, and/or
- The person distinguished him/herself in their community to a very significant extent through their voluntary efforts not necessarily related to the advancement or cause of the profession, and/or
- The person, through his/her commendable and continued solid performance of their profession in a very visible role, advanced the profile of the profession to a high degree.

In the case of the former member having had any infractions of the code of ethics, the Council would have the power to exercise its discretion in deciding which category of certificate is appropriate.

### 4.0 Implementation

The OALA must receive the seal and certificate of the former member before any action will be taken.*

The Registrar shall review the status of the former member and shall report to Council with a recommendation for a vote on the form of recognition.

The Registrar will cause the certificate to be prepared for execution by the President and will forward the certificate as appropriate.

* Note: In special circumstances upon written affidavit that a seal or certificate or both are lost or destroyed, a certificate may be reissued.
POLICY ON THE ELECTION OF STUDENT REPRESENTATIVES TO COUNCIL OF THE ONTARIO ASSOCIATION OF LANDSCAPE ARCHITECTS

This policy is intended to clarify the procedure for electing student representatives to the Council of the OALA, especially those student representatives who will hold voting power. The purpose of this policy is to alleviate the problem of having student representatives on Council in a voting position with no previous experience on Council.

1. The OALA Act and the OALA by-laws will have full power over this policy.

2. The term of office for student representatives will start at the first council meeting after the annual general meeting and continue through the next annual general meeting.

3. One (1) student from the University of Guelph, and the University of Toronto (total of two students) will be representatives to Council. There will be no representation from other schools. Representatives to Council will be elected by their fellow students at their own school.

4. Only one (1) of these students will hold voting power on Council at any one time. This student will represent fairly and equally the views and concerns of all students of landscape architecture at the University of Guelph, and the University of Toronto.

5. The student representative holding voting power will be determined by the school s/he is representing and will be based on a two year cycle:

   Year One       -       University of Guelph
   Year Two       -       University of Toronto

   The representative who will have voting power must be approved by Council.

6. Terms of office for student representatives will be as follows;
   I. Students will be elected to Council in such a way that no student comes on Council in the voting position without first having represented their school on Council in a non-voting position for a minimum of three meetings immediately prior to holding the voting position.
   II. This requires student representatives to hold either a one year term or a two year term depending on their school’s place in the voting cycle. No student may hold a three year term (OALA by-laws).
7. If a student representative is deemed by the other student representative not to be fulfilling his/her requirements on Council, and the Council is in agreement, then the representative may be removed from Council and the school must elect a new representative.

If this occurs when a student representative holds voting power then the representative from the other school will assume the voting position for the remainder of the prior representative’s term. The second school will also carry out its normal period of voting as determined by the two year voting cycle—not inclusive of that term carried out upon the removal of the prior student.

8. If a student representative who should assume voting power declines to stay on Council for the second year of his/her term then that student’s school must forfeit voting power to the other school, assuming that school’s representative meets the criteria (see section 6). If the other school does not meet the criteria then the first school may elect a representative to Council to hold voting power.
NOMINATIONS TO THE CSLA COLLEGE OF FELLOWS

A nomination shall consist of a letter addressed to the Council of the OALA, c/o the Honours and Awards Committee Chairman. It shall provide a brief written summary of the reasons for the candidate’s nomination. The letter must provide clear evidence that the candidate meets the membership requirements of the College as outlined below:

“Fellows shall be landscape architects of at least ten (10) years standing as members of the Society who are recognized as having made an outstanding contribution to the profession by excellence in executed works of landscape architecture, in advisory or administrative professional work in public agencies, in professional university instruction, in professional work or indirect service to the Society.”

(Source, Section F.5 Fellows, of the CSLA Policies and Procedures Manual)

In order to assess the appropriateness of the nomination the following information must be provided:
- Year of acceptance to membership in CSLA
- The name of two projects and the clients for whom they were completed which reflect executed excellence by the candidate and in so doing made an outstanding contribution to the profession; or
- The name of the public agency, university or private office for whom the candidate may have excelled in administrative work and two examples of his/her accomplishments which illustrate how the candidate may have made an outstanding contribution to the profession; or
- Name of volunteer agency or organization and two examples of the direct or indirect service to the Society which illustrate how the candidate may have made an outstanding contribution to the profession
- A combination of the above criteria may be accepted

Outstanding contribution will generally be considered as a contribution which is above and beyond that provided by a member of the profession and is of national significance

All nominations must be endorsed by at least three people including the nominator. At least one of the two other endorsers shall be a full member of OALA

The nomination letter must bear the signature and the typed or printed name and address or telephone number of each endorser

A complete professional resumé of the nominee must accompany the nomination letter
• Following an initial screening to review the completeness of the nomination OALA Council will review the alternative candidates and vote on their choice as an OALA nomination for CSLA College of Fellows

• Any rejected candidates will be kept on file and considered in the subsequent year

(Originally approved by Council, November 9, 1991)
The Ontario Association of Landscape Architects supports and encourages the formation of local and/or regional ‘chapters’ when there exists a nucleus of members in a particular geographic area and an interest and desire on their parts in formally organizing as a chapter. The purpose of a chapter is three-fold:

- To provide a local or regional presence for OALA and thereby a vehicle for advancing the mission and continuing objectives of OALA in the area;
- To provide a local or regional focus for OALA members in the area to have enhanced access to their colleagues and to professional development and social events;
- To address local or regional environmental planning issues of general interest and importance to landscape architects and to take public positions on relevant local or regional issues based on established OALA policies.

OALA chapters shall function according to the following:

1. A chapter shall, insofar as possible and desirable, represent a range of different interests to fairly represent the Association.

2. Membership in the chapter shall consist primarily of OALA members and associates but may also include other interested members of the community.

3. Membership in a chapter is not required of OALA members in the region.

4. A chapter shall nominate a chair from amongst its members to be endorsed by Council. A majority of chapter members can recommend the resignation or renewal of the chair to Council.

5. The term of office of a chapter chair shall be 24 months but chapter members may vote to extend the term for an additional period.

6. Chapter chairs shall report to Council through the Vice President in writing on a quarterly basis in March, June, September and December; meeting minutes should be filed with the OALA office.

7. Chapters shall submit an annual report in December for publication in the Association’s consolidated Annual Report.

8. A chapter shall convene at least four meetings of its members each year.

9. The chair is responsible, in consultation with chapter members, for development and submission of an annual Management By Results (MBR) document requested each September by the
Executive Committee and outlining plans for the coming year including a budget request. A chapter’s annual plans should be in the context of OALA’s overall strategic plan and the budget request must detail expenditures within the framework of the MBR.

10. Chapters are accountable to the OALA Council and members in general for the expenditure of its monies and must submit receipts for all expenditures and a statement of revenue and expenditures by mid-January of the year immediately following the conclusion of the budget year for which the monies were granted. This will be a routine aspect of OALA’s annual audit process.

11. Any chapter decision or action shall be by simple majority vote of its members with the chair casting the deciding vote in the case of a tie.

(Originally approved by Council, November 9, 1991)
WAIVER OF DUES POLICY FOR RETIRED MEMBERS

Intent:

The intent of this policy is to encourage full members who have retired from active practice or employment as landscape architects on a full-time basis to continue as members of OALA.

Eligibility:

A full member is eligible for a waiver of dues if the member meets all of the following criteria:

1. The individual is a full member in good standing at the time of applying for a waiver of dues; and,
2. The member has retired from active practice or employment on a full-time basis but has not resigned from the Association; and,
3. The member’s age plus years as a full member of the OALA (or equivalent Provincial association) equals or exceeds 90 years (typically 65 plus 25); or,
4. The member has a long term disability; and,
5. The member so certifies by completing the OALA Waiver of Dues Application which includes a personal declaration of retirement and evidence of eligibility; and,
6. The member’s Waiver of Dues Application is approved by the Council of the OALA upon recommendation from the Examining Board.

Exceptions:

The Council of the OALA reserves the right to waive any of the eligibility requirements outlined above. Anticipated reasons for granting exceptions to the above requirements are as follows:

1. A full member may not have enough years as a full member to qualify because he or she i) entered the profession later in life, ii) took an approved leave of absence, or iii) properly resigned but later rejoined the Association.
2. A full member may not meet the minimum age requirement because he or she may have chosen to take an early retirement for a number of reasons including family, health or education. To be eligible, it is expected that the person would take an early retirement near the end of a long and active career as a landscape architect. Members who wish to abandon landscape architecture early in their working life to pursue another career are not eligible for a dues waiver.
3. A former member, who has retired but resigned from the Association prior to June, 1992 may apply for a dues waiver. In this case the requirement to be a full member at the time of applying will be waived.
Privileges:

A retired full member who has been granted a dues waiver is entitled to all of the privileges of full membership including but not limited to, use of the title “landscape architect”, right to vote on all matters of business requiring a ballot of the full membership, eligibility to serve on all committees and to hold elected positions on the Council of the Association. In this case, the member is not required to return the seal and/or certificate. While granted a dues waiver, a retired member shall not practice on a full-time basis as a landscape architect.

Return to Practice:

A retired full member who has been granted a dues waiver but decides to resume practice as a landscape architect on a full-time basis may do so, but,

1. Forfeits the right to a dues waiver;
2. Must pay the current year’s pro-rated dues (monthly).

Application forms are available upon request from the OALA office.

(Originally approved by Council, June 20, 1992)
POLICY FOR USE OF SEAL IN PROFESSIONAL PRACTICE

Intent:

The intent of this policy is to assist members in the interpretation of OALA by-laws paragraph 8 and Section 7 of the Code of Ethics (Section 6 of the OALA Handbook).

For the purpose of the policies below, the word “seal”, used here and in the OALA Act, and the word “stamp”, which may be used elsewhere in the OALA Handbook, are synonymous.

Policies for the use of the OALA seal in professional practice are:

1. The imprint of the seal shall be clear and legible on all copies of the documents to which it has been affixed.

   Although the OALA Act does not require the use of a signature with the seal, a full member may choose to, or be asked by others to, sign his/her work. In this case, it is recommended that the normal signature of the full member and date be clearly shown within or adjacent to the seal. The use of initials without a surname is not appropriate.

2. It is recommended that the seal be applied only to prints or other hard copies that are issued to the client. Because of increasing incidences of litigation and problems associated with unauthorized alteration of documents, masters, originals or other reproducibles that are considered originals (including drawings on computer disks and magnetic tapes) should not have the seal affixed.

   Since unauthorized duplication and alteration is difficult to detect on computer disks, it is recommended that seals not be reproduced electronically using computer systems.

   The seal need not be applied to individual drawings if they are bound into reports that have been dated and had the seal affixed thereto.

3. The seal need not be applied to preliminary or draft documents, drawings, specifications, reports and other work unless required by a regulatory agency. In either case these works should be clearly marked “PRELIMINARY”, “DRAFT”, and/or “NOT FOR CONSTRUCTION”.

4. Revisions by a full member to work to which the seal was originally applied by that member, should be noted on the drawings in an appropriate manner. In the event that a full member makes a revision to work which the member did not originally prepare and affix a seal, it is recommended that the full member affix his/her seal with signature and date to the work so as to clearly indicate responsibility for the revision.

(Originally approved by Council, June 20, 1992)
POLICY ON FOOD AND REFRESHMENT FOR COMMITTEES AND TASK FORCES

The work of OALA members and associates on Committees, task forces and other groups is volunteer and often takes away from time that would be otherwise devoted to professional endeavours and personal/family pursuits. The OALA benefits a great deal from this volunteer effort in a way that cannot be measured financially. Often this donation of time occurs at normal meal time, over lunch or in the late afternoon or early evening; often committee meetings run well into the late evening.

It is therefore deemed necessary and appropriate that these volunteers be provided with some refreshment, especially since these normal meal time periods constitute working meetings.

Guidelines:

Committees and task forces have the option to include reasonable expenditures for food and beverages for their meetings over the course of a year in their MBR budget requests.

When committees or task forces meet during what may be described as a normal meal time period, food and beverage costs may be claimed within its approved annual budget and with the approval of the committee/task force chair.

Committee/task force food and beverage expenses will normally be for sandwiches/pizza or other take-out or delivered food to a home or office where the meeting is being held. Soft drinks/beer should be purchased from a retailer.

The acceptable range for food and beverage claims will be $10 - $20 per person, depending on frequency of meetings (e.g. some committees meet monthly, others quarterly).

If a committee meeting is called at other times, such as in the evening after 7 p.m. or in mid-morning or mid-afternoon, only beverage claims would be deemed appropriate.

[Originally approved by Council, November 13, 1993]
MEMBERSHIP RECRUITMENT AND RETENTION POLICY

BACKGROUND

The Ontario Association of Landscape Architects believes that landscape architecture is a field of professional endeavour that will grow and thrive in the coming decade and beyond. New students entering academic studies in landscape architecture represent the future of the profession and graduates represent the future potential membership of OALA. The supply of highly trained individuals with current, up to date knowledge in landscape architecture will be required to meet future demand and to fill vacancies created by natural attrition and retirement.

Building the membership of OALA adds stature to the association and strengthens the profession as a whole. Recruitment of new members by OALA is a responsible approach to achieving the mandate of the OALA Act and to safeguarding high standards for landscape design and land management in the years ahead.

Moreover, the retention of existing members is desirable. They provide the necessary continuity and historical perspective as well as the body of practical knowledge on which the profession is founded at any one point in time. Membership is contingent upon the payment of dues which OALA should strive to establish as not discretionary but rather a responsibility of professional citizenship. OALA should assure that all of its external and internal marketing materials are of the highest calibre and extol OALA’s accomplishments and the benefits of membership.

POLICY

A. Recruitment:
OALA will actively recruit new members by:
1. Undertaking outreach programs that provide information on all aspects of the profession to targeted individuals,
2. Enhancing its liaison with the Ontario schools of landscape architecture to cultivate a nurturing relationship with the students at all levels,
3. Actively recruiting individuals who are landscape architecture graduates but who have not sought OALA Associate membership and target non-landscape architects for affiliate membership.

B. Retention:
OALA will actively work to retain existing members by:
1. Constantly monitoring changing membership service needs and benefits to assure relevance and cost-efficiency,
2. Actively pursuing employers to seek their acknowledgment of the professional status of landscape architects and to assure that they recruit landscape architects, i.e. OALA members, for appropriate positions,
3. Actively following up on membership resignations.

IMPLEMENTATION

Recruitment:
1. Primarily for secondary school career counsellors and students but also for potential full members
2. Through
   a. Bi-annual meetings with students to introduce them to the OALA as their professional association and to urge graduates to apply for Associate membership; use dynamic, committed spokespeople
   b. Encouraging student involvement in OALA sponsored activities and events
   c. Encouraging student affiliate memberships
   d. Maintaining and expanding the scholarship program
   e. Maintaining and expanding the lecture sponsorship program
   f. Encouraging OALA members on the faculties to constantly promote the OALA, its raison d’être and its benefits as part of all professional practice instruction
   g. Providing incentives for graduating students to become Associates immediately upon graduating
   h. Explaining the flexibility of the PDP in accommodating employment/experience difficulties, potential new ways of meeting PDP requirements (e.g. voluntarism, lecture attendance etc.), and the positive impact of the L.A.R.E.
   i. Issuing promotional materials and a membership recruitment package to those graduates in the past five years who are not OALA Associates using personalized letters, return envelopes and application forms; follow-up telephone calls; possible one-on-one meetings.

Retention:
1. Through
   - Membership surveys
   - Encouraging more direct input by members to the administration or Council
   - Maintaining close coordination between the Budget and other committees in setting annual budgets in the context of the organization’s overall strategic plan
   - Communicating with members about OALA’s financial and human resources needs and constraints
   - Encouraging membership volunteer participation in the activities of the association to engender ownership
   - Encouraging committed members and volunteer leaders to give testimonials about membership benefits
2. Developing and implementing a strategic marketing plan
3. Through a telephone call or letter from the president inquiring about reasons for the resignation and thereby gaining some insight into possible remedial action

(Originally approved by Council September 11, 1993)
OALA COUNCIL COMPOSITION
PROCEDURES FOR THE APPOINTMENT OF A LAY COUNCILLOR

Approved By OALA Council on April 6, 2009

Preamble:
The OALA Act states “The Council shall consist of not fewer than seven or more than twelve members of the Association, as the Council may from time to time determine, elected from the membership of the Association.” (section 5.2) The OALA Act also states “The Association may by bylaw provide for the appointment to the Council of up to three persons who are not members of the Association.” (section 5.3). The filling of these appointments are optional and a vacancy does not invalidate a Council.

The OALA By-laws (section 3.2) does provide for the appointment of up to three (3) persons who are not Members. The by-laws do not specifically identify that one (1) appointee shall be a “Lay Councillor”, nor defines the criteria for selection or duties, but it has been the practice since the passing of the OALA Act (1984) that a Lay Person be appointed to Council.

Most Boards have such a position and are defined as such. A Lay Councillor is expressly not to be a landscape architect. Therefore there is “no self interest” financial or otherwise, in their motivations or opinions. They can look at things more objectively from “outside” the profession. Hence the interpretation that they “represent the view of the public”, rather than the profession itself.

Procedures:
1. The OALA Council has benefited from a Lay Councillor and encourage this appointment to continue.

2. The Lay Councillor is expressly not to be a landscape architect nor a member of the OALA and represents the views and values of the general public. In this regard, the Lay Councillor ensures the public interest is protected.

3. The Nomination Committee, chaired by the Past-President, shall be responsible for conducting a search of potential candidates, review the credentials of all nominees, and forward a recommendation to the OALA Council for approval.

4. The Term of the Lay Councillor shall be for two years and may be extended by approval of Council. The Lay Councillor shall have 1 equal vote on Council. In accordance with OALA By-law 3.4(d), “No election or appointment of a councillor is effective without that person’s written consent within ten [10] days of election or appointment.”

5. Remuneration shall be in accordance with OALA By-law 3.9.
6. The Nominating Committee will draft up an advertisement for Expressions of Interest or nominations to serve as a lay councilor. This advertisement will be published to the OALA membership at large via email, the website or other suitable medium.

7. The advertisement shall be in a form of an invitation to serve outlining the following: Term, duties, qualifications sought, volunteer service, and brief description of the OALA. Nomination/application procedures shall be provided, including submittal requirements.

8. The Nominating Committee shall review and evaluate all nominations received, in consideration of the OALA Strategic Plan, and recommend a preferred candidate to OALA Council. The recommendation report shall include a brief background on the candidate and rationale for the recommendation.

9. Upon approval of Council, the Lay Councillor will be notified by the President, or designate.
MANDATORY CONTINUING EDUCATION PROGRAM

Full Members of the OALA and Associate Members of 7 years or more are required to complete relevant continuing education activities and to provide documentation through the OALA Online Reporting Page (located in the Members’ Area on the OALA website).

Associate Members of 6 years or less are not required to complete continuing education, but do have the option to voluntarily document any completed activities. This may be beneficial as newly accredited Full Members can claim credits, for activities completed during the three years prior to achieving Full Member Status, in their first reporting period.

The following Quick Guide for the Mandatory Continuing Education Program provides a general overview of program requirements and directions on how to report credits the Online Reporting Page.

The full MCE Program Guide including category descriptions is available online in the Members’ Areas of the OALA website. Select the ‘Mandatory Continuing Education’ tab, then the ‘MCE FAQ and Documents’ tab. For additional information, please contact the Registrar at the OALA office (registrar@oala.ca / (416) 231-4181 ext. 3).
Introduction

The Mandatory Continuing Education (MCE) Program is managed by the Registrar and credit reporting is completed using the online reporting page. A Member is able to complete credit reporting at any time during the three-year credit reporting period. Credit accumulation and reporting will finish and reset at the end of each designated three-year cycle, and will be linked with OALA dues collection.

As outlined within the MCE Program Guide, Members are responsible for retaining supporting documentation of continuing education activities for at least three years, to be produced for review in the event of an audit. Activities will be eligible for credit if they fulfill the mandate outlined in the MCE Program Guide. Regular work experience is not eligible for credit.

For further information about the Mandatory Continuing Education Program and to view the Full Program Guide, please sign in to the Members’ Area of the OALA website and proceed to the Mandatory Continuing Education Program area. For help, please contact the Registrar at the OALA office (registrar@oala.ca / 416-231-4181 ext. 3).

Online Credit Reporting

All OALA Full Members (both with certificate and seal and those with certificate only) and Associate Members of 7 years or more are required to submit credits using the Mandatory Continuing Education Program online reporting page. Members on approved Leave of Absence are exempt from the MCE Program for that time. Otherwise, only under certain exceptional circumstances will Members be granted a written 12 month exemption from the MCE Program by application to the Examining Board. Refer to Section 2.4 of the Program Guide for additional information. To report credits, please take the following steps:

1. Go to www.oala.ca and log on to the “Members’ Area”, using your password and user name (please contact registrar@oala.ca if you need to reset your login password).
2. Click on the “Mandatory Continuing Education Program” area.
3. Click on the “Add a New MCE Activity” tab and complete the reporting form.
4. To submit your MCE Activity, press the “Add Activity” button at the bottom of the form.
5. Once you have input the activity, select the blue ‘Mandatory Continuing Education’ button to review your updated record.
6. Please print a copy of each recorded activity for your own offline records, in case our system ever experiences technical difficulties [PDFs save trees!].

Requirement for Diversity of Learning

Members are required to complete activities from a minimum of two of the eight available categories to earn MCE credits during each three year reporting period. The maximum attainable number of credits in any one of the eight categories is 75% or 22.5 of the required total 30 credits.

Credit Guide

This quick guide is intended to help you report continuing education credits. Generally, continuing education activities are eligible for 1 credit per 1 hour (minimum 50 minutes) of direct participation time in an activity. Credits may be claimed to the nearest 0.5 credit or half hour of direct participation in an activity.

Note: The full MCE Program Guide including category descriptions is available online in the Members’ Area of the OALA website. Select the MANDATORY CONTINUING EDUCATION tab, then the MCE FAQ and DOCUMENTS tab.
MCE Category Credit Examples

The following is the list of MCE Categories. Examples of credits within the category are provided for information only.

1. Landscape Architecture Educational Programs examples:
   Credit earning for this category is not restricted to OALA activities, but can include CSLA or components of CSLA, IFLA, or ASLA, or a certified LACES program.
   - Attend OALA or component organization Social Event  Up to 1 Credit per event
   - Attend AGM Speaker Presentations (3 hours)  3 Credits
   - Attend CSLA AGM Business Meeting  Up to 1 Credit per meeting

2. Relevant Educational Program examples:
   - OPPI Symposium (2 hours)  2 Credits
   - ISA Tree Identification Course (4 hours)  4 Credits

3. Self-Directed Study examples:
   - Reading a book on Designing for Microclimates (4 hours)  4 Credits
   - Wildflower Identification Walk (2 hours)  2 Credits

4. College and University Courses example (Association of Canadian Community Colleges or Association of University and Colleges of Canada certified institutions):
   - Complete Certificate in Project Management (72 hours)  22.5 Credits

5. Certificates, Licenses and Credentials examples:
   - Sitting of the Certified Arborist exam (2 hours)  2 Credits
   - Sitting of the 4th LARE exam (4 hours)  4 Credits

6. Committee and Volunteer examples:
   Credit earning for this category is weighted by type of commitment and is subject to credit maximums per activity or volunteer position. Not restricted to OALA activities.
   - Member of Social Committee  Up to 1 Credit per meeting
   - Volunteer at a Continuing Education Session  Up to 2 Credits per event
   - Guest lecture or Presentation  Up to 2 Credits per event

7. Authorship examples:
   Each instance of each type of publication is eligible for a set amount of credits.
   - Magazine Article or Online Formally Published Article  3 Credits each
   - Published [professional] Journal Article  10 Credits each
   - Peer Reviewed Publication, published book or chapter  22.5 Credits each

8. Technical Skills Development examples:
   - Software program training (4 hours)  4 Credits
   - Work site safety training (1 hour)  1 Credit

Note: The full MCE Program Guide including category descriptions is available online in the Members’ Area of the OALA website. Select the MANDATORY CONTINUING EDUCATION tab, then the MCE FAQ and DOCUMENTS tab.