SAKSCATCHewan ASSOCIATION OF LANDSPACE ARCHITECTS
2017 Annual Meeting

April 22, 2017
10:00am – 12:00pm

Room 306, Civic Square East
SASKATOON, SK

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AGENDA
Annual General Meeting

1. CALL TO ORDER
Chair [10 min]
   Introduction of Parliamentarian
   Meeting Protocols

2. ESTABLISH QUORUM
Administrator [5 min]
   (a) 1 Associate + 39 Full + 30 Full OoP + 7 Lifetime = 77 X 50% = 39

3. REVIEW & APPROVAL OF AGENDA
Chair [5 min]
   MOTION: To adopt the 2017 SALA Annual General Meeting Agenda

4. APPROVAL OF THE 2016 ANNUAL GENERAL MEETING MINUTES
Chair [5 min]
   MOTION: To adopt the minutes of the 2016 SALA Annual General Meeting

5. SALA COMMITTEE REPORTS
Chair [10 min]
   (a) The following written reports have been received and filed. No motion of acceptance is required.
      SALA Academic Award Committee  Ingrid Thiessen
      Landscapes / Paysages Editorial Board  Natalie Walliser
      Design Council Representative  Marilyn Gould
      SALA Associate Representative  N/A
      SALA Website  Nola Stein / Liz Hartman
      Legislation (Name Act) Committee  David Powell
      Continuous Learning Program  Genevieve Russell

   (b) Questions for Committee

6. SALA COUNCIL REPORTS
Chair [10 min]
   (a) The following written reports have been received and are attached to this document. No motion of acceptance is required. The motion of acceptance for items addressed in the Treasurer’s Report will take place under Agenda Item 7.
      Administrator’s Report  Kari MacKinnon
      SALA President’s Report  Laureen Snook
      SALA Secretary’s Report  Jaybee DeCastro
      SALA Treasurer’s Report  Munir Haque
      CSLA Board of Directors  Trevor Tumach
      SALA Examining Board Committee  Brad Wilson

   (b) Questions for Council
7. BREAK AND CONTINUOUS PROFESSIONAL LEARNING SESSION WITH RENNY GRILZ  
[20 min]

8. NEW BUSINESS

(a) Financial Statement  
Munir Haque  
[10 min]

i. **MOTION**: To waive the requirement of an audit for the year ending December 31st, 2016

ii. **MOTION**: To appoint Randall Edge to review the financial statements

(b) 2017 Operating Budget  
Munir Haque  
[10 min]

iii. **MOTION**: to adopt the 2017 proposed SALA Operating Budget

(c) D & O Insurance  
Munir Haque  
[5 min]

iv. **MOTION**: to approve the purchase of Directors and Officers insurance for 2017-2018.

(d) Policy for Inactive Members (discussion)  
Kari MacKinnon  
[10 min]

(e) Survey for Strategic Initiatives (discussion)  
Chair  
[5 min]

9. OTHER BUSINESS

10. ADJOURMENT  
**MOTION**: To adjourn the 2017 SALA Annual General Meeting

11. After Event – Amigo’s Cantina – 632 – 10 Street East  
Lunch and a chance for informal discussion on strategic initiatives and provincial budget cuts to parks.
Minutes of the
ANNUAL GENERAL MEETING
APRIL 23, 2016
Bushwackers Brew Pub

In Attendance:

Regina: (14)
Laureen Snook, Chair
Alona Andrejenko
Christine Bachinsky
Dominique Clinque
Marilyn Gould
Munir Haque
Amanda Lang
Stewart MacMillan
Lavern Pratt
Chris Sale
Veronica Schroder
Ingrid Thiessen
Stephanie Wilkinson
Brad Wilson

Saskatoon: (10)
Jaybee De Castro
Jonathan Epp
Ray Foret
Gord Forsythe
Liz Hoffman
Hrolfur Kristinsson
Amber Lyons
Cam Patterson
Genevieve Russell
Trevor Tumach

Via Proxy: (29)
Chantal Alary
David Bodnarchuk
Bhavana Bonde
Robert Brown
Carol Chistik
Carol Craig
Rob Crosby
Janine Daradich
Ken Dockham
Marilyn Fiegel
Victor Ford
William Hrycan
Greg Kiloh
Geoffery Katz
Bruce Laing
Faye Langmaid
Gunta Mackar
Glen Manning
Alan Otterbein
Will Oddie
David Powell
Leah Rampton
Anna Ringstrom
Doug Rose
Blair Sivertson
Bob Somers
Dean Spearman
Natalie Walliser
Gavin Wyman

Guests: Brad Korbo (Parliamentarian)
Kari MacKinnon (Recording Secretary)

1. CALL TO ORDER

Meeting called to order at 10:19
Introduction of Kari MacKinnon, Administrator & Brad Korbo, Parliamentarian.

Laureen Snook took a moment to show the presidential gavel, as crafted by Arnie Thiessen.
2. **ESTABLISH QUORUM**
   (a) 4 Associate + 38 Full + 32 Full OoP + 4 Lifetime = 78 X 50% = 39
   (b) To approve Bylaw Amendments requires 2/3 majority: 78 X 66% = 52

   Kari MacKinnon confirmed that attendance is 53 in person (Regina & Saskatoon) and in Proxy.

3. **REVIEW & APPROVAL OF AGENDA**
   MOVED by Laureen Snook, seconded by Chris Sale
   THAT the 2016 SALA Annual General Meeting Agenda be approved.
   **CARRIED**

4. **APPROVAL OF THE 2015 ANNUAL GENERAL MEETING MINUTES**
   MOVED by Veronica Schroder, seconded by Christine Bachinsky
   THAT the minutes of the 2015 SALA Annual General Meeting be adopted.
   **CARRIED**

5. **SALA COMMITTEE REPORTS**
   (a) The following written reports have been received and filed. No motion of acceptance is required.
   CSLA Board of Directors  Trevor Tumach
   SALA Examining Board Committee  Chris Sale
   SALA Academic Award Committee  Ingrid Thiessen
   Landscapes / Paysages Editorial Board  Natalie Walliser
   Design Council Committee  Marilyn Gould
   SALA Associate Representative  Christine Bachinsky
   SALA Website  Nola Stein / Liz Hartman
   Legislation (Name Act) Committee  David Powell/Laureen Snook
   Continuous Learning Program  Genevieve Russell

   (b) Questions for Committee
   1. Stewart MacMillan had a question for Genevieve Russell – has SALA’s CLP Program ever gone under legal review. **Answer:** No.

   2. Ray Foret asked if SALA’s CLP Program mirrors the initiative by CSLA. **Answer:** Yes.

   3. Update to Legislative (Name Act) Report: Laureen Snook reported that David Powell has made contact with Minister Campeau.

   Membership was advised that Genevieve Russell is currently the only person on the CLP Committee and volunteers to assist are requested.

6. **SALA COUNCIL REPORTS**
   (a) The following written reports have been received and are attached to this document. The motion of acceptance for the Treasurer’s Report will take place under Agenda Item 7(d), Treasurer’s Report.
   SALA President’s Report  Laureen Snook
   SALA Secretary’s Report  NA
   SALA Treasurer’s Report  Veronica Schroder

   (b) Questions for Council
   1. Question from Ingrid Thiessen for Veronica Schroder: The SALA scholarship was kept in a separate GIC until 2014, and then the GIC accounts merged. Is SALA tracking the interest from the $6000 being tracked separately? **Answer:** No, interest for the SALA Scholarship is not currently tracked separately since 2014.
Ingrid Thiessen stated that the Terms of Reference for the SALA Scholarship (written in 1987) stated that it should be separate. Ray Foret stated that the $100K GICs were combined with the SALA Scholarship for convenience sake and to accrue more interest for the academic award.

Stewart MacMillan raised concerns that the history and the business plan of the funds are not known and/or recorded, except when someone with history with the association remembers a document. Laureen Snook replied that hiring an Administrator will bring the documents together and will provide continuity to the membership and historical documents.

Five minute break

7. NEW BUSINESS

a. Proposed Bylaw Revisions

MOVED by Cam Patterson, seconded by Veronica Schroder
THAT the bylaw changes related to address be approved, affecting letterhead (page 1) & point 9.01 (page 6)
CARRIED

MOVED by Brad Wilson, seconded by Marilyn Gould
THAT the bylaw changes related to CLP requirements be approved, affecting 1.18.1 – revision (Page 3) and 1.19 – new (Page 3)
CARRIED

b. Continuous Learning Program

MOVED by Genevieve Russell, seconded by Stewart MacMilan
THAT compliance to the CLP requirements not be enforced this year as we are still establishing the program.

Discussion: Ingrid Thiessen suggested the words “this year” be removed from the motion.

MOVED by Veronica Schroder, seconded by Stewart MacMillan
That the above motion be amended to remove the words “this year,” as suggested.
CARRIED

MOVED by Genevieve Russell, seconded by Stewart MacMillan
THAT compliance to the CLP requirements not be enforced, as we are still establishing the program.
CARRIED

MOVED by Genevieve Russell, seconded by Cam Patterson
THAT SALA members who have memberships on other component associations be approved to submit reports from other equivalent associations.
CARRIED
c. Legislative Committee

MOVED by Chris Sale, seconded by Dominique Clincke
THAT SALA bylaw revisions shall be drafted to allow inclusion of a representative from the public (who may be appointed by the Minister of Central Services) on SALA’s council; said revisions to be forwarded to council for their consideration.
CARRIED

d. Treasurer’s Report /Financial Statement

Review of 2015 Financial Statement

MOVED by Veronica Schroder, seconded by Stewart MacMillan
THAT the Treasurer’s Report be accepted.
CARRIED

MOVED by Veronica Schroder, seconded by Chris Sale
THAT SALA waive the requirement of an audit
CARRIED

MOVED by Veronica Schroder, seconded by Christine Bachinsky
THAT Randall Edge be appointed to review the financial statements.
CARRIED

Five minute break. Chris Sale left the meeting at 12:00. He gave proxy vote to Veronica Schroder, although the proxies held by Chris Sale cannot be transferred. Quorum is still in place for voting.

e. 2016 Operating Budget

MOVED by Veronica Schroder, seconded by Stewart MacMillan
THAT the 2016 SALA Operating Budget be approved
CARRIED

f. SALA – LACF Student Scholarship

MOVED by Cam Patterson, seconded by Ingrid Thiessen
THAT the Landscape Architecture Canada Foundation (LACF) manage SALA funds for the SALA scholarship, starting with a $50,000 fund to be transferred from SALA to LACF. SALA will continue to administer the award.

MOTION TO TABLE by Stewart MacMillan, seconded by Veronica Schroder
THAT the motion to transfer the SALA scholarship funds to LACF be tabled until the 2017 AGM, so that Council can perform legal and financial due diligence on this proposal.
The motion is defeated; the original motion stands:

MOVED by Cam Patterson, seconded by Ingrid Thiessen
THAT the Landscape Architecture Canada Foundation (LACF) manage SALA funds for the SALA scholarship, starting with a $50,000 fund to be transferred from SALA to LACF. SALA will continue to administer the award.
CARRIED
Point of Order by Stewart MacMillan: The Chair called the motion as CARRIED from the verbal aye or nay vote, and decided that a ballot vote should be counted. Membership around the table were in agreement with the ballot vote, and it confirmed that the motion was carried.

8. ELECTIONS / APPOINTMENTS TO SALA COUNCIL & COMMITTEES
   a. President – Two Year Term, Laureen Snook
      There were two nominees for the position of President: Laureen Snook & Stewart MacMillan. Vote was taken by secret ballot, and Laureen Snook won the nomination.
   b. Past President – Two Year Term, Trevor Tumach
   c. Secretary – Two Year Term, Jaybee De Castro
   d. Treasurer – Two Year Term, vacant
      Current Treasurer, Veronica Schroder decided not to remain as SALA treasurer. There were no volunteers from the floor.
   e. Examining Committee Chair, vacant
      Current Examining Committee Chair, Chris Sale has stepped down as Chair, although he will remain on the Committee. There were no volunteers from the floor.

9. OTHER BUSINESS
   Life time memberships were granted to Gord Forsyth, Will Oddie, and Rob Crosby.

10. ADJOURNMENT
    MOVED by Lavern Pratt, seconded by Brad Wilson
    THAT the 2016 SALA AGM be adjourned.
    CARRIED

    Meeting was adjourned at 1:00 pm
SALA COMMITTEE REPORTS: ACADEMIC AWARD COMMITTEE

Committee members: Ken Dockham and Will Oddie (David Powell excused due to holiday)

This year we had three applicants for the SALA award, which is now in its 29th year. The award value is $1500 but the committee recommended this be increased to $2000 in order to give out two awards rather than one. The committee cannot think of a more worthy activity than to invest in young landscape architects. It is one of the most important undertakings of SALA to support the growth of our profession. The deadline for applications remains October 30th. Three applications were received coming from students attending the University of Guelph and two from the University of British Columbia.

Our recipients were Tatum Lawlor and Steffi Baker receiving $1000 each and a free one year membership in SALA. Tatum Lawlor – MLA British Columbia is entering her second year of a four year master program. She obtained her 4 (5) year BED degree from Manitoba. She is an outstanding “A” student with excellent marks, that are consistent in all three universities that she attended totalling 8 years of education. Steffi Baker - BLA Guelph is entering her fourth and final year of a four year bachelor program. She also has good marks and extensive and varied work and volunteer experience.

This was the third year we used the new criteria where all students accepted into an accredited program could apply. This was the first year we allowed email applications and it went reasonably smoothly and will be allowed in future years. Please encourage your summer students to apply and offer to provide a reference if they are worthy. The committee values references from our membership.

Key historic points:
We started out the SALA award with $6,000 in 1988.
To date over $22,000 given to students.
Fifty thousand ($50,000) of approximately $65,000 was invested in the Landscape Architecture Canada Foundation (LACF) with funds transferred in October 2016. Consequently this year’s award came out of our general revenues.
Anyone can now make a tax-deductible donation to the foundation and increase the award amount. Next year will be our first test of our new situation.

We are nearing our 30th anniversary for the award. Increasing the amount of the award, to reflect current costs to attend university, would be an appropriate milestone for this occasion. It might also be favorable to send out a news release. A draft notice has been prepared for consideration and is attached as an appendix. How can we raise funds? The easy way is if everyone just donated funds for this milestone occasion. Other ways might be to combine a fund raiser with a publicity event. How about free consultations at SUMA or the home show in return for a donation? Please brainstorm and share your ideas with the executive.

I thank my committee members for their support, time and wisdom.
APPENDIX SALA Academic Award

DRAFT PRESS RELEASE in 2018 our 30th year.

The Little Organization that Could

The Saskatchewan Association of Landscape Architects (SALA) is entering 2018 with a milestone year. It will be 30 years since we started the SALA Academic Award to help fund the education of Saskatchewan landscape architecture students who have to leave the province for schooling. During this time, we have given away over $22,000 of support.

For many years, we were the envy of other provincial associations that did not have a student award though they were substantially larger than ours. How did we do it? An unexpected profit of $6,000 in advertising revenues during the 1985 Congress was invested in the future of the profession – our students. A frame of reference was written and the money grew with the cautious oversight of our volunteer executive. We started out with an original award of $300 per year. Since then the award has slowly increased over the years to the present amount of $1500 per year. Our hope is to grow the award to offset the high cost of living out of province. Today, you too can contribute since we now can offer tax deductible receipts through the Landscape Architecture Canada Foundation.

To those who advertised at our congress back in 1985 we thank you. To those who have supported us over the years we thank you. The profession of landscape architecture has matured over the years and now plays a critical role in the health and beauty of our cities and countryside. We continue to strive for excellence in all the work we do in order to achieve the high standards expected of our profession.

From our CSLA website:
“Landscape Architecture is the design profession concerned with the design, planning, management and stewardship of the land. The work of landscape architects touches the design of outdoor public areas, landmarks and structures. The goal is to achieve environmental, social or aesthetically pleasing spaces by investigating existing social, ecological and geological conditions in the landscape. The work of landscape architects is all around us in the form and function of the land: the work often touches on urban design, site planning, storm water management, urban planning, restoration, parks and recreation planning, green infrastructure planning and private or residential master planning and design.”

Submitted by:
Ingrid Thiessen, Awards Committee Chair
Committee Members: Will Oddie, Ken Dockham (abstained David Powell)
### SALA AWARD WINNERS

The following is a list of our past recipients:

<table>
<thead>
<tr>
<th>No</th>
<th>Year</th>
<th>Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fall 1988</td>
<td>Lawrence Baschak</td>
<td>$350.00</td>
</tr>
<tr>
<td>2</td>
<td>1989</td>
<td>Lawrence Baschak</td>
<td>$350.00</td>
</tr>
<tr>
<td>3</td>
<td>1990</td>
<td>Darryl Zoerb</td>
<td>$400.00</td>
</tr>
<tr>
<td>4</td>
<td>1991</td>
<td>Dierdre Harris</td>
<td>$400.00</td>
</tr>
<tr>
<td>5</td>
<td>1992</td>
<td>Jackie Hoffer</td>
<td>$400.00</td>
</tr>
<tr>
<td>6</td>
<td>1993</td>
<td>no applications</td>
<td>$0.00</td>
</tr>
<tr>
<td>7</td>
<td>1994</td>
<td>Launie Burrows</td>
<td>$400.00</td>
</tr>
<tr>
<td>8</td>
<td>1995</td>
<td>Scott Dunn (amount is not clear)</td>
<td>$400.00</td>
</tr>
<tr>
<td>9</td>
<td>1996</td>
<td>no applications</td>
<td>$0.00</td>
</tr>
<tr>
<td>10</td>
<td>1997</td>
<td>Allan Moors, Genevieve Russel</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>11</td>
<td>1998</td>
<td>Kathleen Bolton and Natasha Lynn</td>
<td>$600.00</td>
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<tr>
<td>12</td>
<td>1999</td>
<td>Pauline Hubregtse</td>
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<td>13</td>
<td>2000</td>
<td>Jana Zelenski</td>
<td>$500.00</td>
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<tr>
<td>14</td>
<td>2001</td>
<td>Brock Dergousoff</td>
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<tr>
<td>15</td>
<td>2002</td>
<td>Stephanie Voyce</td>
<td>$600.00</td>
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<td>16</td>
<td>2003</td>
<td>Alison Scott</td>
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<td>17</td>
<td>2004</td>
<td>Lillith Brook (the amount is not clear)</td>
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<tr>
<td>18</td>
<td>2005</td>
<td>Amanda Lang and Marilyn Gould</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>19</td>
<td>2006</td>
<td>Shannon Baxter</td>
<td>$1,000.00</td>
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<tr>
<td>20</td>
<td>2007</td>
<td>Amanda Lang</td>
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<td>21</td>
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<tr>
<td>22</td>
<td>2009</td>
<td>William Hrycan and Vanessa Jukes</td>
<td>$2,000.00</td>
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<tr>
<td>23</td>
<td>2010</td>
<td>Vanessa Jukes</td>
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<td>2011</td>
<td>Jonathan Epp</td>
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<tr>
<td>25</td>
<td>2012</td>
<td>Taylor LaRocque</td>
<td>$1,000.00</td>
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<tr>
<td>26</td>
<td>2013</td>
<td>Dana Crosson</td>
<td>$1,000.00</td>
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<tr>
<td>27</td>
<td>2014</td>
<td>Monica Shenher and Kyla Tulloch ($1000 each)</td>
<td>$2,000.00</td>
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<tr>
<td>28</td>
<td>2015</td>
<td>Kyla Tulloch</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>29</td>
<td>2016</td>
<td>Tatum Lawlor and Steffi Baker</td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>

Sum given out after 29 years. $22,100.00
SALA COMMITTEE REPORT: 
LANDSCAPE | PAYSAGES EDITORIAL BOARD

L|P strives to develop content that reflects the values of the CSLA and its members. With representation from each component organization, please let me know if there is something that you would like to see within the publication. We are always looking for feedback!

Upcoming Issues Include:
Summer – Messiness (Guest Editor: Andrew Robertson)
Fall – Awards of Excellence (Editor: Awards Jurors and Jean Trottier)
Winter – Technology (Guest Editor: Jason Hare)
Spring – Design Summit (Guest Editor: Jean Landry)

As always, we continue to look for inspiring stories that represent Saskatchewan. If you have a story idea for the Winter Technology theme or would like to guest edit a future issue, please do not hesitate to get in touch.

Submitted by
Natalie Walliser
LP Editorial Board Member
SALA COMMITTEE REPORT:
DESIGN COUNCIL OF SASKATCHEWAN REPRESENTATIVE

The Design Council of Saskatchewan has focused much of its time and energy since Design Week 2015 on internal coordination and establishment of new voting members from various component organizations, as well as working towards formalization of roles and finalizing bylaws, as a result of incorporation as a registered not for profit membership organization in 2016. Work has already began organizing for Saskatchewan Design Week 2017, which will be hosted in Saskatoon and Regina from September 25-29th, 2017.

DCS has contracted a new Executive Director, Nicole Lock, to assist with organization, registration, record keeping and sponsorship drive. She comes with valuable experience with Nuit Blanche and has a design background in architecture and graphic design. She has already began valuable work with our group and will be assisting with (among other things):
- keeping ISC registration active;
- exploring options for required insurance policies;
- assistance with financials reporting;
- overseeing sponsorship campaign;
- speaker travel coordination and logistical planning; and
- beginning work on proposed sub-committee structure and composition

Several goals exist for DCS before Design Week 2017:
- issue full sponsorship packages to previous sponsors;
- finalize all speakers (First choice SALA/MVA speaker currently being contacted)
- review and finalize Premier’s Awards of Excellence in Design program and jury, put out the call for entries in the next few months (watch for it!)
- work to increase number of events in Regina, as well as work towards ensuring design professionals across the province know this event and awards program is open province-wide.
- engage an event planner for the detailed logistics of the various events, including the awards “gala”

Current DCS Directors, and Volunteers are as follows:
Directors (voting members, unless otherwise noted, appointed by their organizations)
- Amber Moar, IDAS: Chair (voting in case of tie only)
- Carleen Bartel, APEGS: Vice Chair
- Marilyn Gould, SALA: Treasurer
- Craig Cowan, SAA
- Mckenzie Cooper, IDAS
- Josh Nagy, GDS
- Pamela Brotzel, SPPI

Volunteers (non-voting volunteers)
- Bertrand Bartake, SAA: Secretary
- Ryan Schmidt, GDS (North)
- Randy Hergott, GDS (North)
- Michelle Tustin
- Katrina Walker
- Brian Shreiner (APEGS)
In the past years, SALA and SALA members have generously supported, attended and volunteered. SALA has, in the past, contributed monies for the Robin Smith Memorial lecture during Design Week, and we hope that this will be considered again for 2017. The Robin Smith Memorial lecture did not occur in 2015 due to schedule limitations. However, we are pleased that the planning is already underway to contact a potential speaker in coordination with MVA and we will announce the speaker upon confirmation of their attendance in 2017 Design Week.

DCS would like to encourage two volunteers from each discipline; one will be a voting member, the other a volunteer. Currently, Michelle Tustin, a recent graduate from U of M, is volunteering, with the intention to work towards SALA membership and in 2018/2019, perhaps stand for nomination to SALA to take over the voting SALA position, as I am looking to step back from such an involved role. However, we are always happy to have more volunteers and if anyone is interested in joining the core group of volunteers or a sub-committee, please contact me at mgould@crosbyhanna.ca. A formal call for subcommittee volunteers will be issued in the coming months.

The website for the Design Council of Saskatchewan is: http://www.designcouncil.sk.ca.

Submitted by:
Marilyn Gould, CSLA SALA
Design Council of Saskatchewan
SALA COMMITTEE REPORT:
SALA WEBSITE COMMITTEE

The committee is currently made up of Nola Stein and Liz Hoffman.

The web committee continues to work with Evening Design to improve the website. In 2016 we switched to Evening Design as our hosting company. The service for the past year excellent. There were no issues, and all requests were addressed in a very timely manner.

2016 Website Work:

- CLP work was ongoing. Working with the CLP committee, a new online tracking system was implemented in 2016. This area allows members to track their professional development throughout the year. The CLP report outlined the number of people signed up, the tracking system and the comments received from members.

- The SALA web site has been optimized for mobile use.

- Work was completed in the Member Area involved developing code for registration and account verifications. The Member Area provides SALA with an easy way to track all members (past and present). It is important to note, members are responsible for updating their own information such as their current employer. SALA is responsible for updating member numbers, charter numbers, year started, and the status of the member.

- In 2016, the team began doing research to determine the best online storage options to provide a central repository for information. Recommendations will be given to the SALA Board to consider in 2017.

- PayPal invoicing was introduced in 2016. There were some glitches with implementation i.e. ending up in junk mail and having to resend invoicing, but for the most part, it has made it easier to track invoicing. Payment was accepted through PayPal and/or cheque. A few tried paying through PayPal but we weren’t completely set up causing some return of funds. Once we determined the missing pieces, we were able to accept payment. Accepting PayPal payments resulted in a fee to SALA. The SALA Board will need to review and determine if PayPal payments will be accepted in the future and what this ongoing cost means. Further review will happen in 2017.

- Social media was put on the back burner. We hope to look at this more in 2017.

- Work was completed on the job posting area. Members and non-members can post jobs that have an expiry date. There were 5 jobs successfully posted by companies. This requires the person posting to create an account (not your Member account) to post.
Proposed Website Work for 2017:

- Online storage – determining the best place for a secure central repository for SALA documents for Board Members and staff. The online application process will also utilize this area providing the examining board with a central place to find all documents pertinent to an application.

- Develop an online application for SALA membership. We will be looking for input from the Examing Board Committee for this section.

- Develop a social media presence.

- The Member area will also utilize the central repository for information. Members will be able to access items such as AGM packages, minutes etc. As well documentation on each member will be stored for easy access should a member leave SALA and return at a later date.

- Online invoicing requires further work to connect the Member Area and tracking of invoices.

- Image Gallery. This would be a great way to showcase all of the talented Landscape Architects in Saskatoon from construction to completion. Please submit photos of your work to nolastein@gmail.com to be used on the SALA website.

- Work will continue on the events page. If members have information about an event, please submit to the Kari admin@sala.sk.ca and we will get it posted. The goal of the events page is provide a simple easy location for members to find professional development opportunities.

In closing, we are continually working on improving the site, but the site is only as good as the information we receive. This is a request for all members to send recent and past projects to showcase the work of all of our members.

Submitted by
Nola Stein, Chair, Website Committee
SALA COMMITTEE REPORT:
LEGISLATIVE (NAME ACT) COMMITTEE

Committee work this year focused on follow-up with related professions and meeting with government representatives. Thanks to Laureen Snook for support, letter writing and timely reminders.

Progress was slower over the last year, due to the provincial election:

- Our Ministry of Central Services contacts had suggested that a meeting with the new minister would be a good idea, before meeting again with them. However, our October request to meet with the Honourable Christine Tell was politely declined.

- We were able to meet with representatives of the Ministries of Central Services and Justice recently, in early March. The objective was to renew contact, determine legislative scheduling, and request direction. The new Justice representative has had recent experience with self-regulatory legislation. We were requested to revise some background material to emphasize the protection of public safety and the need for self-regulatory status, and de-emphasize title-protection. The Justice representative appeared relatively unfamiliar with the scope of our profession; further background material will be provided. Consequently, no particular schedule for placement on the legislative agenda was forthcoming. This process usually starts in January, taking at least 14-16 months.

- A letter of support was received from APEGS (Engineers & Geo-scientists).

Planned Activities:

- Meet the request for a re-focused written submission.
- Make further direct contact with ACEC (Consulting Engineers) and IDAS (Interior Designers) requesting again a letter demonstrating support.
- Contact two groups to review the language of their submissions for legislated status. These will include AALA and the group most recently given status here in Saskatchewan.
- Determine what other tactics are available to put our objective of legislation more firmly on the government’s agenda.
- Draft bylaws to allow inclusion of a public representative (who may be appointed by the Minister) on SALA’s council. This is usual for other groups with legislated status.
- Further consultation by contacting (relatively few) individuals who carry out related or overlapping business activities but are not members of SALA or an allied group. Develop a strategy to explain to them the implications of a self-regulatory Name Act.

Summary:
Progress has slowed, however government support still seems positive.

Submitted by:
David Powell
Legislative Committee Chair
SALA COMMITTEE REPORT:
CONTINUOUS LEARNING PROGRAM COMMITTEE REPORT

Background
At the 2016 AGM, SALA members voted to continue the CLP on a voluntary basis.

Continuous Learning is used by many professions to:
- encourage professionals to expand their foundation of knowledge;
- stay up-to-date on new developments, technologies and practices;
- maintain and improve professional competence;
- assist with career progression; and
- comply with regulatory requirements.

Report
In 2016, working with Website Committee, a members’ area was added to SALA.sk.ca. A feature of this area is online reporting of CLP credits.

CLP reporting summary
- 40 members submitted CLP reports either online, by email or both;
- 28 members reported the required amount of credits online;
- A further 6 members created an account and logged some credits;
- 8 members submitted CLP reports by email only; and
- 38 members did not submit CLP reports.

Online reporting feedback
- Members reported online reporting was easy to use;
- Members needed support to create an account;
- Include examples of learning opportunities on the website;
- Need to show past and present reporting years – completed;
- Automatically carry forward extra credits - completed;
- CLP credits can be reviewed and edited at any time throughout the year; and
- Downloadable and sortable data makes administration of the program easier.

Thank you to the members who provided feedback on the online reporting, this helped identify improvements that were made during the implementation process.

CSLA Continuous Education Committee (CEC)
- Component organizations were surveyed about their interest in having the CSLA CEC provide an online Continuous Education reporting and record-keeping site. While the components agreed that a central site would be a good idea, it was not a priority so the CSLA CEC is, therefore, not pursuing this further for now.
- CSLA CEC will be issuing a survey to the membership to learn more about the current and needed learning activities to determine next steps for the committee. Please complete the survey.

Submitted by
Genevieve Russell, CLP Committee
ADMINISTRATOR’S REPORT

My role is to relieve the administrative burden to members of SALA Council, who volunteer their time and resources for the profession. I worked 238 hours for SALA in 2016. My duties include:

- Attending & recording the SALA Council meetings and any follow-up work associated from the meetings;
- Liaison between members and answering questions;
- Invoicing, ordering, and mailing out SALA membership certificates and professional seals;
- Membership invoicing;
- Bank deposits;
- Review of bylaws;
- Annual Report Preparation and AGM related duties;
- Providing CSLA with information, as requested.

In June 2016, I attended Congress in Winnipeg and worked the registration desk and the Fellows Inauguration Ceremony with the CSLA employees and MALA Executive Director. I enjoyed meeting our Saskatchewan delegates at the conference, as well as getting to know Michelle Legault, CSLA Executive Director.

Over the summer months of 2016, I undertook a special project whereby I collected boxes of SALA correspondence dating back to the 1980s. I reviewed and scanned the materials so that the history of the Association will be kept in electronic format.

In 2017

I look forward to becoming more involved in the Association and taking on more responsibilities, assisting the Treasurer and Examining Board Chair. I will be keeping the membership portion of the website updated and will continue to assist the Examining Board with their tasks.

My summer project this year will be sorting and scanning through many boxes of membership files.

I would like to thank Laureen Snook, SALA President, and Trevor Tumach, SALA Past President, for their guidance through my learning curve and I look forward to working with SALA Council in 2017.

Submitted by
Kari MacKinnon, Administrator
PRESIDENT’S REPORT

In the past year, the SALA Council has been working hard at managing the business of the organization. Below are some of the highlights of what the SALA Council, Administrator and SALA volunteers have been up to.

SALA’s first Full Year with an Administrator!
Kari MacKinnon has been working hard on SALA’s behalf completing a number of different administrative tasks. We thank her for her diligence and efforts.

A number of SALA’s financial and other records have been dutifully kept by former Council members under desks and in storage areas, waiting for some direction on filing or disposal. Kari has undertaken the task of compiling and scanning these documents into electronic form, so that our physical files can be disposed of. When we finalize our online storage options, these historic files, as well as our foundational documents will be stored there.

Coming out of a discussion at the 2016 AGM, the Council considered the idea of purchasing Directors and Officers Insurance. D&O Liability insurance protects against financial losses resulting from an error, omission or negligent act committed by a board member. The Council received different quotes for the insurance and decided to sign with Marsh Canada. A motion is included in the agenda to continue this insurance for the 2017-2018 year.

We continue to find that mail forwarding to Kari in Winnipeg increases response times to inquiries, membership applications, invoices and deposits. This will continue for the coming year.

Nola Stein and Evening Design continue to work on improving the SALA website, though most of this work has been completed on the “back end” and you won’t necessarily see it. For example, our membership list now exists in one place, on the website. This will reduce errors and duplications and will enable Kari’s changes to immediately be reflected on the website. This list is also now connected to the PayPal invoicing system. PayPal will invoice members directly and members will now have an option to pay using their PayPal account. Cheques will still be accepted.

SALA – LACF Student Scholarship
At the 2016 the SALA membership passed a motion to donate $50,000.00 to the LACF to create the SALA-LACF Student Scholarship. This donation was completed in September of 2016. As a reminder, SALA will still operate the student award program as it always has, sending notifications to universities, receiving applications and making the decision on the recipient. LACF will provide Return on Investment (ROI) reports at regular intervals and will cut a cheque to the recipient when requested by the Student Award Committee.

At the time of the 2016 AGM, SALA had approximately $125,000.00 in a GIC investment. This means that SALA has approximately $75,000.00 remaining in a single GIC that has been, and will continue to be, earmarked for legislation costs, as well as supporting the student fund, if necessary.
The LACF is a charitable organization, which means that donations to the SALA – LACF Student Scholarship fund can be receipted for tax purposes. This has the very promising possibility that individuals and companies can donate to the SALA-LACF scholarship fund. SALA has a long and strong history of supporting Saskatchewan students in their pursuit of their Landscape Architectural education. This fund will encourage that support to grow.

Historically, the LACF funds have performed better than typical GIC interest rates. This is proving to be the case for the SALA – LACF Scholarship. The donation was made in October and to the end of the 2016, the fund had an annualized ROI of 2.9%, which is approximately three times as much interest as our current GIC (1.05%). Along with the SALA fund, the LACF now holds funds for the AAPQ, UBC, OALA, University of Calgary, as well as the Peter Klynstra and Northern Fund Bursary.

Unexpected Expenditure
After the 2016 AGM, a SALA member took issue with the donation that SALA made to start up SALA-LACF student scholarship. The Member indicated they had contacted a lawyer, and subsequently made claims against the President and the Administrator. Without the contribution of the President and Administrator, the SALA Council made the decision to contact a lawyer to respond to the member. SALA engaged Willows Wellsch Orr & Brundige who subsequently reviewed the claims, the SALA bylaws and the Code of Ethics. The lawyer responded to the member indicating there was no evidence that action should be taken against the President or Administrator. Subsequent to that, the member took issue with the lawyer’s response and demanded documents from the SALA Council. The Council forwarded this communication to our legal representative who provided a response to the member stating they did not have the standing to demand documents and that he considered, on behalf of SALA Executive, the matter closed.

This process began in June 2016 with final letter sent February of 2017. The cost for legal advice was $3,300.00. Understandably, responding to the accusations made against the President and Administrator have taken an inordinate amount of Council time and energy. We are hopeful that this matter is settled and that Council can refocus on other initiatives.

Bylaw Review Initiative
The SALA Council has begun the process of revising our bylaws. Since the inception of SALA the bylaws have been revised as it was needed to meet the changing needs and operation of the association. However, in view of the recent active pursuit of legislation, and the review that was already completed the SALA’s legal representative, it was agreed that SALA should begin the revision process in earnest. As noted above, SALA has money set aside for this work.

The work will be completed by Willows Wellsch Orr & Brundige and will be overseen by Rob Crosby, David Powell and Ken Dockham. The timeline for the revision is unknown at this time, however, we will update the membership as soon as possible.

Treasurer
At the 2016 AGM, Veronica Schroder stepped down as treasurer and so SALA was without a treasurer for a short time. Thank you to Munir Haque for agreeing to fill this role. Munir’s previous experience with other non-profit organizations has proven to be a great asset.
Chair of the Examining Committee
Thank you to Brad Wilson who has stepped into the role of the Chair of the Examining Committee. His work has been exemplary and I thank him for his efforts on SALA’s behalf.

Thank You
Thank you to my great Council – Trevor, Brad, Munir, and Jaybee. I appreciate your willingness to contribute and your dedication to the operation of the organization and to improving the profession in Saskatchewan. I also want to acknowledge and thank Liz Hartman, Website Committee Chair, for attending our Council meetings. We believe that the website is an important communication tool for our members, our clients and the general public. So having a close connection with Liz and Nola Stein has been extremely valuable.

As well as the Council, SALA is well-served by a number of hard working volunteer members who have taken on legislation, the SALA website, CLP, student scholarship program, membership applications, bylaw review and others. Thank you.

As we continue to move the profession forward in Saskatchewan, please do not hesitate to contact any one of the Council members if you have questions or concerns or if there is some initiative you are interested in tackling. Only together can we grow our presence in the province and continue to respond better to the needs of our membership.

Laureen Snook CSLA SALA
SALA President
SECRETARY’S REPORT

I was humbled to be appointed as a member of the Executive Committee and excited about this opportunity. Initially, I was overwhelmed but as I learned more about the operation of our organization, I settled into the role of SALA Secretary. Below is a short summary of my involvement.

Secretary Duties:

SALA Council meets monthly to discuss issues, old and new, for the advancement of the Landscape Architecture profession. As secretary, I prepare Council Meeting Agendas and review Council Meeting Minutes, ensuring that meetings and discussions are documented. I am grateful for the assistance and guidance from Laureen and Kari in the initial months.

I look forward to expanding my role to take on more responsibility whenever I can fill in. Thank you all for your continued support and trust!

Submitted by
Jaybee De Castro
SALA Secretary
TREASURER’S REPORT

Thank you to Veronica Schroder (the outgoing SALA Treasurer) and Laureen Snook (SALA President and interim Treasurer) for their work and contribution to maintaining the SALA accounts before I assumed the role in July 2016.

In 2016, SALA profited $4,343.06 from income of $34,008.44, less expenses of $29,665.38. SALA had several 2016 expenditures that were processed in early 2016:
- The 2015 Academic Award cheque was cashed in January 2016.
- The 2015 Yellow Pages advertising fees were paid in January 2016.
- Travel expenses for CSLA Presidents Round Table (L. Snook) amounted to $642.41.
- Travel expenses for CSLA Board of Directors meeting (T. Tumac) amounted to $1000.89.
- The 2017 budget anticipates costs of $2,500.00 for Council members to represent SALA in 2017 at these meetings.

SALA engaged the service Willows Wellsch Orr & Brundige LLP to deal with legal matters. The associated expense was $3,311.84.

Our two (2) GICS ($100,000 for the Academic Award and $25,000 for special expenses) matured in February of 2016. The total interest gained from these investments earned was $1173.96 according to the 2016 T5 Statement. $876.56 was deposited in the general accounts and contributed towards the $2,000 awarded for the two (2) $1,000 Academic Award recipients for 2016 – (S. Baker has not yet cashed her cheque).

SALA reinvested previous GICs amounts into one (1) GIC and that matures in February 2017 with a guaranteed earning of $1,319.38. In September 2016, per resolution at the 2016 AGM, $50,000 of the GIC investment was cashed and donated to the Landscape Architecture Canada Fund for manage for future SALA LACF Academic awards.

The amount currently held in GIC investments is $76,405.97.

Please see Status of Accounts document for more information.

Total SALA assets in general account and GIC is approximately $114,479.58 at the end of the 2016 fiscal year. The $50,000 donation to LACF was the major contributing factor in having a net $28% loss in SALA assets in 2016.

The 2016 budget anticipates several expenditures, including money allocated for continued website updates, membership with the Saskatchewan Design Council (for both 2016/17), an Academic Award, Continuous Learning Program expenses, administrative services, and associated travel expenses, Directors and Officers Liability Insurance and bylaw review.
Please find attached the following information as part of the Treasurer’s Report for the fiscal year 2016/01/01 to 2016/12/31:

- 2016 Income Statement and Balance Sheet (2 pages);
- 2016 Status of Accounts (2 pages);
- 2017 Proposed Budget (2 pages).

As SALA is a registered non-profit corporation within the Province of Saskatchewan, our requirements are:

1. To prepare our financial statements in accordance with generally accepted accounting principles.
2. To have the financial statements signed by at least one director indicating the statements are approved by the directors.
3. The statements are to be accompanied by an auditor’s report unless the members by a 2/3’s majority waive the audit requirement each year. In which case the financial statements shall be reviewed.
4. If the statements are reviewed instead of audited, it will be necessary to send the review engagement report with the financial statements, unless the members resolve not to appoint a person to review the statements. If so, then neither an auditor’s nor reviewers report is required.
5. Any audit or review engagement report is prepared by a professional accountant (CA, CMA or CGA), or a person approved by the Directors.

It is recommended that:

- this report be accepted as received;
- a motion be passed to waive the need for an audit for the year ending December 31, 2016;
- a motion be passed to appoint a person to review the financial statements;
- the 2017 Proposed Budget be adopted.

Submitted by
Munir Haque, CSLA, MBA
SALA Treasurer
SALA - Saskatchewan Association of Landscape Architects

Income Statement
For the period ending December 31, 2016

| Entity No. | 205274 |

<table>
<thead>
<tr>
<th>Income</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Full Member</td>
<td>17,536.33</td>
</tr>
<tr>
<td>1b Life Member</td>
<td>0.00</td>
</tr>
<tr>
<td>2 Out of Province</td>
<td>10,200.00</td>
</tr>
<tr>
<td>3 Associate</td>
<td>500.00</td>
</tr>
<tr>
<td>4 Allied Affiliate</td>
<td>500.00</td>
</tr>
<tr>
<td>5 Student</td>
<td>60.00</td>
</tr>
<tr>
<td>6 Inactive Member</td>
<td>350.00</td>
</tr>
<tr>
<td>7 Application Fees</td>
<td>160.00</td>
</tr>
<tr>
<td>8a Miscellaneous</td>
<td>General 530.65 SALA Seals, Late Fees, US Exchange, Shortfalls</td>
</tr>
<tr>
<td>8b</td>
<td>Investment Income 876.56</td>
</tr>
<tr>
<td>9 L/P Magazine</td>
<td>50.40 Additional Subscriptions</td>
</tr>
<tr>
<td>10 Phone Listings</td>
<td>Saskatoon, Regina 3,244.50</td>
</tr>
</tbody>
</table>

Income: $34,008.44

<table>
<thead>
<tr>
<th>Expenses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>11 CSLA Dues</td>
<td>6,547.80</td>
</tr>
<tr>
<td>12 L/P Magazine</td>
<td>0.00</td>
</tr>
<tr>
<td>13 Phone Listings</td>
<td>Saskatoon, Regina 3,245.55</td>
</tr>
<tr>
<td>14a BoD Meetings</td>
<td>1,000.89</td>
</tr>
<tr>
<td>14b CSLA Meetings</td>
<td>Regina 642.41 AGM Courier/Printing/AGM Rental/AGM Food</td>
</tr>
<tr>
<td>15 AGM</td>
<td>585.42 Courier (Seal), Mail Forwarding, PO Box Rental</td>
</tr>
<tr>
<td>16a General Administration</td>
<td>1,465.29</td>
</tr>
<tr>
<td>16b Shipping</td>
<td>10.50</td>
</tr>
<tr>
<td>17 Miscellaneous</td>
<td>Website Committee 2,880.00</td>
</tr>
<tr>
<td></td>
<td>Donations/Gifts 500.00</td>
</tr>
<tr>
<td></td>
<td>Design Council 0.00 paid in 2017</td>
</tr>
<tr>
<td></td>
<td>CSLA Awards Jury 0.00</td>
</tr>
<tr>
<td></td>
<td>Academic Award 2,500.00 S. Baker did not cash chq</td>
</tr>
<tr>
<td></td>
<td>Continuous Learning Prog 0.00</td>
</tr>
<tr>
<td></td>
<td>Financial Review 0.00</td>
</tr>
<tr>
<td></td>
<td>$5,880.00</td>
</tr>
<tr>
<td>18 Bank Charges</td>
<td>151.94</td>
</tr>
<tr>
<td>18b PayPal Charges</td>
<td>0.00</td>
</tr>
<tr>
<td>19 Accounting / Legal</td>
<td>3,411.84</td>
</tr>
<tr>
<td>20 Administrative Services</td>
<td>5,875.00</td>
</tr>
<tr>
<td>20b AGM Travel Expenses - K. MacKinnon</td>
<td>334.60</td>
</tr>
<tr>
<td>21 Director and Officers Insurance</td>
<td>514.14</td>
</tr>
</tbody>
</table>

Expenses: $29,665.38

Net Income (Loss): $4,343.06

Change in Cash

<table>
<thead>
<tr>
<th>Change in Cash</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Balance Beginning</td>
<td>31-Dec-15 $35,750.55 CIBC 88-15518 General</td>
</tr>
<tr>
<td>Add: Income (Loss)</td>
<td>$4,343.06</td>
</tr>
<tr>
<td>Less: Addn't GIC Investment ($125,312.50 In &amp; Out)</td>
<td>0.00</td>
</tr>
<tr>
<td>Bank Balance End</td>
<td>31-Dec-16 $38,073.61</td>
</tr>
</tbody>
</table>

Per Bank Statements

<table>
<thead>
<tr>
<th>Bank Balance</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Balance End</td>
<td>31-Dec-16 $38,073.61 CIBC 88-15518 General</td>
</tr>
<tr>
<td></td>
<td>$38,073.61</td>
</tr>
</tbody>
</table>

Prepared By:
Munir Haque
SALA Treasurer 11-Apr-17

Approved By:
Laureen Snook
SALA President 11-Apr-17
# SALA - Saskatchewan Association of Landscape Architects

## Balance Sheet

**For the period ending December 31, 2016**

<table>
<thead>
<tr>
<th>Entity No.</th>
<th>205274</th>
</tr>
</thead>
</table>

### Assets

<table>
<thead>
<tr>
<th>Description</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 CIBC 88-15518 General</strong></td>
<td>$38,073.61</td>
<td>$38,073.61</td>
</tr>
<tr>
<td>Total Cash</td>
<td>$38,073.61</td>
<td>$33,730.55</td>
</tr>
<tr>
<td><strong>2 CIBC GIC Investment</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#00019 Bonus Rate</td>
<td>$100,000.00</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>#00027 Flexible Rate</td>
<td>$25,312.50</td>
<td>$25,312.50</td>
</tr>
<tr>
<td>Amalgamated into one GIC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#00086 Flexible Rate</td>
<td>$125,312.50</td>
<td>$76,405.97</td>
</tr>
<tr>
<td>Donation from #00086 LACF</td>
<td>-$50,000.00</td>
<td></td>
</tr>
<tr>
<td>Adjusted Total</td>
<td>$75,312.50</td>
<td></td>
</tr>
<tr>
<td>Current Balance</td>
<td>$76,405.97</td>
<td>($48,906.53)</td>
</tr>
</tbody>
</table>

### Liabilities

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>8 Accounts Payable</strong></td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>9 Other Current Liabilities</strong></td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>10 Loans</strong></td>
<td>None</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>11 Long Term Liabilities</strong></td>
<td>None</td>
<td>$ -</td>
</tr>
</tbody>
</table>

### Surplus (Deficit)

<table>
<thead>
<tr>
<th>Description</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>12 Balance Forward 31-Dec-15</strong></td>
<td>$159,043.05</td>
<td>$159,043.05</td>
</tr>
<tr>
<td>Add: Net Gain (Loss)</td>
<td>-$48,906.53</td>
<td></td>
</tr>
<tr>
<td>Add: Net Income</td>
<td>$4,343.06</td>
<td></td>
</tr>
<tr>
<td>Balance End of Year 31-Dec-16</td>
<td>$114,479.58</td>
<td></td>
</tr>
</tbody>
</table>

### Total Liabilities and Surplus (Deficit)

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>13 Total Liabilities and Surplus (Deficit)</strong></td>
<td>$159,043.05</td>
<td>$114,479.58</td>
</tr>
</tbody>
</table>

---

**Prepared By:**

SALA Treasurer

**Approved By:**

Laureen Snook

SALA President
## Status of Accounts - Representing all of SALA Assets

For the Period ending 31 December 2016

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>2014</th>
<th>2015</th>
<th>% of Total</th>
<th>2016</th>
<th>% of Total</th>
<th>Gain/ Loss</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIBC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank Accts / Accts Receivable ¹</td>
<td>16,944.12</td>
<td>33,730.55</td>
<td>21.2%</td>
<td>38,073.61</td>
<td>33.3%</td>
<td>4,343.06</td>
<td>12.9%</td>
</tr>
<tr>
<td>GIC #00019 Bonus Rate ²³</td>
<td>100,000.00</td>
<td>100,000.00</td>
<td>62.9%</td>
<td>0.00</td>
<td>0.0%</td>
<td>-100,000.00</td>
<td>-100.0%</td>
</tr>
<tr>
<td>GIC #00027 Flexible Rate ⁷</td>
<td>25,000.00</td>
<td>25,312.50</td>
<td>15.9%</td>
<td>0.00</td>
<td>0.0%</td>
<td>-25,312.50</td>
<td>-100.0%</td>
</tr>
<tr>
<td>GIC #00086 Flexible Rate ⁷</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
<td>76,405.97</td>
<td>66.7%</td>
<td>76,405.97</td>
<td>66.7%</td>
</tr>
<tr>
<td>CIBC Wood Gundy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manulife Bank Inv. Savings ²</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
<td>0.00</td>
<td>0.0%</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>CIBC GIC Certificate A ³</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
<td>0.00</td>
<td>0.0%</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Cash / Cash Equivalents</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
<td>0.00</td>
<td>0.0%</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>McKenzie Sen. Income Fund ⁴</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
<td>0.00</td>
<td>0.0%</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>CIBC CI M.A.X Deposit Note ⁵</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
<td>0.00</td>
<td>0.0%</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>141,944.12</td>
<td>159,043.05</td>
<td>100.0%</td>
<td>114,479.58</td>
<td>100.0%</td>
<td>-44,563.47</td>
<td>-28.0%</td>
</tr>
</tbody>
</table>

### NOTES:

1. **SALA** had two CIBC bank accounts but now has one. **CIBC 88-15518** (bal. $33,734.99) is a Not-for-Profit Operating Account to handle our general day to day operations. The year-end balances for 2013 and 2014 have been included for comparison purposes. **CIBC 10-004411** (bal. $0.00) was opened in October of 2012 to handle the expenses related to Congress 2013; however, CSLA preferred to pay for all Congress expenses, thus negating the purpose of this account. This account was closed February 12, 2013.

2. The **Manulife Bank Investment Savings Account** was closed January 22, 2013. Proceeds were used for SALA's CIBC GIC Investments.

3. **CIBC GIC Certificate A** was closed January 22, 2013. Proceeds were used for SALA's CIBC GIC Investments.

4. **MacKenzie Sentinel Income Fund** was closed January 22, 2013. Proceeds were used for SALA's CIBC GIC Investments.

5. **CIBC CI M.A.X Deposit Note Series 1** was closed January 22, 2013. Proceeds were used for SALA's CIBC GIC Investments.

6. **CIBC GIC #00019 Bonus Rate GIC** - A one (1) year $100,000 GIC yielding 0.75% was purchased February 12, 2015. This GIC was purchased to finance SALA's Academic Award. Interest earned will be deposited to our Operating Account upon maturity in February 2016.

7. **CIBC GIC #00027 Flexible Rate GIC** - A one (1) year $25,000.00 GIC yielding 0.5% was purchased February 12, 2015. This GIC was purchased to finance expenses related to SALA’s Legislation / Name Act or other approved expenses. Interest earned will be deposited to our Operating Account upon maturity in February 2016. (earned $1,173.96)

8. In the 2016 the General Body voted to transfer $50,000 from the GIS’s to Landscape Architecture Canada Foundation (LACF) as a donation for management of the SALA-LACF Student Scholarship

9. **Regmainder GIC #00019 & #00027** we amalgamated in Feb 2016 into one **GIC #00086 at rate of 1.05%**
Proposed Allocation of Funds

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>Balance Dec 31, 2016</th>
<th>Balance April 1, 2017</th>
<th>Proposed Balance</th>
<th>Notes for Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing CIBC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank Accts / Accts Receivable 1</td>
<td>$38,073.61</td>
<td>$51,974.05</td>
<td>$35,073.61</td>
<td>Balance to ensure payment of 2016 budget expenses, etc.</td>
</tr>
<tr>
<td>GIC #00019 Bonus Rate 5</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>GIC #00027 Flexible Rate 7</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>GIC #00086 Fixed Rate 8</td>
<td>$76,406.97</td>
<td>$76,406.97</td>
<td>$76,406.97</td>
<td>See note 8/9 below.</td>
</tr>
<tr>
<td>Total Existing CIBC</td>
<td>$38,073.61</td>
<td>$128,381.02</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed Products</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GIC</td>
<td>$ -</td>
<td>$ -</td>
<td>$16,500.00</td>
<td>Reserve funds in case SALA ever requires legal assistance. Will shop around for best rate.</td>
</tr>
<tr>
<td>Savings Account</td>
<td>$ -</td>
<td>$ -</td>
<td>$2,300.00</td>
<td>Reserve funds for operating fees. Should be three months operating fees at a minimum. Will shop around for best product (minimum fees, best interest etc.)</td>
</tr>
<tr>
<td>Total Allocated Assets for 2016</td>
<td>$130,280.58</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Prepared By:  
Munir Haque  
SALA Treasurer

Approved By:  
Laureen Snook  
SALA President

NOTES:  
8 CIBC GIC #00027 Flexible GIC - A one (1) year $125,312.50 GIC yielding 1.05% was purchased February 12, 2016. This GIC was purchased to finance expenses related to Scholarship and Legislation. By combining the previous year's investments we received the best interest rate. Interest in Feb 2016 earned will be deposited to our Operating Account upon maturity in February 2017 and fund the 2017 Academic Award.
9 In February 2016, the 2 existing GICs were amalgamated into #00086. $50,000 was donated to LACF in September 2016.
# SALA TREASURER’S REPORT FOR FISCAL YEAR 2016

2017 Proposed Operating Budget for Approval at AGM

## Income

<table>
<thead>
<tr>
<th>Category</th>
<th>2016</th>
<th>2017</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Member</strong></td>
<td>$450.00</td>
<td>$17,536.33</td>
<td>39</td>
</tr>
<tr>
<td><strong>Life Member</strong></td>
<td>$0.00</td>
<td>$0.00</td>
<td>7</td>
</tr>
<tr>
<td><strong>Out of Province</strong></td>
<td>$300.00</td>
<td>$10,200.00</td>
<td>29</td>
</tr>
<tr>
<td><strong>Associate</strong></td>
<td>$100.00</td>
<td>$500.00</td>
<td>1</td>
</tr>
<tr>
<td><strong>Allied Affiliate</strong></td>
<td>$100.00</td>
<td>$500.00</td>
<td>4</td>
</tr>
<tr>
<td><strong>Student</strong></td>
<td>$20.00</td>
<td>$60.00</td>
<td>2</td>
</tr>
<tr>
<td><strong>Inactive</strong></td>
<td>$100.00</td>
<td>$350.00</td>
<td>2</td>
</tr>
<tr>
<td><strong>Application Fees</strong></td>
<td>$160.00</td>
<td>$40.00</td>
<td>4</td>
</tr>
<tr>
<td><strong>Miscellaneous</strong></td>
<td>$415.00</td>
<td>$400.00</td>
<td></td>
</tr>
<tr>
<td><strong>Investment Income</strong></td>
<td>$876.56</td>
<td>$1,319.38</td>
<td></td>
</tr>
<tr>
<td><strong>SALA LACF ($50,000)</strong></td>
<td>$1,450.00</td>
<td>$1,450.00</td>
<td>Conservative rate 2.9%</td>
</tr>
<tr>
<td><strong>L/P Magazine</strong></td>
<td>$50.40</td>
<td>$16.80</td>
<td>4</td>
</tr>
<tr>
<td><strong>Phone Listings</strong></td>
<td>$3,244.50</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

**Total Income**: $33,892.79

## Expenses

<table>
<thead>
<tr>
<th>Category</th>
<th>2016</th>
<th>2017</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CSLA Dues</strong></td>
<td>$6,547.80</td>
<td>$183.75</td>
<td>($7,166.25)</td>
</tr>
<tr>
<td><strong>L/P Magazine</strong></td>
<td>$0.00</td>
<td>$16.80</td>
<td>($67.20)</td>
</tr>
<tr>
<td><strong>Phone Listings</strong></td>
<td>$3,245.55</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td><strong>CSLA Presidents Round Table</strong></td>
<td>$1,000.89</td>
<td>($1,500.00)</td>
<td></td>
</tr>
<tr>
<td><strong>AGM</strong></td>
<td>$585.42</td>
<td>$550.00</td>
<td></td>
</tr>
<tr>
<td><strong>General Administration</strong></td>
<td>$1,465.29</td>
<td>($1,650.00)</td>
<td></td>
</tr>
<tr>
<td><strong>Postage/Shipping for Certificates &amp; Seals</strong></td>
<td>$10.50</td>
<td>$15.00</td>
<td>($120.00)</td>
</tr>
<tr>
<td><strong>Administration Reimbursement to Committee Members</strong></td>
<td>$0.00</td>
<td>($300.00)</td>
<td></td>
</tr>
<tr>
<td><strong>Cloud File Storage</strong></td>
<td>$0.00</td>
<td>($500.00)</td>
<td></td>
</tr>
<tr>
<td><strong>Graphic Designer (Logo and others)</strong></td>
<td>$0.00</td>
<td>In next line item</td>
<td></td>
</tr>
<tr>
<td><strong>Web Hosting</strong></td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Website Committee</strong></td>
<td>$2,880.00</td>
<td>($3,600.00)</td>
<td></td>
</tr>
<tr>
<td><strong>Donations/Gifts</strong></td>
<td>$500.00</td>
<td>($500.00)</td>
<td></td>
</tr>
<tr>
<td><strong>Design Council</strong></td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CSLA Awards Jury (Bi-annual)</strong></td>
<td>$0.00</td>
<td></td>
<td>(1,000.00)</td>
</tr>
<tr>
<td><strong>Academic Award</strong></td>
<td>$2,500.00</td>
<td>($1,500.00)</td>
<td></td>
</tr>
<tr>
<td><strong>Continuous Learning Program</strong></td>
<td>$0.00</td>
<td></td>
<td>(1,000.00)</td>
</tr>
<tr>
<td><strong>LACF donation</strong></td>
<td>$0.00</td>
<td></td>
<td>(100.00)</td>
</tr>
<tr>
<td><strong>Financial Review</strong></td>
<td>$100.00</td>
<td>($150.00)</td>
<td></td>
</tr>
<tr>
<td><strong>Bank Charges</strong></td>
<td>$151.94</td>
<td>($265.00)</td>
<td></td>
</tr>
<tr>
<td><strong>Accounting / Legal</strong></td>
<td>$3,311.84</td>
<td>Bylaw Review ($3,000.00)</td>
<td></td>
</tr>
<tr>
<td><strong>Administrative Services - K.MacKinnon</strong></td>
<td>$5,875.00</td>
<td>($6,000.00)</td>
<td></td>
</tr>
<tr>
<td><strong>AGM Travel Expenses - K.MacKinnon</strong></td>
<td>$334.60</td>
<td>($600.00)</td>
<td></td>
</tr>
<tr>
<td><strong>Director and Officers Insurance</strong></td>
<td>514.14</td>
<td>($550.00)</td>
<td></td>
</tr>
</tbody>
</table>

**Total Expenses**: 29,665.38

**Net Gain (Loss)**: $4,227.41

Prepared By: Munir Haque 11-Apr-17

Approved By: Laureen Snook 11-Apr-17
### Income (Actual for 2016, Proposed for 2017)

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Full Member dues for 2017 are $465.00 -- $183.75 ($175+$8.75 GST) submitted to CSLA for their dues which includes $16.80 ($16.00 + $0.80) for Landscapes/Paysages magazine, and $281.25 (no GST) is used by SALA for operating expenses.</td>
</tr>
<tr>
<td>1b</td>
<td>Life members are not charged annual dues.</td>
</tr>
<tr>
<td>2</td>
<td>Out of Province Member dues for 2017 are $300.00. $300.00 is used by SALA for operating expenses. Out of Province members submit their CSLA dues via other component organizations.</td>
</tr>
<tr>
<td>3,4</td>
<td>Associate Member and Allied Affiliate Member dues for 2017 are $100 plus $16.80 for an L/P Magazine subscription, if desired. $100 is used by SALA for operating expenses.</td>
</tr>
<tr>
<td>5</td>
<td>Student Membership Fees for 2017 are $20 which include a subscription to L/P Magazine. Income from student memberships is minimal and is not considered a regular source of income due to the cost of the subscription.</td>
</tr>
<tr>
<td>6</td>
<td>Inactive Membership / Leave of Absence Fee for 2017 is $100. One must send a letter to the Board requesting a leave of absence.</td>
</tr>
<tr>
<td>7</td>
<td>Application Fees for 2017 are $40 for full memberships and $20 for all other categories. The number of applications vary from year to year and we have estimated 4.</td>
</tr>
<tr>
<td>8a/b</td>
<td>Miscellaneous income such as late fees and rubber stamps are not considered a regular source of income. However, interest earned (yearly) from SALA's GIC investments is identified as a source of income, and is deposited into our operating account.</td>
</tr>
<tr>
<td>9,10</td>
<td>L/P Magazine and Phone Listing income does not generate additional funds for SALA, as any funds received is paid to outside sources. SALA will no longer carry listing in phone listings.</td>
</tr>
</tbody>
</table>

### Expenses (Actual for 2016, Estimated for 2017)

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>CSLA dues for 2017 are $175 plus $8.75 GST for a total of $183.75 per full member and include subscription costs to L/P Magazine. Out of Province members are required to pay their CSLA dues through another component organization.</td>
</tr>
<tr>
<td>12</td>
<td>L/P Magazine subscription costs are $16.00 plus plus $0.80 GST for a total of $16.80 per subscription. Student membership fees include a free subscription to L/P Magazine.</td>
</tr>
<tr>
<td>13</td>
<td>See note 10.</td>
</tr>
<tr>
<td>14a,b</td>
<td>CSLA President's Roundtable Meeting expense represents all costs related for the SALA President's attendance at the Roundtable Meeting typically held during the annual CSLA Congress. This may include travel, hotel, meals and other incidental costs. The BoD Meeting expense represents incidentals for the representative, as travel and hotel is paid for by the CSLA.</td>
</tr>
<tr>
<td>15</td>
<td>AGM expense is for all costs related to holding SALA's required Annual General Meeting. This includes the cost of rental (if any), catering and printing of necessary materials.</td>
</tr>
<tr>
<td>16</td>
<td>General Administration expenses represent all costs related to normal day to day operation of SALA's offices. This may include phone, fax, postage, courier, printing, rubber stamp costs, PO Box rental and other incurred expenses.</td>
</tr>
<tr>
<td>16b</td>
<td>Postage/Shipping for Certificates demonstrate the costs to provide certificates to new members.</td>
</tr>
<tr>
<td>16c</td>
<td>Administration Reimbursement to Membership allows members to be reimbursed for periodic costs for items such as printing, etc. for their work on SALA committees or initiatives.</td>
</tr>
<tr>
<td>16d</td>
<td>Investigation into electronic &quot;Cloud&quot; hosting for our digital files. Council sends several emails with attachments, etc. which would be easier to access if hosted through a cloud storage service such as Google Drive. Council is still investigating various service providers.</td>
</tr>
<tr>
<td>17</td>
<td>Miscellaneous expenses include: costs to maintain our Website (hosting / year, domain registration / 3 years and general maintenance), Donations / Gifts (as approved), Design Council (membership / yearly) and the CSLA Awards Jury program (participation / alternating years). Although shown as part of the operating expenses, the Academic Award may also be funded by the LACF investment or SALA's GIC investment. The Continuous Learning Program has requested funding to continue developing the program.</td>
</tr>
<tr>
<td>18</td>
<td>Bank Charges are those costs charged by the CIBC to maintain our business operating account, including a monthly account fee, and per item transaction fees.</td>
</tr>
<tr>
<td>19</td>
<td>Accounting / Legal expenses are those costs related to the review/audit of in-house prepared income statements and balance sheets by an outside service (if required). It also includes SALA's legal requirement to file annual returns to ISC and the bylaw review initiative.</td>
</tr>
<tr>
<td>20</td>
<td>Administrative Services - Kari MacKinnon, anticipated $500 per month for the year.</td>
</tr>
</tbody>
</table>
CSLA BOARD OF DIRECTORS REPORT

Once again, the CSLA Board of Directors has had a busy year. Along with meetings in person at Congress 2016 (Winnipeg) and St. John in November, the BOD meet monthly via tele-conference calls during the remainder of the year. The following is a summary of some of the key issues discussed and pursued over 2016:

1. In 2016, Robert Norman’s tenure as CSLA President came to a close. Gordon Smith of the Atlantic Provinces Association of Landscape Architects (APALA) was the new president elect. Under his guidance, the CSLA moved forward or completed the following items:

a.) The implementation of the Canadian Landscape Standard (CLS) and the inclusion of the Canadian Nursery Stock Standard into the second edition (in coordination with the CNLA). This includes the marketing of the CLS in collaboration with the CNLA;
b.) Review and assessment of the current and future CSLA programs success against the budget;
c.) Collecting membership data and measuring the CSLA growth over the past 10 year;
d.) The development of the Continuing Education national record keeping system;
e.) Established a Governor’s General Award for the field of Landscape Architecture. First recipient was Cornelia Oberlander with award at the Winnipeg Congress in June;
f.) First advocacy summit at the June Congress in Winnipeg;
g.) The CSLA Ap;
h.) The Development of the Board of Governance guidelines for the component associations;
i.) The BOD working closely with BCSLA on a Land Summit scheduled for the spring or summer of 2019. It is anticipated that this summit will include professionals from the sectors of engineering, architects, interior designers, landscape architects, real estate, developers, just to name a few;
j.) IFLA continuing to take shape for Montreal in October 2017. CSLA has coordinated financial and responsibility agreements with IFLA to ensure all opportunities are captured;
k.) The Climate Change Task Force continued to build momentum within the CSLA. Currently, SALA’s Lavern Pratt, is part of the task force helping push initiatives and potential opportunities within the CSLA and adjacent professional organizations;
l.) As relations with Canada’s Indigenous peoples becomes more prevalent with each day, a Task Force has been formed to research future opportunities and relations within the National Government; and finally
m.) Questions have arisen with respect to fee cutting and how CSLA can possibly address this matter. The BOD is currently researching this concern and compiling a comparison of all component’s fee schedules. As this initiative is currently in the preliminary stages, development is expected within the 2017 calendar year. Stay tuned for further progress!

CSLA BOD continues to be busy looking for opportunities to enhance our existing programs, development new programs or initiatives, and provide services to the valued membership. As I continue to be involved with the CSLA Board of Directors, I will keep SALA abreast of current situations and the opportunity to promote our component organization through CSLA.

Submitted by
Past President
EXAMINING BOARD COMMITTEE REPORT

During the past year the Examining Committee went through a change in Committee Chair as Chris Sale has stepped down. We would like to thank him for his time and effort spent in chairing the reviews over the previous 2 terms. 2017 was not as busy as 2016, approving 6 applications and advising on a few more. The recommendations submitted to Council were as follows:

2017
1. Genevieve Mead (Allied Member)
2. K. Elaine Smit (Full Member)
3. Alona Andrejenko (Full Member)
4. Jennifer Hacket-Moore (Full Member, Out of Province)
5. Leah Rampton (Full Member)
6. Nola Stein (Full Member)

Appreciation is extended to David Powell and Dominique Clincke for their continued participation in and contributions to this committee.

Submitted by
Brad Wilson, Examining Committee Chair
I, ..........................................................................................................., a Member in good standing of the Saskatchewan Association of Landscape Architects, hereby exercise my right of proxy as follows:

I authorize (please indicate):  

..........................................................................................................., a Member in good standing of the Saskatchewan Association of Landscape Architects, to be my proxy to attend, act, and vote on my behalf at the April 22, 2017 Annual General Meeting

.................................................................................................................
Signature of full Member of SALA

.................................................................................................................  Member’s Seal (if available)
Date