



**CSLA | AAPPC**

Canadian Society of Landscape Architects  
Association des architectes paysagistes du Canada



Hapa Collaborative & Anchor QEA

## Executive Director

Executive Profile Presented By

THE  
**DISCOVERY**  
GROUP

## Advancing the art, science and practice of landscape architecture.

The **Canadian Society of Landscape Architects** (CSLA) is a non-profit, national, members-based professional organization dedicated to advancing the art, the science, and the practice of landscape architecture.

CSLA is the voice of the profession and an advocate for its members on issues such as urban revitalization, cultural heritage, sustainable development, and climate adaptation.

Landscape architects promote multidisciplinary and collaborative approaches to the creation of meaningful, enjoyable human environments, and to the sustainability of natural ecosystems and special places. Combining science with art, the profession provides insight and creative design to development and planning processes, responds to the needs of society, promotes respect for the values of the broader landscape and the environment, and minimizes impacts to natural systems.

### This is the Time for Landscape Architecture.

The issues facing humanity, such as climate change, biodiversity loss, urbanization, health, and equity, require a multidisciplinary and comprehensive understanding through planning, design, and a stewardship ethos. Landscape architects must be part of the solutions for these global challenges – bringing their skills, knowledge and interdisciplinary, cross-cutting strategies to develop innovative responses and solutions. The landscape architecture profession's leadership is essential now, as we are increasingly serving as leaders of multi-disciplinary teams to tackle complex challenges.

After a **significant period of foundational success and growth**, CSLA seeks a new **Executive Director** (ED) to lead and manage the implementation of the mission, strategic and operational priorities, and services and programs of the CSLA. The ED is the senior corporate manager of the CSLA and provides leadership to staff and advice to the Board of Directors, national committees, component associations and members. The position is responsible for ensuring the successful, efficient, effective overall management and coordination of the CSLA's administration, finances, services, programs, communications, activities, and affairs.

#### This is a rare and compelling opportunity for an experienced executive leader to:

- Chart the future course of this important profession at a pivotal time;
- Partner with a creative and fun professional class;
- Advance the profession of landscape architecture;
- Lead a fully functioning, organized, and well-governed organization primed for growth;
- Advance the beauty, ecological performance, and experiences of our green living environments;
- Create the environment for the Board to do its best work in the service of the members they represent.

## Information for Candidates

This search is being led by Christoph Clodius at The Discovery Group. To apply or learn more, please contact Christoph at [christoph@thediscoverygroup.ca](mailto:christoph@thediscoverygroup.ca).

If you or someone you know is interested or curious, please be in touch.  
We welcome questions and enquiries!

### Application Timing and Selection Process:

All submissions should be received by March 30, 2026. Please apply with a single document containing both a cover letter/expression of interest and a resume/CV.

The outgoing ED's planned departure will be in the fall of 2026 to allow for a successful transition time, in close collaboration with the incoming ED and Board.

### Compensation & Benefits:

The successful ED can expect a starting salary between \$130,000 - \$160,000. Extensive benefits include an extended medical and dental health coverage plan, a pension matching program, a flexible schedule, including vacation and additional office closure during the winter holidays.

### Location & Languages:

This is a fully remote, work-from-home role as the CSLA has no dedicated office space. And with staff, Board, and members across the country, the ED should be able to manage and work across all of Canada's time zones. The CSLA offsets some costs of internet, cell phone, and home office supplies, as well as professional travel.

CSLA has a strong preference for candidates with full professional competency in both official languages. However, interested candidates without this background are still encouraged to reach out and explore.

### Diversity, Equity and Inclusion:

We believe that inclusion is a priority of utmost importance not only to society as a whole but to the profession of landscape architecture. One of the core values of the [Canadian Landscape Charter](#) is to Consider All People.

Recent events remind us there is much to be done and much to be done urgently. It is also a reminder that we all have the responsibility to act to effect positive change. Let's be part of the solution to create a just society.

- [Read the CSLA Statement on Inequality and Injustice](#)
- [Consult the Resources Page](#)



## Land Acknowledgement

The CSLA acknowledges that the work of the Association and its members occur on the traditional and ancestral territories of the First Nations, Inuit, and Métis Peoples. We affirm the inherent rights, historic and modern Treaty Rights, and Land Claims of Indigenous Peoples across this land. We honour their valuable past, present and future contributions as stewards of these lands, and recognize that the histories and futures of Indigenous Peoples are integral to the landscapes we shape today.

The CSLA is committed to advancing reconciliation by upholding Indigenous knowledge systems, perspectives, and values in the work of our association and in the practice of landscape architecture. We encourage all who engage with us to acknowledge the harm that has been inflicted, reflect on the histories of the lands they occupy, and take action to foster a future rooted in respect, reciprocity, and partnership with Indigenous Peoples and communities.

## About the Profession: What is landscape architecture?

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.

Those who practice the profession of landscape architecture are called “*landscape architects*”.

## About the Canadian Society of Landscape Architects

The CSLA is dedicated to advancing the art, the science,  
and the practice of landscape architecture.

Founded in 1934, the CSLA has increased awareness and appreciation of landscape architecture and the vitality of the profession in Canada and throughout the world. The first 90 years of the CSLA have seen excellence realized in landscape architecture projects, the elevation of our professionals to hold a presence in all provinces and territories, the growth of our professional scope, an increase in schools of landscape architecture, growing diversity among our membership, and countless other achievements.

On behalf of over 3,200 landscape architects and landscape architecture students, the CSLA:

- Promotes and increases awareness of the profession in Canada;
- Promotes and increases awareness of the profession in Canada;
- Advocates for issues which affect the profession, such as urban design and renewal, sustainable development, natural and cultural heritage, reconciliation, equity, restoration of healthy landscapes, health and climate change;
- Elevates the profession of landscape architecture by celebrating the achievements of landscape architects;
- Upholds the integrity of landscape architecture by providing professional development opportunities, professional tools, and resources; and
- Encourages the growth of the profession by accrediting landscape architecture programs and supporting research and education.



### CSLA Vision

A highly performing landscape architecture profession that is valued at all levels of government and society, with enhanced abilities to transform landscapes for our common future and build linkages between a healthy and sustainable environment and thriving communities.

### Mission

To provide support and resources to our members, advocate for the profession, provide solutions facing current and future challenges, and demonstrate the value of landscape architecture.

### Our Values

#### Advance the Profession

The CSLA is committed to building professional stature and promoting innovation through creative expertise, design ingenuity and research advancement. The CSLA identifies opportunities to advance the profession and develops strategies to respond to contemporary challenges facing our rich natural environment and public realm. The CSLA seeks opportunities to work with components and partner organizations in the fulfillment of its role.

#### Lead by Example

The CSLA operates in a manner which promotes stewardship and environmental sustainability through its advocacy, internal operations, programs, and activities. The CSLA recognizes the importance of applying an Environmental, Social and Governance (ESG) perspective in all aspects of our work.

#### Govern in a Fiscally Responsible Manner

The CSLA is accountable to its membership for the programs it provides, their effectiveness and costs. It operates with honesty and integrity in a manner which is fiscally responsible and maintains a long-term view of its financial obligations.

### Mission Areas

- Climate Change
- Reconciliation
- Justice, Equity, Diversity & Inclusion
- Cultural Diversity & Legacy
- Nature Based Solutions

### Board and Governance:

The CSLA is governed by a Board of Directors representing nine provincial, territorial and regional component associations (see below), along with an elected Executive Committee composed of a President, President-Elect, Past President, and Chair, Finance and Risk Management Committee (Executive Committee).

The volunteers who contribute to the CSLA are a strong asset to the organization, and participate in over a dozen committees, workgroups, councils and task forces to advance the profession. The CSLA has four full-time staff and revenues, mostly from membership dues, of \$1M.

The CSLA’s suite of governance documents can be found [here](#).

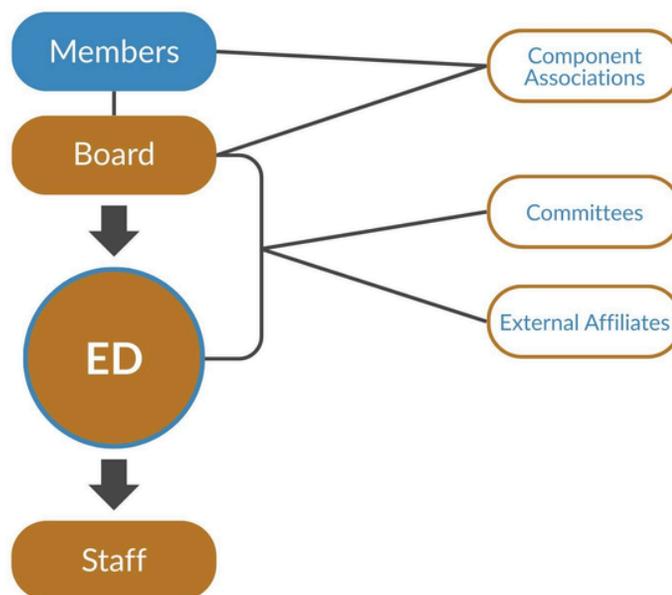
### Component Associations

CSLA serves landscape architects at all stages of their careers and works in close collaboration with the nine component associations and a multitude of partner organizations.

The component associations are:

- NWTALA – Northwest Territories Association of Landscape Architects;
- NuALA – Nunavut Association of Landscape Architects;
- BCSLA – British Columbia Society of Landscape Architects;
- AALA – Alberta Association of Landscape Architects;
- SALA – Saskatchewan Association of Landscape Architects;
- MALA – Manitoba Association of Landscape Architects;
- OALA – Ontario Association of Landscape Architects;
- AAPQ – Association des architectes paysagistes du Québec;
- APALA – Atlantic Provinces Association of Landscape Architects.

### CSLA Ecosystem





## Strategic Plan 2026 – 2029

CSLA will be ratifying its new Strategic Plan at its AGM in April and is available online here (add link when updated). The CSLA's work over the next three years is organized around three strategic priorities:

### #1: Strengthen National Leadership and Governance

- 1.1 Support Component Associations and Respond to Governance Changes
- 1.2 Plan for CSLA Succession
- 1.3 Improve Operational Efficiency
- 1.4 Implement the Action Plans Developed by CSLA Committees, Task Forces, & Working Groups

### #2: Support the Future of the Profession

- 2.1 Expand and Diversify the Landscape Architecture Workforce
- 2.2 Plan for the CSLA's 100th Anniversary in 2034
- 2.3 Enhance Professional Development and Outreach

### #3: Advocate for Landscape Architecture

- 3.1 Strengthen Government Engagement
- 3.2 Build Partnerships with Allied Professions and Organizations

#### More Resources:

- [International Federation of Landscape Architects' official definition of a landscape architect](#)
- [Landscape Architecture Accreditation Council](#)
- Learn more about the important [historic milestones in the profession](#)

## About the Role:

CSLA is seeking a full-time Executive Director to join its team. The ED is contracted by, reports to, and is evaluated by the Board of Directors primarily through the Executive Committee.

The ED supervises the permanent and contract staff and consultants as required. The ED, in collaboration with the Manager of Advocacy and Strategic Affairs, participates in an Ex-Officio capacity in CSLA Committees, Task Forces and Working Groups and maintains an informal reporting role with the Chairs of these committees. Currently, the ED has direct supervision over three permanent employees:

- Officer, Awards, Honors, and Events
- Manager, Advocacy and Strategic Affairs
- Coordinator, Communications and Special Projects

## Duties and Responsibilities

### Leadership:

- Provides the Board with the information it requires to govern effectively, make informed decisions, and monitor the overall performance of the Society in the achievement of approved goals.
- Assumes the office and the responsibilities of Secretary of the Board and ensures that all administration and secretarial functions are performed for the Board and Committees, and that records are kept of all proceedings and transactions: Drafts Board and Executive Committee agendas and writes supporting materials, recording minutes, and ensuring follow-up on Board decisions.
- Advises the Board of Directors, identifying, assessing, and informing the Board on operational, governance and external issues that could affect the organization and profession. Works with the Board to ensure it focuses on key issues and is highly functional and effective.
- Supports Board committees, task forces, and working groups with staff resources, information, and coordination, including direct responsibility for the following standing committees, and others as established:
  - Landscape Architecture Accreditation Council
  - College of Fellows
  - Finance and Risk Management Committee
- Ensures compliance with legal, regulatory, and fiduciary responsibilities as a national non-profit professional association.
- Provides direction to staff on priorities, coordination of activities and implementation of directions.
- Formulates and/or recommends policies to the Board of Directors.
- Serves as the election officer for the CSLA.
- Manages the legislated requirements for the Annual General and Special Meetings.

### Membership:

- Strengthens member value through services, resources, professional development opportunities, and recognition programs (e.g., awards, fellowship) and guides the creation and

implementation of communications and membership marketing strategies, demonstrating the value of continued membership.

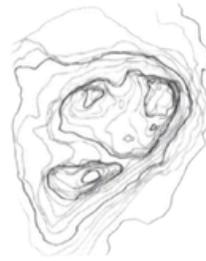
- Ensures that annual membership renewal statements are coordinated with the Component organizations and produced on a timely basis.
- Distributes new membership certificates and issues letters of membership in good standing.
- Responds to public and member inquiries and requests for information.
- Serves as the public face of the CSLA with members, stakeholders, government representatives, media, and the public. Attends events as required.
- Creates tools for members with a focus on strengthening the practice of landscape architecture, such as guides, standards, etc.

#### Alliance Building:

- Builds and sustains partnerships with component associations, universities, government agencies, and international partners.
- Manages the CSLA Leadership Group, composed of the Board of Directors, national committee chairs, LACF and the presidents and staff of the component associations.
- Works with the Board of Directors to develop and maintain alliances that have a clear purpose and specific goals, complementing those of the CSLA.
- Serves as liaison or representative with other professional associations or organizations.
- Promotes and coordinates CSLA representation at national and international meetings and events.
- Administers the Canadian Landscape Standard Steering Committee in collaboration with the Canadian Nursery Landscape Association, and is responsible for the content and publication of the Canadian Landscape Standard.

#### Financial Planning and Risk Management:

- Oversees accounting, audits, and financial reporting processes.
- Manages finances, negotiating and signing contracts and agreements, and organizational risk.
- Ensures efficient administrative systems, digital tools, and processes are in place to support staff and volunteers.
- Works with Finance and Risk Management Committee to prepare a strategic, comprehensive three- year rolling budget.
- Identifies and pursues opportunities to secure funding to sustain or expand existing operations or discretionary activities approved by the Board.
- Expends funds within the limits of the annual budget and operating plan approved by the Board.
- Monitors and approves expenditures within budgetary and policy restrictions, and coordinates all financial transactions required for operations together with the bookkeeper.
- Provides the Board with comprehensive, regular reports on the revenues and expenditures of the organization.
- Provides the Board with analysis and recommendations on budget decisions that could positively or negatively affect operations or the financial security of the CSLA.
- Ensures that the Board of Directors and the CSLA carry appropriate and adequate insurance coverage and reserve funding.
- Ensures that the CSLA complies with all legislated reporting requirements.



### Operational Management:

- Ensures the operational continuity of the CSLA.
- Manages the Strategic Planning process for the CSLA, including its development, management, update, implementation, and reporting, ensuring CSLA activities align with the stated strategic priorities.
- Participates in all Board, Committee, Task Force and Working Group meetings.
- Prepares and executes official correspondence on behalf of the Board.
- Completes annual reviews of bylaws, governance policies and procedures with recommendations for the Board's consideration.
- Draft amendments to bylaws, governance policies and procedures as required.
- Liaises with the Board solicitor required.
- In collaboration with the Manager, Advocacy and Strategic Initiatives, oversees the planning, implementation, execution, and evaluation of strategic CSLA committee work and special projects as directed by the Board.
- Administers the Landscape Architecture Accreditation Council, an arm 's-length council of the CSLA responsible for the accreditation of university programs in landscape architecture in Canada.
- Administers the College of Fellows, an arm's-length council of the CSLA responsible for the election of Fellows.
- Oversees and facilitates all membership services and development programs, including all awards programs, support to the practice and special initiatives.
- Acts as the custodian of the corporate seal and of all official books, papers, records, documents, and correspondence of the CSLA.
- Supports the CSLA President during their tenure.

### Human Resources Planning and Management:

- Determines organizational structure and staffing requirements to meet the CSLA's strategic goals and objectives.
- Supervises, coaches and mentors contractors, such as the bookkeeper, translator and managing editor of LP magazine, and the following permanent staff:
  - Officer, Awards, Honors, and Events
  - Manager, Advocacy and Strategic Affairs
  - Coordinator, Communications and Special Projects
- Oversees the implementation of the human resources policies, procedures, and practices.
- Recruits staff and volunteers with the knowledge, skills, and abilities to contribute positively to the CSLA's strategic goals and objectives.
- Establishes a positive, healthy, and safe work environment in accordance with all appropriate legislation and regulations.
- Builds a collaborative, respectful and efficient team with staff and contract employees.

### Communications and Advocacy:

- Oversees and facilitates the advocacy program in collaboration with the Manager, Advocacy and Strategic Affairs.
- Positions the CSLA as a credible and valued source of expertise through working relationships and strategic partnerships with the media, allied professions, government, funding agencies and provincial, territorial, and regional component associations.
- Spokesperson for the CSLA's mandate, services, programs, and expertise.
- Represents the CSLA as directed by the Board on stakeholder committees/groups, or at strategic meetings, forums or consultation sessions, in webinars, presentations, etc.
- Guides the development and implementation of a communication strategy that broadens the CSLA's reach and relevance for landscape architects, component associations, the public, government, and other related professions.
- Oversee communication strategies, including website, newsletters, publications, and social media, to engage members and raise public awareness.
- Proofreads and approves all final corporate CSLA communications, including the website, eblasts and corporate documents.
- Facilitates the flow of communication among the Board of Directors, component organizations and the membership.
- Directs the delivery of the annual Congress.
- Ensures bilingual (English/French) communication and inclusivity in outreach materials.

### **Desired Personal Traits: The CSLA ideally seeks:**

- A strategic, politically astute leader who can guide CSLA through evolution, innovation, and its next phase of growth.
- A bridge-builder and consensus-builder with strong facilitation and negotiation skills across the Board, committees, volunteers, government, and partners.
- Excellent interpersonal skills and a positive, engaging presence.
- Highly credible, ethical, and professional individual, able to elevate the profession's reputation and organizational optics.
- Governance and regulatory understanding, including experience with legislation, professional regulation, and working with lawyers and government bodies.
- Strong operational and administrative capability, combining financial knowledge, organization, and process discipline.
- Independent, proactive self-starter who works effectively with minimal supervision and is accountable for results.
- Excellent judgement and critical thinking, able to adapt quickly and solve complex problems.
- Skilled people leader and volunteer manager who motivates, inspires, welcomes feedback, and works well with diverse personalities.
- Technically capable and creatively minded, able to generate strong ideas and execute them effectively.



### Required Qualifications and Competencies:

- Significant relevant professional and leadership experience, ideally related to a professional member-based association or related organization.
- Strong governance knowledge and experience working with volunteer boards.
- Knowledge, interest, or willingness to learn about landscape architecture, planning, architecture, design, or related fields is an asset.
- Ability to work collaboratively in a virtual environment with constituents across Canada.
- Exceptional communications abilities are required, and ideally, the ED will have full professional competency in both official languages.
- Human resource management, including coaching, mentoring and performance; able to work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Strategic and operational plan development and implementation; able to lead the development of a strategic plan and effectively translate the goals and objectives into a set of cohesive, time- bound, measurable operational tasks needed for plan implementation.
- Collaborative problem solver and decision-maker; able to assess situations to determine the importance, urgency, and risks, and make clear, evidence-based decisions that are timely and in the best interests of the organization.
- Project management – able to coordinate multiple interests and manage partners and/or contractors to achieve project outcomes and deadlines.
- Communications, outreach, and strategic partnerships – able to establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization. Excellent communication, public speaking, and advocacy skills.
- Financial and risk management – able to provide guidance and advice on budget development processes, identify financial risks and make recommendations on risk mitigation. Proven track record in financial management, budgeting, and resource development.
- Program development and evaluation – able to work with diverse teams to establish concrete program parameters and objectives.
- Effective written and verbal communicator – confident public speaker, able to speak and write in a clear, concise, and timely manner using appropriate and effective communication tools and techniques.
- Ability to listen deeply and to ask questions to achieve clarity on situations and communications.
- Ability to utilize standard office software and hardware.
- Relevant education, training, volunteering that will allow for credible leadership, which may include but is not limited to a post-graduate university degree, such as a Master of Business Administration (MBA), Master of Public Administration (MPA) and/or Nonprofit Management and CSAE or IABC certification.



### Travel & Other Work Conditions:

- The ED is expected to travel to meetings (on average, five trips per year of 3-7 days in duration, including a week-long attendance at the yearly CSLA Congress) and represent CSLA in various domestic and occasionally international venues.
- A valid driver's license is required.
- Some meetings and events require the availability of 16 hours or more per day.
- The ED may have to walk and stand a significant portion of this time at some events, e.g., the annual Congress.
- Frequent presentations are required in public forums.
- At times, the ED may have to lift or move up to 40 pounds.

## Search Task Force Biographies



Matthew Mills  
APALA, CSLA, MCIP  
Board President



Michael Magnan  
AALA, CSLA  
President Elect



Teri Cantin  
BCSLA, CSLA  
Board of Directors



## Navigating complex challenges for social profits

The Discovery Group is an international consulting firm dedicated to the social profit sector. We believe that social profit organizations can change the world. Since 2017 it has been our mission to help social profits across the globe achieve their vision and elevate community impact. We work side-by-side with our clients to help them envision change, determine how to make it happen, and put the necessary tools and skills in place for success.

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