



November 2008

Upcoming Events in the Ottawa Chapter:

<i>November Chapter Meeting,</i> <i>RA Centre, 10am-noon</i>	<i>Nov</i> <i>18</i>
<i>Prosperity Partners Program</i> <i>9-3:30, 5100 Bank St.</i>	<i>Dec 3</i>
<i>January Chapter Meeting,</i> <i>RA Centre, 10am-noon</i>	<i>Jan</i> <i>20</i>
<i>Drystone Wall Construction</i> <i>2-day Course, Only 10 spaces</i>	<i>Jan</i> <i>21-22</i>
<i>CLP Courses - 6 modules,</i> <i>Jan 26-27-28, Feb 4-5-6</i>	
<i>SCIP-4 consecutive Tuesday</i> <i>mornings Feb 3,10,17,24</i>	<i>Feb</i>
<i>Landscape Lighting for Lg</i> <i>& Small Jobs-RA Centre</i>	<i>Feb 9</i>
<i>GreenTrade Expo 2009</i> <i>Lansdowne Park</i> <i>www.greentrade.ca</i>	<i>Feb</i> <i>18</i>

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Ottawa Chapter Office:

Lynn Lane phone: (613) 796-5156
llane@landscapeontario.com

Focus: Saving you \$\$ and Stress

Our focus this month is saving you and your company MONEY and STRESS. We have two featured contributors: Stacy Elliott of Smith Petrie Carr and Scott Insurance Brokers Ltd. and Sheila James of the Farm Safety Association. Read on and decrease your stress...

Ways to Reduce Insurance Claims

By Stacy Elliott

At our recent chapter meeting, Stacy talked to members about keeping their insurance rates down. Here are some simple tips you can start using today to help reduce claims:

Start by checking out Risk Management Tips at the Insurance Bureau of Canada Website.
www.ibc.ca

Tips to Reduce Theft Claims:

- Take extra caution with your property on weekends
- Larger equipment should be painted company colours to deter theft
- Use industry approved security devices on mobile equipment

Tips to Reduce Liability Claims:

- Have contracts reviewed by a lawyer to make sure you are not assuming too much liability
- Provide training to new employees on vehicles & equipment
- Snow contractors-keep accurate worksite logs

Tips to Reduce Automobile Insurance Claims:

- Have new employees provide you with driver abstracts
- Make sure all employees have the proper level of experience and training to drive your vehicles

These simple steps can save you THOUSANDS of dollars. For more information contact your insurance agent and ensure you have the coverage you need.



Postings the MoL Wants to See

By Sheila James

Sheila has some easy tips to get you started off on good footing as soon as a Ministry of Labour inspector knocks on your door. The Farm Safety Association has made it easy: for each of the requirements marked below with an asterisk (*), you can get this material FREE from Farm Safety Association by calling 1-800-361-8855.

SAFETY POSTING REQUIREMENTS

- * WSIB First Aid Regulations (Regulation 1101)
- * In Case of Injury at Work poster (WSIB Form 82)
- * Employment Standards Act poster
- * Agricultural Exemptions Industry poster
- * What's In It for You? Poster
- * Health and Safety Policy
- Occupational Health and Safety Act and Regulations (Industrial Regs for landscape maintenance and Construction Regs for landscape construction sites) available @ 1-800-268-7095, web-pubont@ontario.ca
- Names and / or certificates of workers with First Aid Certification
- Emergency phone numbers
- Location of Material Safety Data Sheets (MSDS)
- Name / names of employees that are Health & Safety Representative or on the Joint Health and Safety Committee

HAVE AT ALL JOBSITES

- * What's In It For You decal (Form 82)

(Over)

Two Good Things for Your Business



Meetings Mean Business

Chapter Meetings

Do something good for your business this month...come to the November chapter meeting! Not only will you hear industry information that your business can use, but it is an opportunity to network with you industry colleagues...and that's good business! The meeting is on Tuesday November 18th, 10 am at the RA Centre. The featured speaker is Laura Catalano of Nisco National Leasing to talk about the ins and outs of vehicle leasing. Everyone attending will have a chance to win a pass to Congress!

Prosperity Partnership – Intro
Wednesday December 3, 9-3:30

No matter where you are today, the Prosperity Partnership Program will help you grow & succeed. This seminar will get you started on to the road of success. The program is intended to help green industry members clarify what they excel at and what components of their business need attention and improvement. The cost is \$100 for LO members and \$170 for non-members (includes lunch & GST). There is a maximum of 10 participants-don't delay, sign up today at

www.horttrades.com/provdev

Questions? Jacki at prosperity@landscapeontario.com



Required Postings (Con't)

Have at all jobsites (continued)

- Occupational Health and Safety Act and Regulations
- Material Safety Data Sheets (MSDS) for hazardous products used on jobsite
- Fully stocked first aid kit and eye wash bottle
- Fully charged fire extinguisher

-Emergency phone numbers

-Personal protective equipment as required (safety glasses, hearing protection, respirators, sunscreen, hard hats, reflective vest)

Contact:

Sheila James, Farm Safety Association
sjames@farmsafety.ca



Why We Are Board members...Join Us!

The LO Ottawa board is looking for individuals committed to the industry to work on the Board of Directors for 2009. In their own words, here is what some of our members say what they like about being on the board:

1. Communicating with other business owners and managers, giving me the opportunity to pick brains and problem-solve.
2. Communicating with other human beings once in a while!

3. Expanding my business knowledge.

4. Enhancing my credibility and my self-respect.

5. Improving my negotiating, interfacing and dialogue skills.

6. Building long-term relationships

7. Opening up horizons to see beyond my own little garden

8. Understanding better industry-wide challenges & opportunities

9. Training, development & education opportunities

10. Meeting great people, putting faces to names we often hear in the industry

11. Getting involved with local projects and initiatives like job fair for kids

12. Being a part of a larger organization that cares about the industry

Consider joining us! Contact Peter Cullen at 613-271-0198.



Have You Seen Your Education Brochure?

The Ottawa and Upper Canada Chapters have a lot of courses this season for business as well as technical competencies. You should have already received your brochure by mail. If not, call the Ottawa office at 613-796-5156. Sign up soon - most day-long sessions were sold out completely last year.

Education Survey Attached

Believe it or not, your LO board is starting to plan more educational opportunities for late 2009 and early 2010. We need your input! Attached with this newsletter is a survey with many ideas, plus room for you to add your own course ideas. Please circle the courses that you would attend (or have your staff attend) and fax it back to the office at 613-828-2175.

Apprenticeship (level 1)

begins Monday November 17, 2008 and runs for 8 weeks until January 23, 2009. Register an employee today by calling Jane Pedlar, MTCU at 613-731-7100 Ext 6213 or jane.pedlar@ontario.ca.

Julie Moir Messervy Public lecture at Centrepointheatre. **Discount tickets** for members until December 31st. Book your discount tickets at

www.centrepointheatre.com click on >What's On> Home Outside February 25th

>Promos/Presales (on the left column of the page) and then enter the promotional code 'PEONY'. These tickets are a great gift for clients and/or staff. Don't delay...get your tickets now!

Julie Moir Messervy Industry Workshop Feb 26th

Tickets are now available at www.horttrades.com/ottawaseminars. Focus will be design, techniques & tips for industry professionals.

Register Today!

**Ottawa
Prosperity Partnership Program
Wednesday December 3
9 am to 3:30 pm**

**Our Key Mission:
To build a more prosperous industry for you**

Prosperity starts with profitability, AND also includes balancing your life to make time for your goals that reach beyond business. There is more to life than just work, and this program is designed to enable you to enjoy both!

Led by a team of experienced, successful landscape business owners, with the passion and drive to unite other industry leaders, this program will help you thrive with Prosperity in the largest sense.

Now in Ottawa! Register Today

This program will help you clarify what you excel at and what components of your business need attention and improvement. A seminar workbook is provided.

Instructor: Tim Kearney, CLP

Location- Garden Creations of Ottawa, 5100 Bank St, Ottawa (613) 822-0716 (for directions)

Cost: (includes lunch & GST) \$100 for LO members and \$170 for non-members

Note: Part 2 of this program, 'Prosperity Partnership – Best Practices Seminar,' will be held in Napanee on Thursday January 15, 2009.

Register at www.horttrades.com/prodev (maximum 10 participants)

Questions? Contact Jacki at prosperity@landscapeontario.com

See Over for more details

Jacki
Hart, CLP
program manager

Green industry business owners:
**Look to a
prosperous future**



The road ahead

Follow these steps to prosperity

STEP 1

Visit www.horttrades.com/prospart

STEP 2

Sign up for the Introductory Session most convenient to you.

STEP 3

Receive one-on-one advice for your 'next steps' toward a more prosperous business life.

STEP 4

Connect with countless resources and/or a mentor to give you the specific help you need

STEP 5

Sign up for the Best Practices Seminar, and open a gateway of hands-on solutions for your business challenges.

What is in the Prosperity Partnership for me?

- A workbook to guide you along at your own pace
- A fresh and focused way to move your business forward
- Networking with peers — sharing ideas and challenges
- Seminar coaching and/or mentoring

Questions?

E-mail program manager Jacki Hart at: prosperity@landscapeontario.com



Jacki Hart has taken her landscape contracting business down the path to prosperity — and wants to share the way with you.

"Prosperity Partners Seminars have helped me to take a more objective view of my business, and kept me on track working ON my business NOT IN my business. Jacki Hart has facilitated in my partnering with an industry leader whose knowledge and experience has been invaluable in taking my business to the next level."

— Colin Padgett,
owner/president,
Husky Landscaping Services Inc.



An initiative of
Landscape Ontario Horticultural Trades Association
7856 Fifth Line South, Milton, ON L9T 2X8
1-800-265-5656
www.horttrades.com

Proud sponsors of the Prosperity Partnership:



the harmony of space



JOHN DEERE

EDUCATION SURVEY - PLEASE CIRCLE YOUR CHOICES AND FAX BACK TO: 613-828-2175.
- WE ARE LOOKING FOR YOUR IDEAS FOR FUTURE COURSES. THANK YOU.

POTENTIAL SPEAKER TOPICS

Your Company Name: _____

Apprenticeship
Bonsai
Certifications (CHT, CIT, CLD, CLP)
Concrete
Contractor/Designer night
Design Fees vs Free Estimates
Employee Relations & Retention
Extending the Season
Flagstone Facts
Getting Paid
Herbs in the Perennial Garden
Interior Landscaping
Landscape Ontario- (Tony DiGiovanni & Current President)
Landscape Photography
Law - Construction Liens or Construction Law
Managing Work Crews
MTO
Negotiation Skills
Ornamental Grasses
Perennials
Plant Knowledge/Sensitivity
Retail Garden Centre merchandizing
Safety Program
SCIP (WSIB)
Snow Removal/Winter Maintenance
Tree below the ground
Water gardening
Wildflower gardening
Working with Natural Stone

Annuals
Budgets and Financial statements
Compost
Conflict Resolution
Creating a Portfolio
Drainage & Grading
Employee Performance
Erosion control
Gardening Naturally
Grass as green as the golf course
Identifying plant, tree, lawn problems
Irrigation basics
Interlock
Labour Update
Landscape Lighting
Local "Member Presents"
Managing Budgets & Financial Statements
Native Plants
New Plant Introductions

Award Winning Landscapes
Building Garden Structures
Contracts
Container Gardening, Pots & Planters
Customer Service
Employment Law
Estimating for contractors
Financial Statements
Gardener to Business Owner
Grounds Maintenance - quality
Insurance
Japanese Style Gardens
Landscape Design
Lawn Care
LO Member Benefits/Endorsed Suppliers
Marketing & Advertising
National Association - CNLA Update
Occupational Health and Safety

Pavestone installation
Pests - EAB, ALHB
Pools and spas
Retaining Walls
Selling Skills
Shade Plants
Stone Masonry
Tree and Shrub Pruning
Water Management/Irrigation assessments
Winter Interest in the landscape
Writing a business plan

Personal finance
Photography for Landscapers
Ponds & Water Features
Rockscaping
Selling a Landscape Plan
Soil Management
Strategic planning
Tree Diseases and Insects
Websites
Woody Plants

OTHERS:
