



Mentorship Agreement

We are both voluntarily entering into this mentorship partnership as part of the PSB process. We intend this to be a rewarding experience for both of us, spending most of our time discussing professional development activities. We agree that...

1. The mentoring relationship will last for at least one (1) year. Progress by the Candidate will be evaluated throughout the process, and the mentorship partnership will end by amicable agreement once we agree we have achieved its aims. We note, however, that either of us may terminate the relationship at any time, on proper notification by the Candidate to the PSB.
2. We will meet at least once every two (2) months. Meeting times, once agreed, should not be cancelled unless this is unavoidable. At the end of each meeting we will agree on a date for the next meeting and any actions to be taken by either or both of us as a result of the meeting.
3. Each meeting will have an agenda mutually agreed by us, and will last sufficiently long to accomplish that agenda.
4. In between meetings we will contact each other by telephone/email as necessary.
5. The aims of the mentorship partnership include coverage of:
 - a) The CIP Code of Professional Conduct
 - b) The review of your Provincial/Territorial Institute or Association's (PTIA) Code of Conduct or related document
 - c) The Provincial Planning Institute and Association's (PTIA) Code of Ethics or Professional Conduct or equivalent.
 - d) The role of public interest in planning
 - e) The role of the profession in maintaining standards of competency, ethics and professionalism
 - f) A broad range of the profession's competencies
6. We agree that the role of the Mentor is as outlined in the [Mentor's guide](#).
7. We agree that the role of the Candidate is as outlined in the [Mentor's guide](#).
8. We confirm that we have both reviewed the Mentors guide and understand our respective roles and responsibilities.
9. The Mentor agrees to be honest and provide constructive feedback to the Candidate. The Candidate agrees to be open to, and take mutually agreed action based upon, the feedback.
10. We agree that the Candidate will maintain, and we will both sign, the Record of Mentorship, which is to be submitted to PSB at the end of the process.

Date

Date

Mentor's name printed

Candidate's name printed

Mentor's signature

Candidate's signature