



Professional Standards Board for the Planning Profession in Canada Orientation for Mentors

Short History of PSB

- Part of CIP's Planning for the Future Project (2006)
- CIP signed administrative services contract December 2011
- Board named March 2012
- Inaugural Board meeting April 30, 2012
- PSB incorporated September 10, 2012

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PSB Board

- John Jarvie, Chair
- Diana Hawryluk, Vice-Chair
- Bruce Curtis, Treasurer
- Chris Leach, Director; Chair, PEEC
- Finlay Sinclair, Director; Chair, APC
- André Daigle, Director
- Brian Kropf, Director

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Legal Structure

- Federally incorporated
- Operates under Shared Services Agreements with its members
- Members are API, APPI, MPPI, OPPI, PIBC, SPPI and CIP
- All Shared Services Agreements with member PTIAs and CIP have been signed
- PSB and CIP will also sign Association Management Services Agreement for provision of administrative services

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PSB Structure

- Reporting to the Board of Directors, PSB has two standing Committees:
 - Professional Education and Examinations Committee (PEEC)
 - Members nominated by PSB members in August 2012 and appointed by PSB Board December 2012
 - Oversees Ethics & Professionalism Course and Professional Exam
 - Accreditation Program Committee (APC)
 - Members nominated by PSB members in August 2012 and by ACUPP in September 2012 and appointed by PSB Board December 2012
 - Oversees accreditation of university planning degrees
- PSB implements and administers standards approved by the Professional Standards Committee, which consists of representatives of CIP and all PTIAs except OUQ

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Overview of PSB Process

- Potential Candidate members apply to PSB for admission to our processes through 3 entry routes:
 - Accredited Degree (recognized by CIP and Affiliates)
 - Reciprocal Agreement (with AICP, PIA or RTPPI)
 - Prior Learning Assessment and Recognition (PLAR)
- After review, we submit recommendations for successful candidates to PTIAs as Candidate members
- All Candidate members must complete:
 - Mentorship - 1 year minimum
 - Sponsorship – (1 year minimum for PLAR and Reciprocal Agreement Candidates; 2 years minimum for Accredited Degree Candidates)
 - Ethics & Professionalism on-line course and examination
 - Professional examination
 - Mentorship/Sponsorship is not over until the Mentor/Sponsor is satisfied
 - Candidate cannot take Professional examination until all other steps are completed

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What is Mentorship?

- Webster defines a mentor as “a trusted friend and advisor”
- Wikipedia defines mentorship as “an ongoing relationship of learning, dialogue and challenge ... in which a more experienced or knowledgeable person helps to guide a less experienced or knowledgeable person”
- The PSB Mentorship Guide says the purpose of mentorship is to “help [a lesser skilled or experienced person] grow and develop specific competencies”
- Mentorship is a two-way process – you should benefit too
 - Broaden your resumé
 - Build your professional network
 - Enhance your analytical skills
 - Provide opportunities for professional exchanges

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What Are the Requirements To Be a Mentor?

- A Registered/Certified member in good standing of CIP and a PTIA (RPP, PPS, MCIP)
- More than 3 years' experience as a Registered/Certified member
- Ideally a supervisor, close work colleague or other close professional colleague of the Candidate member
- Review of Mentor's training material

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What Does a Mentor Do?

- Meet with your Candidate member frequently (e.g., every 2 months), either in person or electronically
- Ensure your Candidate member is familiar with, integrates, and can apply:
 - The Institute's Code of Ethics.
 - The Institute's Code of Professional Conduct.
 - The role of the 'public interest' in professional planning.
 - The role of the profession in maintaining standards of competency, ethics and professionalism.
 - A broad range of the profession's competencies
- Undertake various joint practice and professional development activities with your Candidate member
- Assist your Candidate member in personal and professional growth
- Assist your Candidate member in reviewing for the Professional Examination

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Meeting With Your Candidate

- The meeting should be informal, and you should get to know and be comfortable with each other
- Meet over coffee, or for breakfast, lunch or dinner
- Meet electronically, if face-to-face isn't possible (e.g., via Skype, instant messenger, phone; audio, or video)
- Share background information with your Candidate – resumés, experiences, etc.
- Listen to your Candidate – his/her concerns, perspectives, ideas, experiences – mentorship is about sharing, and you can learn as much as you can teach
- Set a meeting schedule
- Set an “agenda” for each meeting shortly before you meet
- If either or both of you have follow-up to do after/outside the meeting, clearly identify what it is, when it is to be done, who does what, when you will each report back. Be sure to allow time at subsequent meetings to discuss this follow-up
- Remember, you are working with your Candidate on both personal and technical professional development

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Possible Joint Projects

- Attend conferences, workshops, seminars, etc. together, and discuss the presentation(s) afterward
- Make a joint oral presentation, and give each other feedback on the presentation afterward
- Edit a work-related document together; be conscious of writing style, selection and presentation of information, etc.
- Write an article (magazine, blog, website, etc.) together
- Undertake joint learning activities – research for classes, conferences or other events

As a Mentor, What Are My Responsibilities?

- Read the Mentors' Guide in the "For Volunteers | Mentors" section of the PSB website, and contact the office with any questions
- Sign the Mentorship Agreement
- Meet regularly with your Candidate and take notes of those meetings
- Satisfy yourself that your Candidate has made sufficient progress against the personal and professional objectives of the mentorship to qualify as a Certified member
- Review the Record of Mentorship the Candidate prepares and, if you are satisfied that it supports your judgment of the Candidate's progress and accurately summarizes your meetings/activities, sign off on it and return it to your Candidate

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Contact PSB

Nzinga White - Operations Manager
operations@psb-planningcanada.ca

1 Eglinton Avenue East, Suite 705

Toronto, ON M4P 3A1

Tel: 647.317.6924

Toll-free 1.844.202.9002 | Fax: 416.203.7699

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