



**PROFESSIONAL  
STANDARDS  
BOARD**

FOR THE PLANNING  
PROFESSION IN CANADA

PROFESSIONALSTANDARDSBOARD  
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



# PSB BOARD

- Janice Harper, Chair
- Greg Birch, Secretary-Treasurer
- Dana Kripki, Director; Chair, APC
- Lloyd Talbot, Director; Chair, PEEC
- Bruce Singbush, Director (Past Chair)
- Patricia Maloney, Director
- Neal LaMontagne, Director



PROFESSIONAL  
STANDARDS  
BOARD  
FOR THE PLANNING  
PROFESSION IN CANADA

# 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

# 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 and by ACUPP and appointed by PSB Board
    - 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

# 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 RTPI)
  - 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



# 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



**PROFESSIONAL  
STANDARDS  
BOARD**  
FOR THE PLANNING  
PROFESSION IN CANADA

# 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



**PROFESSIONAL  
STANDARDS  
BOARD**  
FOR THE PLANNING  
PROFESSION IN CANADA

# 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

# 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



**PROFESSIONAL  
STANDARDS  
BOARD**  
FOR THE PLANNING  
PROFESSION IN CANADA

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

# 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



## CONTACT PSB

Operations Manager

[operations@psb-planningcanada.ca](mailto:operations@psb-planningcanada.ca)

1 Eglinton Avenue East, Suite 705

Toronto, ON M4P 3A1

Tel: 647.317.6924

Toll-free 1.844.202.9002



PROFESSIONAL  
STANDARDS  
BOARD  
FOR THE PLANNING  
PROFESSION IN CANADA