

OPPI APPOINTED REPRESENTATIVE – STANDARDS COMMITTEE

Background: The Professional Standards Committee for the Planning Profession of Canada (SC)

The Professional Standards Committee for the Planning Profession of Canada, also referred to as the Standards Committee (SC), was established in 2012 to serve as a joint policy-making body with responsibility to set standards as well as the oversight, maintenance, and revision for the planning profession's certification, accreditation, and ethical standards.

The SC is volunteer-based, comprised of one professional member from each of the Signatory Parties.

The Signatory Parties are the Provincial and Territorial Institutes and Associations (PTIAs) and the Canadian Institute of Planners (CIP). The SC is led by a Chair, who is elected by the members of the SC, with an elected Deputy Chair to provide additional support. The SC's secretariat support, including administrative, clerical, and financial services, is provided by CIP.

The volunteer members provide the overall direction for the SC by developing and setting the Committee's annual work plan and proposed budget (both of which are subject to input and approval by the Signatory Parties). The volunteer members play key roles on sub-committees and working groups of the SC and are responsible for coordinating key projects and initiatives. At a minimum, SC meetings are held quarterly with one in-person meeting per year.

All policy recommendations made by the SC must receive the unanimous support of the Signatory Parties before incorporation into the Membership Standards Policy Manual (MSPM). Each year in July, an annual meeting of the Signatory Parties is held to review and consider the adoption of the following year's proposed SC work plan and budget.

Also established in 2012, the Professional Standards Board (PSB) for the Planning Profession in Canada is responsible for the administration of the certification process of professional planners on behalf of the PTIAs, which regulate the planning profession across Canada, and the CIP. Currently, the PSB administers the certification process for all PTIAs, except l'Ordre des urbanistes du Québec (OUQ). PSB is a separately incorporated body, headed by an independent Board of Directors, and operates under agreements with its members to provide both certification and accreditation of university academic planning programs in Canada.

Mandate of the SC

The mandate of the SC includes:

- Developing consistent national standards, processes, and best practices for persons qualifying to
- practice as professional planners;
- Developing national standards for the accreditation of academic planning programs;

- Proposing and coordinating the approval of new standards or amendments to existing standards;
- Providing interpretative direction or explanation of membership or academic accreditation standards; and
- Conducting annual and five-year comprehensive reviews of standards.

The mandate of the SC does not include the implementation of standards. Although the SC may propose membership and academic accreditation standards, the approval of those standards rests with the PTIAs and CIP. In addition, any PTIA may impose additional – or more stringent – standards. The SC fulfills its mandate by carrying out activities established within an annual work plan and its associated annual budget, which are reviewed and approved by the seven voting Signatory Parties each July.

A copy of the detailed work plan to be discussed and voted on at the AMSP is to be delivered to the President and Executive Director/Administrator of each of the Parties on or before April 15th of that same year. On or before May 15th the Committee is tasked with delivering to the President and Executive Director/Administrator of each of the Parties a copy of the proposed annual budget for the following year to be discussed and voted on at the same year's AMSP.

Member Responsibilities

In fulfilling their role, SC members' are responsible for and expected to:

1. Prepare for and attend all regular meetings;
2. Understand their role and responsibilities;
3. Avoid, in fact and in perception, conflicts of interest;
4. Contribute to discussions, and provide positive and constructive decision-making;
5. Be courteous, respectful and free of animosity in meeting interactions;
6. Strive to be balanced in their efforts to understand others, and to make themselves understood.
7. Participate in the SC in ways other than attending Committee meetings, such as leading or participating as members of Sub-Committees;
8. Represent the SC actively and positively in the community; and,
9. Refrain from giving direction to the Signatory Parties or CIP, their staff or volunteers.

Stakeholder Relations

The SC works alongside other organizations and institutes that support their mandate to set standards as well as the oversight, maintenance, and revision for the planning profession's certification, accreditation, and ethical standards. Those who are not Voting or Non-Voting Signatory Parties on the Committee are welcome to attend SC meetings as an observer, for which typically Executive Directors/Administrators of the various groups are invited.

Decision Making with Signatory Parties

After the SC determines a change to the Membership Standards or Academic Accreditation Standards, the proposed changes must be circulated to the Signatory Parties for their review. The review period is 90 days. Parties may respond and provide comment, support, and research. Parties may indicate acceptance or rejection of the recommendation and outline the reasons for its response. Non-voting Signatory Parties may also provide comment and input. At the expiry of the 90-day review period of a recommendation sent for consideration, the SC convenes a meeting to review and reconsider any comments received from all Parties, and following such consideration, may review, withdraw, or supplement its recommendation.

If the recommendation is reconsidered, the SC delivers to the Parties a Notice of Decision specifying revisions to the Membership Standards or Academic Accreditation Standards, as the case may be, and specifying a further period of 60 days to receive notice from each Party, except a Non-Voting Signatory Party, of its ratification or otherwise. A Non-Voting Signatory Party may provide comment during the ratification period, but the authority to determine the outcome rests with the Parties with full voting authority.

Upon the expiry of the 60-day ratification period, the SC considers the position of the Parties and directs any revisions to the Membership Standards or Academic Accreditation Standards, which requires a consensus reached by ratification of all of the Parties. For implementation, the SC distributes these revisions to the PSB and to the Parties for implementation.