Professional Standards Board
for the Planning Profession in Canada
Orientation for Site Visit Team Members
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

- 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
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 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
APC Membership

Chair: Finlay Sinclair

CIP Members:
- Gerard Belliveau, API
- Jolie Whetzel, APPI
- Ramona Mattix, MPPI
- Tracey Ehl, OPPI
- Mark Hornell, PIBC
- Dana Kripki, SPPI

ACUPP Members:
- Dr. David Brown, McGill University
- Dr. Jill Gunn, University of Saskatchewan
- Dr. Pamela Robinson, Ryerson University

• Three CIP members are regular voting members of APC: Jolie Whetzel, Dana Kripki and Tracey Ehl
• Three CIP members are alternate voting members; they participate in all meetings and discussions, but do not vote: Gerard Belliveau, Ramona Mattix and Mark Hornell
• All three ACUPP members are regular voting members of APC
Overview of Accreditation Process

- Accreditation of university planning degree programs has two components
  - First-time accreditation of new programs
  - Re-accreditation of existing programs
- Accreditation may be given for up to five (5) years
- For first-time accreditations, and re-accreditation upon expiry of the accreditation period, the Accreditation Program Committee (APC) appoints a Site Visit Team to conduct an intensive review
- In between intensive reviews, each accredited program must file an annual report (reviewed by the Chair of that program’s Site Visit Team)
- Site Visit Team reports reviewed by APC and the PSB Board
- Universities have an opportunity to appeal Site Visit Team reports and recommendations
- Three recommendations are possible:
  - Deny accreditation
  - Confirm unconditional accreditation for up to five (5) years
  - Confirm accreditation subject to conditions for up to five (5) years
Accreditation Process Details

• Accreditation process is supervised by the Accreditation Program Committee (APC)
• APC will contact the University planning degree program administration ahead of expiration of accreditation with a request for an application for re-accreditation
• APC will appoint a three-person site visit team
  – One out-of-PTIA member
  – One in-PTIA member
  – One ACUPP member
Accreditation Process Details (cont’d.)

- The Chair of the site visit team (appointed by APC) will contact the program administration to arrange the site visit
  - Site visit takes place only after the application for re-accreditation is received by APC
  - Site visit (estimate two to three days for a single program) includes:
    - Meeting with the program administration
    - One-on-one interviews with faculty
    - Interviews with at least five (5) current students (ideally, SVT will meet with the program’s entire student body)
    - Interviews with at least five (5) alumni
    - Interviews with at least five (5) area employers
    - Facilities tour
    - Meeting with PTIA
    - Follow-up meeting with the program administration
Accreditation Process Details (cont’d.)

- Site visit team consults after the visit and votes on a recommendation. Possible recommendations:
  - Accredit the program unconditionally for up to five (5) years
  - Accredit the program with conditions for up to five (5) years
  - Do not accredit the program
- Team Chair drafts report
- Draft report circulated to program administration for comment on the merits
- University comments addressed; final report prepared
- University may appeal the final report on procedural (fairness) grounds
  - PSB appoints an *ad hoc* Appeals Committee to hear the appeal
- APC votes on the final report
- PSB reviews the final report (and the result of the appeal, if any) and makes its determination on accreditation/re-accreditation
Accreditation Process Details (cont’d.)

• For existing accredited programs, the first review conducted by PSB will apply the 2004 rules (2004 competencies, 2004 staffing levels, etc.; university may request review under 2010 rules)

• Subsequent reviews will apply the 2010 rules in full

• Programs applying for first-time accreditation will meet the 2010 rules in full

• The rules to be applied will be reflected in the application submitted by the planning program
Resources for Site Visit Teams

- Application forms
- Site Visit Team manual
- Site Visit report template
- Sample Site Visit reports
- Site Visit Team area on the PSB virtual boardroom, with sub-areas for each program review
- Assistance with logistics (travel, hotel, teleconference, etc.)
Contact PSB

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