



**Ontario
Professional
Planners
Institute**

**Institut des
planificateurs
professionnels
de l'Ontario**

OPPI

Student Liaison Committee

Handbook

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1. Introduction

Students are a vital part of the Ontario Professional Planners Institute (OPPI) and are valued as the future of planning in Ontario. The OPPI Outreach Committee has created this handbook to explain the scope and responsibilities the SLC and the roles of Student Representatives and the Student Delegate.

Scope of Committee

The Student Liaison Committee is a leadership network linking students in accredited university planning schools to OPPI. It promotes the benefits of membership, disseminates information to student populations, and provides input to OPPI staff, Outreach Committee and ultimately OPPI Council regarding students' needs and aspirations.

Responsibilities

1. Facilitate and support outreach to students, working with the Outreach Committee, to organize outreach events for students in your Planning School/program (presentations on OPPI membership, careers in planning, path to becoming and RPP etc.)
2. Promote activities, research, new initiatives undertaken by your Planning School/program by writing articles for the journal (annual issue- July/August).
3. Promote OPPI programs and events targeted to students including:
 - a. the student day at the bi-annual OPPI Conference and Symposium
 - b. Student scholarships
 - c. Nominations and Elections for OPPI's Student Delegate or for Your Planning School/program OPPI Representatives
4. Working with fellow students in your Planning School/program, promote World Town Planning Day (November 8th) and or plan a special event.
5. Participate as an active member of your District Leadership Team.

Composition

The committee typically has 16 members as follows. There will be two Student Representatives per planning school/program on the Committee, a Student Delegate (Chair) and one person representing the Outreach Committee. Typically the Student Representative is elected as the Year 1 OPPI Student Representative (September) who then becomes the Year 2 OPPI Student Representative (commencing in June and ending the following year in June); a total of 20 months (September Year 1 to June Year 2). The Student Representative serves for a maximum of 20 months.

The Student Delegate is elected by OPPI Student members and serves for one year June-June. The incoming Student Delegate and Student Representatives attend an in-person orientation

session held annually. The orientations are arranged and conducted in conjunction with OPPI Staff and the Outreach Chair and committee members.

2. Benefits and Responsibilities of being a Student Leader

Being an OPPI Student Representative or Delegate, you will have an opportunity to take the lead, not only within your university planning school, but also within the OPPI. You are encouraged to put forward your ideas, take the initiative in organizing activities, and to help shape the future of the planning profession. All of these activities will help to build your leadership skills. Being a Student Representative or Delegate will also extend your professional networks, as you will meet and work with full members of OPPI during meetings, conferences, and other events. You are expected to contribute to the Ontario Planning Journal and to contribute to the annual conference or symposium, both of which offer opportunities for professional learning, networking and for you to share the work you are researching as a student.

In return for these benefits, you will need to commit time to the job, and to bring your creativity and enthusiasm to the work of organizing your fellow students, promoting the benefits of membership, acting as a mentor, and attending meetings with other Student Representatives. OPPI will make every effort to accommodate your student schedule, and will not expect you to interrupt your academic work to fulfill your duties, but you must take the time to participate in meetings and carry out your duties regularly.

3. Election Process

Election of Student Delegate

The Student Delegate serves for one year from June to June of the following year. Orientation for the position usually takes place in May and is conducted by the Outgoing Student Delegate, the Outreach Committee Chair, and OPPI's Executive Director.

The [call for nominations for the Student Delegate](#) is promoted annually during the months of January and February in the monthly e-News, OPPI's website and social media platforms. The nominee submits their information on-line. Nominations are due March 1st. If there is only one nomination, the candidate is acclaimed. If there are several candidates, an election is conducted by way of electronic ballot, where all student members are invited to elect their Student Delegate. The ballot is issued no later than March 10th and closes March 31st. Election results are announced no later than April 10th.

Election Structure for OPPI Student Liaison Committee

The composition of the Student Liaison Committee is designed to support Student Representatives to represent the voice of planning students across Ontario.

Because graduate programs in planning differ from undergraduate programs, the election structure reflects these differences.

The following universities have graduate programs: Queen's University, University of Guelph, University of Toronto, Ryerson University, University of Waterloo, and York University. The electoral structure for the graduate programs will be as follows:

- Each program (except Waterloo) will have two representatives: one for the first-year planners and one for the second-year planners. University of Waterloo will have one representative only, in order to conform to the constitution of the existing Waterloo council.
- Elections will be held in early September with voting completed before early October to allow the incoming Student Representatives to attend the annual in-person orientation meeting.
- The organization and promotion of the election will be carried out by the second-year representative.
- The elections may be held either in conjunction with each department's planning association elections, or separately. If the elections are held separately, it is recommended to conduct them in a first-year "introduction" or "core" planning class.
- Every planning student should have the opportunity to vote for the student representatives.
- The terms for each representative are rolling; that is, a first-year representative will be elected each year; that person will hold the position until he or she graduates at the end of the second year. This will allow for training of each new first-year representative and continuity within the committee's membership.

Undergraduate programs exist at Ryerson University and the University of Waterloo. The electoral structure for the undergraduate programs will be as follows:

- Ryerson will have two representatives: ideally, one who is entering third year and the other in fourth year. University of Waterloo will have one representative only, in order to conform to the constitution of the existing Waterloo council.
- Elections will be held in early September.
- Organization and promotion of the election will be carried out by the fourth-year representative at Ryerson and by the single representative at Waterloo.
- The election can be held either in conjunction with each department's planning association elections, or separately. If the elections are held separately, it is recommended to conduct them in a "core" planning class.
- Every planning student should have the opportunity to vote for student representatives.
- The Ryerson position will be rolling; that is, the representative from third year will hold the position until he or she completes fourth year. This will allow for training of each new third-year representative and continuity within the committee's membership.

Implementation of the election is the responsibility of the SLC members from each school. This structure allows the SLC to work cohesively and continuous throughout the year.

4. OPPI Student Delegate Responsibilities

Every year, planning students elect a Student Delegate. The Appendix to this handbook, *OPPI Events and Activities for the Student Delegate and Representatives*, provides an overview of the year's activities and expectations. The responsibilities of the Student Delegate are to:

- Organize and chair meetings of the Student Liaison Committee;
- Facilitate and support outreach to students, by working with the Outreach Committee, to organize outreach events for students in Planning Schools/programs (presentations on OPPI membership, careers in planning, path to becoming an RPP etc.)
- Promote activities, research, new initiatives undertaken by Planning School/program by writing articles for the journal (annual issue-July/August);
- Promote OPPI programs and events targeted to students including:
 - The student day at the bi-annual OPPI Conference and Symposium
 - Student scholarships
 - Nominations and elections for OPPI's Student Delegate and for OPPI Representatives of Planning Schools/programs
- Represent OPPI at Canadian Association of Planning Schools events-February event (expenses covered by OPPI).
- Represent OPPI as its Student Delegate at its bi-annual Conference or Symposium-September event (expenses covered by OPPI),

Organize and Chair the OPPI Student Liaison Committee

The Student Delegate organizes and chairs OPPI Student Liaison Committee meetings. You can obtain a contact list of Student Representatives from the OPPI office.

The Outgoing Student Delegate is responsible for working with the Outreach Committee Chair to arrange a joint meeting of the SLC and Outreach Committees to be held sometime after Thanksgiving. The purpose of this meeting is to orient new SLC members to the Committee and to establish meaningful outreach and initiatives that support students pursuing a career in planning.

Holding regular meetings with the university Student Representatives is one of the Student Delegate's most important tasks. These meetings generally take the form of teleconferences and should be held about once a month during term time. The appendix to this document, *OPPI Events and Activities for the Student Delegate and Representatives*, will help you plan the Student Liaison Committee meetings.

There are three key components to a successful teleconference:

1. Schedule a time when the Executive Director and/or Chair of the Outreach Committee can join the teleconference. At meetings, you will discuss OPPI business; decisions are easier to make if an OPPI representative is on the phone to answer any questions. Also, it will allow the Executive Director to keep abreast of the activities of the Student Liaison Committee, and to pass on information about other OPPI initiatives to the Student Delegate or to Student Representatives.

2. Determine the best meeting time for Student Representatives. The most successful meetings are those that have a high attendance, even though classes and other obligations make it difficult to achieve 100% participation. Circulate a few possible meeting dates and times by e-mail (doodle poll), and set the time based on the responses received. If possible, set future meeting dates with the Student Representatives during the first teleconference of the term.
3. Create and circulate an agenda before the meeting. When all participants know the agenda items in advance, they can bring thoughtful suggestions to the table. Circulating the agenda will also allow participants to ask their fellow students for their opinions on items that are up for discussion. Creating an agenda in advance will help you, as Student Delegate, to prepare the materials that you will need for the meeting in advance. Try to send out the agenda and instructions for the dial-in teleconference calls one week in advance of the meeting. The Administrative Assistant at OPPI will arrange for dial-in instructions for each teleconference call, so make sure to notify OPPI of the meeting dates well in advance.

Participate in the OPPI Outreach Committee

As OPPI Student Delegate, you participate on the Outreach Committee. This is an exciting opportunity to take a more active role in OPPI beyond the SLC meetings. During the beginning of your term as OPPI Student Delegate, you will be contacted by the Chair of the committee to provide you with a synopsis of the committee's undertakings. It will be your responsibility as part of the committee to provide leadership and suggestions on student membership outreach.

Write one or more Articles for the OPPI Journal

This is an opportunity to have student views and projects recognized. The July/August issue is dedicated to publishing articles from faculty and students regarding the research and innovations underway at Ontario accredited planning schools. This is also the issue where the newly elected Student Delegate is profiled. The Student Delegate and Representatives play a key role in writing articles and promoting such to their fellow student members. The deadline for articles is May 15th. Please click [here](#) to find more information that will help guide you in the submission process or enter this URL: <http://ontarioplanners.ca/Student-Article-Requirements>

Help Promote Student Day at the Bi-annual OPPI Conference

Each conference committee has a volunteer assigned to organize the student day; the job of the Student Delegate is to convey information about the conference to the schools to make sure attendance is high and the day is a success. The Student Delegate should contact all the schools to raise awareness of the event through your Student Representatives and their list-serves. The Student Delegate will welcome Students and assist with the Student Meet & Greet networking event on student day at the Conference or Symposium. As the Student Delegate, you are an important point of contact between students and OPPI, so your presence is important for students who wish to ask questions and learn more about the benefits of student membership.

Attend CAPS Annual Conference

OPPI provides financial support for you to attend the annual conference of CAPS. OPPI also supports the event through an annual sponsorship. Contact the Canadian Institute of Planners for details on the timing of the conference (it is usually in February). Make your travel plans well in advance so you can obtain the least expensive fare.

5. OPPI Student Representative Responsibilities

Each Ontario University Planning School has a Student Planning Association. The OPPI Student Representative is responsible for communicating with the Planning Association President or a designate. The appendix to this document, *OPPI Events and Activities for the Student Delegate and Representatives*, provides an overview of the year's activities and expectations.

The Student Representative's responsibilities are to:

- Participate in meetings of the Student Liaison Committee;
- Facilitate and support outreach to students, by working with the Outreach Committee, to organize outreach events for students in Planning Schools/programs (presentations on OPPI membership, careers in planning, path to becoming an RPP etc.)
- Promote activities, research, new initiatives undertaken by Planning Schools/programs by writing articles for the journal (annual issue-July/August);
- Promote OPPI programs and events targeted to students including:
 - The student day at the bi-annual OPPI Conference and Symposium
 - Student scholarships
 - Nominations and elections for OPPI's Student Delegate and for OPPI Representatives of Planning Schools/programs
- Promote Canadian Association of Planning Schools events-February event
- Where possible, participate in OPPI's biannual Conference or Symposium-September event

Participate in OPPI Student Liaison Committee Meetings by Telephone

Teleconference meetings are usually held about once a month and give Student Representatives the opportunity to discuss events and projects occurring at each planning school with other Student Representatives and the Student Delegate. These meetings also allow the Student Delegate to convey information to the university's student planning association about OPPI activities that involve students and get input from the schools on OPPI projects. Meeting agendas, schedules and supporting documents will be available to SLC members through "SharePoint". As a member of the SLC, you will be invited to "SharePoint" to access your meeting documents.

Act as a Liaison between the University Student Planning Association and the OPPI Student Delegate

The Student Delegate is the liaison between OPPI and you. You are the liaison between the Student Delegate and your university planning school. Your university student planning association will usually organize events that relate to, or are a good complement to, existing OPPI initiatives. As the contact between your school and the OPPI Student Delegate, you are responsible for facilitating, organizing, and participating in OPPI-related activities and events.

Notify the Student Delegate of University Planning School Events that Complement OPPI Activities and Promote OPPI Events to your Fellow Students

You may be a member of your university's student planning association, or its president. Either way, you will have some involvement with organizing events. As Student Representative, you are responsible for informing the Student Delegate about events your school is running and how they fit in with OPPI initiatives. Similarly, you should ensure that your fellow students are aware of upcoming OPPI events in which they can participate.

Promote OPPI Student Scholarships

OPPI scholarships recognize outstanding student members. Every year, OPPI awards two provincial scholarships and on even numbered years we also award the President's scholarship:

- the Gerald Carrothers Graduate Scholarship;
- the Ronald M. Keeble Undergraduate Scholarship; and
- the President's Scholarship, named after the outgoing OPPI President (even years only).

The Student Representative and Student Delegate should provide information to students on the scholarship program, including key deadlines. Scholarship information, including application forms, are available on OPPI's website here: <http://ontarioplanners.ca/become-an-rpp/make-planning-your-career#scholarships>. Student Representatives should promote the scholarships well in advance of the deadline (March 1st) utilizing your Student Representatives' access to student list-serves.

Unique to Southwest District, a scholarship is offered to students at the Universities of Guelph and Waterloo. Promotion and judging of this scholarship is handled by the District. You should ensure that your fellow students are aware of these opportunities and the deadline for submission (usually in September/October). These can also be found on our website here: <http://ontarioplanners.ca/become-an-rpp/make-planning-your-career#scholarships>.

Facilitate the Student Membership Outreach Visit

Every September, Student Representatives work with the assigned Outreach Committee members to facilitate the Student Outreach visit before the end of September. The purpose of

the visit is for a practicing planner to speak to students about OPPI, the benefits of student membership and being a Professional Planner. As a Student Representative, you will work with your University Planning School Director and a representative from the Outreach Committee to organize a meeting that targets the information and membership needs of the students at your planning school. OPPI will provide a prospective student membership package for each student who attends. Information on becoming a student member can be obtained from the OPPI website at <http://ontarioplanners.ca/Become-an-RPP> and then by clicking on the “I’m a student” heading near the middle of the page.

Organize an Event for World Town Planning Day

It takes place every year on or around November 8th – a day of activities to draw attention to the achievements and goals of planning. World Town Planning Day (WTPD) is celebrated in 30 countries around the world.

In the past, planning schools and university student planning associations have taken a lead role in organizing WTPD events and activities. Visit OPPI and CIP websites for more information on World Town Planning Day (<http://ontarioplanners.ca/Knowledge-Centre/Programs-Events/World-Town-Planning-Day>) and (<http://www.cip-icu.ca/web/la/en/pa/47866a0a22674754a6dab17d0fcf1270/template.asp>)

Promote the Bi-annual OPPI Conference or Symposium

Students are encouraged to attend the bi-annual OPPI Conference or Symposium. One day is organized as Student Day and the program is planned to maximize the students’ participation and learning. You should work with your university planning school director, other Student Representatives and professors to promote student attendance. You may also be asked to assist with OPPI’s efforts to bus students to the event, which depart from the planning schools on student day. The student fee to attend the event is reduced from the full fee, because it is subsidized through sponsorships. OPPI conferences happen on odd-numbered years (2013, 2015, etc.) and Symposiums in even-numbered years, in September or October.

Participate as an Active Member of the District Leadership Team

Student Representatives are encouraged to participate as active members of the District Leadership Team within their respective districts. By attending meetings and district activities, representatives create meaningful opportunities to establish connections at the district level between planning students and practicing planners, to become more aware of local planning events, and to begin to establish a visible student presence within the planning community.

6. University Student Planning Groups

There are six recognized planning programs in Ontario, each of which has a student association:

- Queen's University
- Ryerson University
- University of Guelph
- University of Toronto
- University of Waterloo
- York University

Queen's University: Queen's Graduate Association of Planning Students (QGAPS)

In 2011, graduate students in the School of Urban and Regional Planning at Queen's University established the Queen's Graduate Association of Planning Students (QGAPS) to represent the collective will of students in the Master of Planning program. QGAPS works to facilitate communication of the variety of activities and associations in which students serve, and to promote the interests of its members. QGAPS is fully funded by its student members through an annual levy of \$20.

Council is QGAPS' official decision-making body and its voting members are the Executive and Representatives. The Association consists of:

- *5 Executive members* - (President, VP Finance, VP Administration, VP Academic and Professional Development, VP Student Life)
- *7 Representatives* - (Upper Year CAPS, First Year CAPS, Upper Year OPPI, First Year OPPI, SGPS, Upper Year Class, First Year Class)
- *5 Committees* - (Promotions and Exhibitions, Academic and Professional Events, Social Events, International Experience Awards, Orientation)
- *4 Coordinators* - (Course Review, Professional Development, Technical Support, Unit Research Ethics Board) Students are represented on the main governing bodies of the School (such as its Board and Academic Committee) and on numerous more focused groups, and therefore have a significant voice in the policy-making activities of the School.

Events and Projects: QGAPS members help organize a number of activities and events throughout the year including first-year student orientation, trips to conferences (such as OPPI's and CAPS), field trips to Ottawa, Toronto, and Montreal, a visiting speakers lecture series, social functions and community events, and professional development activities and planning careers sessions with alumni.

Date and process for election: A meeting is held in September each year to elect the non-executive members of Council to their respective positions (a two-year commitment) and in January to elect the executive (a one-year commitment). All QGAPS members may vote. Council is required to meet formally at least once per month between September and April, and informally at least once during May to August. Agenda topics range from internal administrative and financial matters to academic and professional development. Special meetings are held as needed.

Staff Contact: Mrs. Angela Balesdent, Administrative Assistant, SURP:
angela.balesdent@queensu.ca 613-533-6000, ext. 77056

Faculty Contact: Professor David Gordon, FCIP, RPP, AICP, P.Eng., Professor and Director,
SURP: david.gordon@queensu.ca 613-533-6000 ext. 77063

Ryerson University: Ryerson Association of Planning Students (RAPS)

The primary objective of the Ryerson Association of Planning Students (RAPS) is to represent the interests of students - undergraduate and graduate - within the School of Urban and Regional Planning and to enhance the 'academic, social, and professional experience' of all students. In May 2010, a long-term vision was established to continue to work on strengthening the planning student community by providing opportunities for interaction, participation, and involvement.

Events and projects: Over the past several years, the Ryerson Association of Planning Students (RAPS) has been the recipient of funding from the Dean of the Faculty of Community Services for student engagement initiatives at the School of Urban and Regional Planning. These initiatives include an ongoing professional speaker series, social events and local planning tours, networking events with the Ryerson Planning Alumni Association as well as various other student groups, workshops to aid students build their software skills, and the opportunity to host multiple conferences. In 2013, Ryerson University and the University of Waterloo resurrected an intercollegiate rivalry through an annual conference and competition. In February of 2014, Ryerson's School of Urban and Regional Planning, along with York University, and the University of Toronto, were proud to co-host the Canadian Association of Planning Students (CAPS) Annual Conference in downtown Toronto. In 2015, RAPS is excited to announce that it will once again hold its SURP Expo in the winter term. RAPS seeks to grow, to provide a solid basis for student engagement throughout the community, and to connect students with those in associated programs and with alumni for educational and mentoring opportunities.

Date and process for election: Each student year has two elected representatives. Elections are held annually and all members, except for first-year representatives, are elected by ballot during the last month of the school year. All planning school students are welcome to run for a position and are permitted to vote, with the exception of those who will graduate at the end of the year. First-year elections are held in September.

Staff contact: Loretta Swan, Departmental Assistant: lswan@ryerson.ca
416-979-5000, ext. 6763

Faculty contact: Dr. Christopher De Sousa, Ph.D., Program Director, SURP:
chris.desousa@ryerson.ca 416-979-5000, ext. 6764

University of Guelph: School of Environmental Design and Rural Development Graduate Student Society (SEDRD GSS)

The SEDRD Graduate Student Society was established in 2010 with the intention to advocate on behalf of the graduate student body to improve the value of the graduate student experience

and ensure the ongoing improvement of the programs. The GSS represents students from the School's four distinct programs: Rural Planning & Development, Landscape Architecture, Capacity Development & Extension, and Rural Studies.

The objectives of the SEDRD GSS are to:

- advance the interests of the Graduate Student Body, by ensuring representation within SEDRD, within the Ontario Agricultural College, and within the University of Guelph;
- coordinate professional development opportunities, liaise with professional associations, pursue career and research opportunities on behalf of the student body;
- improve inter-student, student-staff and student-alumni relationships; and
- maintain healthy financial accounts and report annually to the graduate student body.

Events and projects: SEDRD GSS organizes various social, academic, and career or community-related activities throughout the year. The GSS also works in association with SEDRD to organize fall orientation and the winter formal.

Date and process for election: There is no set date for the election. The process is determined by the current volunteer members of the committee. Generally, a new student committee will take over after the winter break, as many of the previous year's students are preparing to graduate.

If you have any questions about the role of the SEDRD GSS, suggestions for activities or events, or are interested in becoming involved, please visit <http://www.uoguelph.ca/clubs/sedrdgss/> or contact us at: sedrdgss@uoguelph.ca.

If you are interested in obtaining more information about SEDRD programs please visit: <http://sedrd.uoguelph.ca>.

Staff Contact: Sue Hall, Graduate Secretary: srhall@uoguelph.ca 519-824-4120, ext. 56780

Faculty Contact: Dr. John Devlin Ph.D., Associate Professor: jdevlin@uoguelph.ca 519-824-4120, ext. 52575

University of Toronto: Graduate Geography and Planning Student Society (GGAPSS)

GGAPSS represents all graduate students in the Graduate Geography and Planning Programs. GGAPSS is a highly structured organization with a strong constitution and 17 elected positions, including an executive of five members. Meetings are held weekly, and agenda topics range from internal administrative matters to broader issues of social justice and the role of planners and geographers within the community.

Events and projects: GGAPSS organizes a weekly speakers' series, (*Intersections*), which features talks by professors, professions, or students and allows them to showcase their work. GGAPSS also publishes a monthly newsletter (*Terra Firma*), and hosts social events throughout the year.

Date and process for election: Elections for OPPI representatives take place in September at a general meeting for all planning students. Students are nominated, and a vote is held. Elections for GGAPSS representatives take place in September at the GGAPSS Annual General Meeting. Election of Executive, Representatives, and External Representation follow the same format: a period of open nominations, a brief candidate statement, and a vote.

Staff Contact: Marija Wright, Planning Program Advisor: wright@geog.utoronto.ca 416-946-0269 – or you can contact the department's general mail box at planning.msc@geog.utoronto.ca

Faculty Contact: Dr. Paul Hess, Ph.D., Program Director: hess@geog.utoronto.ca 416-978-4955

University of Waterloo: Association of Graduate Planners (AGP)

AGP is funded by the graduate planning students, each of whom pays a \$5 membership fee every term. AGP is responsible for sending representatives to the Graduate Student Association, Faculty of Environmental Studies Council, School of Planning meetings, and Waterloo Environmental Studies Endowment Fund (WESEF). AGP also acts as a liaison between graduate planning students, faculty, and administration.

Events and projects: AGP organizes academic-oriented events each year, including OPPI and CIP information sessions, World Town Planning Day events (including design charrettes), and a Speakers Series. Events are often organized in collaboration with the undergraduate Planning Student Association and the graduate Environmental Graduate Student Association. Some of the social events held by AGP include the Orientation week for incoming graduate planners and a charity event that has raised money for local as well as international charities.

Date and process for elections: New AGP representatives are elected in early November, with all positions based on volunteer interest. Typically, the AGP Executive consists of two Co-Presidents, one of which is an OPPI member, a Vice-President, Treasurer, Secretary, and Social Chair.

Staff Contact: Sheree Solomon, Academic Services Manager, School of Planning, Faculty of Environment: ssolomon@uwaterloo.ca 519-888-4567, ext. 33619

Faculty Contact: Clarence Woudsma, Acting Director, School of Planning: cwoudsma@uwaterloo.ca 519-888-4567, ext. 33662

University of Waterloo: Planning Student Association (PSA)

The PSA promotes academic and social events for undergraduate planning students and represents their interests and concerns at the Faculty of Environment and School of Planning meetings.

The PSA Council is made up of a President, Vice-President, Treasurer, Communications Director, Social Director, Secretary, Website Director, and an OPPI Representative. There are also eight positions (two positions for each undergraduate year) for student representatives.

These representatives are responsible for communicating and promoting with all undergraduate planning students. The PSA Council meets once per week for two hours.

Events and projects: The PSA Council organizes academic events each year, including: OPPI and CIP information sessions, World Town Planning Day events (e.g., design charrettes), and a professional meet-and-greet where students are encouraged to network with professionals from a wide range of planning-related disciplines. These events are often organized in collaboration with the Association of Graduate Planners. The PSA Council also organizes and facilitates social events for undergraduate planners such as bowling nights and movie-themed nights in the planning studio, as well as graduate/undergraduate social events that are held in collaboration with the Association of Graduate Planners.

Date and process for election: Elections for the positions of President and Vice-President take place annually. During the campaign period, the previous year's Council will receive applications for the other positions noted above. The incoming President and Vice-President select the most suitable candidates from a pool of applicants.

Staff Contact: Linda Youngblut, Undergrad Advisor, School of Planning:
lyoungblut@uwaterloo.ca 519-888-4567, ext. 35940

Faculty Contact: Clarence Woudsma, Acting Director, School of Planning:
cwoudsma@uwaterloo.ca 519-888-4567, ext. 33662

York University: PLAN-it York

PLAN-it @ York, the York Graduate Planning Association, provides opportunities for the Faculty of Environmental Studies planning students to discuss, socialize and network with the GTA planning community.

Events and projects: PLAN-it York organizes various social, academic, and community activities such as guest speakers, a lecture series, skills workshops and social evenings, including working with MYPAC, the alumni planning association, to host a major annual industry social event in June. PLAN-it also works with external groups, such as OPPI, Ryerson Association of Planning Students and U of T's Graduate Geography and Planning Student Society, to coordinate the participation of York students in events throughout the GTA planning community.

Date and process for election: PLAN-it York elections are informal. Announcements are made at the beginning of September asking for volunteers. All positions are based on volunteer interest.

Staff Contact: Jordan Tanaka, Administrative Faculty Secretary, Faculty of Environmental Studies,
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7. Conclusion

The Student Liaison Committee and the Outreach Committee are committed to helping all Student Representatives realize their full potential as student planners and as leaders within

OPPI. If you have further questions on the roles and responsibilities of student representatives or the OPPI Student Delegate, please visit the OPPI website at www.ontarioplanners.ca or call the office at:

416-483-1873 or 1-800-668-1448.

Appendix: OPPI Events and Activities for the Student Delegate and Representatives

	Election/Appointment	Orientation	Meetings	Publications	Events	Scholarships
Jan.	SD: nominations due March 1		SLC meeting			Promote OPPI scholarships
Feb.	SD: nominations due March 1		SLC meeting SD-attend CAPS			Promote OPPI scholarships
Mar.	SD: election		SLC meeting			OPPI scholarship applications due Mar 1
Apr.	SD: election results announced Apr 10		SLC meeting		District spring event	
May		SD: orientation	SLC meeting	SD: submit article and photo for Journal		
June			SLC meeting		SR: create annual OPPI event plan	
July						
Aug.			SLC meeting			
Sept.			SLC meeting SD: attend OPPI AGM		Facilitate OPPI Membership Outreach Promote attendance at OPPI Conference/ Symposium	
Oct.			SLC meeting -orientation		Plan event for WTP Day, November 8	Promote South West District scholarship
Nov.			SLC meeting		District year-end event	Promote South West District scholarship
Dec.			SLC meeting			

SD = Student Delegate; SR = Student Representative; SLC = Student Liaison Committee