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OPPI

Handbook

**For Student Delegate
& Representatives**

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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 Membership Outreach Committee has created this handbook to explain the roles and responsibilities of Student Representatives and the Student Delegate within the OPPI structure.

2. Student Representative Benefits and Responsibilities

Being an OPPI Student Representative or Delegate is both rewarding and challenging. Here are some of the benefits and responsibilities you may expect, in addition to all the benefits and responsibilities of regular student membership.

You will have an opportunity to take the lead, not only within your university planning school, but 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 profession. All these activities will help 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 OPPI's monthly e-newsletter, *Members Update*, and to contribute to the annual conference or symposium, which offer opportunities for professional learning and networking.

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 – or, for the Student Delegate, with the OPPI Council. 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

At the October 2006 meeting of the OPPI Student Liaison Committee, a standardized election process and timeframe for the OPPI Student Delegate and Student Reps was established. The process for electing the Student Delegate is described in Schedule C of the OPPI By-law.

Election of Student Delegate

Student Delegates serve for 14 months, from May 1 to June 30. Orientation for the position takes place in May and is conducted by the Outgoing Student Delegate, the Chair of the Membership Outreach Committee (referred to in the OPPI By-law Schedule C as the "Student Liaison Coordinator"), and OPPI's Executive Director.

The call for nominations will be posted in January or February in the *Members' Update* e-newsletter. Nominations are due March 1. If there is only one nomination, the candidate is acclaimed. If there are several candidates, an electronic election process is conducted through OPPI's website, where all student members are invited to elect their Student Delegate. Election results are announced April 15th.

Election Structure for OPPI Student Liaison Committee

The following standardized structure was implemented in 2007, and continues under the current framework. Revisions are made by the Student Liaison Committee as needed. The Student Liaison Committee hopes that this structure will help Student Representatives better 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 will have two representatives: one for the first-year planners and one for the second-year planners. University of Waterloo will be the exception, with a representative from either the Masters or the Ph.D. program.
- 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 formal election structure is the responsibility of the Student Liaison Committee members from each school. If any school does not conform to the formal election, the Student Liaison Committee may consider disciplinary action. The electoral structure will allow the Student Liaison Committee to work more cohesively and continuously throughout the year.

4. OPPI Student Delegate Responsibilities

Every year, planning students elect a Student Delegate to sit on OPPI Council. 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:

- represent the interests of planning students on OPPI Council;
- organize and chair the OPPI Student Liaison Committee;
- facilitate and support student membership outreach through OPPI's Membership Outreach Committee;
- write one or more articles for the OPPI Journal on student matters;
- write announcements of student activities for the OPPI Members Update e-newsletter;
- help plan the student day at the bi-annual OPPI Conference;
- represent OPPI at Canadian Association of Planning Schools events.

Represent Students on OPPI Council

There are usually four OPPI Council meetings each year, which you are required to attend. The meetings are usually in Toronto. You will be reimbursed for your travel expenses to attend meetings and along with all new incoming Council members, you will participate in an orientation session to learn about OPPI's Policy, Governance Model, and Strategic Plan. As an OPPI Council member, your responsibilities include:

- ensuring that OPPI is well governed;
- setting the direction of the Strategic Plan;
- achieving the goals and actions of the Strategic Plan through committee and district work and activities;
- communicating these decisions and initiatives to members, especially student members.

The experience and learning you receive while on OPPI Council will be of great value to you in the future.

Representing student interests on OPPI Council may seem challenging from time to time. Many agenda items are not obviously related to student interests or the student experience, although they include many matters you will face as a working planner. The following advice will help you participate actively on Council while focusing on the interests of Student Members.

1. Read the Council meeting package in advance. The Council meeting package includes written versions of all items to be discussed. By reading the package in advance of the meeting and becoming familiar with the agenda items, you can identify topics of consequence to Student Members and prepare your contribution to the discussion. You will receive your package one week in advance of the meeting.
2. Submit your own Council report on time. Your report will give other Council members the opportunity to read about what activities you are planning as Student Delegate. Council members may have advice, or be able to assist you with some of your projects. Your work may also fit in with the efforts of other committees, providing an opportunity for coordination of your efforts.
3. Be aware of the student-oriented activities in the Districts and Committees. If you are aware of the student activities at the District or Committee level, you can contribute to the discussion on how students can participate and assist with the other efforts of Council. Such activities can include events for World Town Planning Day, local scholarship fundraisers, or recognition receptions.
4. Speak up! You are a member of Council. The student voice needs to be heard. Don't hesitate to speak up if there is an issue on which you have an opinion, even if it doesn't directly have an impact on Student Members.

Organize and Chair the OPPI Student Liaison Committee

The Student Delegate organizes and chairs OPPI Student Liaison Committee Meetings. Schedule C of the OPPI By-law provides an overview of the role of this committee. You can obtain a contact list of Student Representatives from the Outgoing Student Delegate or the OPPI office.

The Outgoing Student Delegate is responsible for arranging an in-person orientation of the Student Liaison Committee with all of the student reps. This meeting should ideally take place during the last two weeks of October.

Holding regular meeting 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 keys to a successful teleconference:

1. Schedule a time when the Executive Director and/or Chair of the Membership 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, 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 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 Executive 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 Membership Outreach Committee

As OPPI Student Delegate you are expected to be a member of the OPPI Membership Outreach Committee. This is an exciting opportunity to take a more

active role in OPPI beyond the Student Planning Committee and Council 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 and *Members Update* e-newsletter

This is an opportunity to have student views and projects recognized. In the past, the Student Delegate has usually opted to write an article for the Journal on something of particular interest to students. This decision makes sense: there are already a number of articles directed at practising planners, and monthly e-newsletters allow you to provide regular updates on student activities. In past issues, the Student Delegate has written about how to network with planners, and how to remain passionate about planning while in the throes of exams and coursework.

The "Student Corner" of OPPI's monthly e-newsletter is a good way to broadcast information for students and updates on student activities. Encourage all Student Representatives to contribute to the e-newsletter to showcase the work being done at each school. The agenda of the Student Liaison Committee teleconference should include a reminder of the deadline for contributions to the e-newsletter. Try to establish an annual schedule for writing articles for the journal and e-newsletter.

Help Plan 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, submit articles to the e-newsletter about student day, and help the conference committee on student day at the Conference. 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 OPPI Student Liaison Committee meetings;
- act as a liaison between the University Student Planning Association and the OPPI Student Delegate;
- notify the Student Delegate of university planning school events that complement OPPI activities and promote OPPI events to your fellow students;
- promote OPPI student scholarships;
- facilitate the Student Membership Outreach visit;
- organize an event for World Town Planning Day;
- promote the bi-annual OPPI Conference;
- participate as an active member of the District Executive Committee.

Participate in OPPI Student Planning Committee Meetings by Telephone

Teleconferences 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.

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:

- the Gerald Carrothers Graduate Scholarship;
- the OPPI Undergraduate Scholarship.

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 (www.ontarioplanners.on.ca – click on Members Area and then Students). Student Representatives should promote the scholarships well in advance of the deadline (March 1).

Some OPPI Districts also offer a scholarship or research grant. The individual Districts handle promotion and judging of these scholarships. You should ensure that your fellow students are aware of these opportunities and the deadline for submission (usually in September/October).

Facilitate the Student Membership Outreach Visit

Every September, Student Representatives work with the assigned Membership Outreach Committee (MOC) 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 MOC 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 www.ontarioplanners.on.ca. Click on "Become a Member" and then "Membership for Planning Students".

Organize an Event for World Town Planning Day

It takes place every year on or around November 8 – 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. Representatives from OPPI's Recognition Committee work closely with CIP to develop resources such as posters to help members organize events and activities. Visit OPPI and CIP websites for more information on World Town Planning Day (www.ontarioplanners.on.ca) and (<http://www.cip-icu.ca/web/la/en/pa/47866a0a22674754a6dab17d0fcf1270/template.asp>)

Promote the Bi-annual OPPI Conference

Students are encouraged to attend the bi-annual OPPI Conference. One day is organized as Student Day and the content of the conference and activities are planned to maximize the students' participation and learning. You should work with your university planning school director and professors to promote student attendance at the conference. You may also be asked to assist with OPPI's efforts to bus students to the conference that depart from the planning schools on the day of the conference. The student fee to attend the conference is reduced from the full fee, because it is subsidized through sponsorships. OPPI conferences happen on odd-numbered years (2011, 2013, etc.) in September or October.

Participate as an Active Member of the District Executive Committee

Student Representatives are encouraged to participate as active members of the Executive Committee 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

The following provides information on each of these associations.

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 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: adminassist.surp@queensu.ca 613-533-6000, ext. 77056

Faculty Contact: Professor David Gordon, MCIP, 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 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 two years, RAPS has been the recipient of substantial funding from the Dean, Faculty of Community Services, for student engagement in the School. This has allowed a Professional Speaker Series and an Alumni Networking Event to grow and provide a solid basis for student engagement throughout the student community. Both of these events will continue in 2012. RAPS also plans on organizing a School of Urban and Regional Planning EXPO during the Winter Term of 2012. The EXPO will include a week-long series of events such as lectures, student presentations, local tours, and alumni networking sessions.

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 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 GSS consists of, and represents, graduate students within the School. The School consists of the following degree programs: Landscape Architecture, Rural Planning & Development, Capacity Development & Extension, and Rural Studies. All students are welcome to attend meetings of the Society and to take part in the planning and decision-making of the Society. Currently, the Executive Committee consists of volunteers.

Events and projects: SEDRD GSS organizes various social, academic, and career or community-related activities, and holds meet-and-greet events for first and second-year students, as well as social evenings.

Date and process for election: There is no set date or process. 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 do not hesitate to 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. Harry Cummings, MCIP, RPP, Ph.D., Program Co-ordinator: cummingsHarry@hotmail.com 519-824-4120, ext. 53637

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: Edie Cardwell, Grad Administrator & Scholarship Co-ordinator, School of Planning, Faculty of Environment: cardwell@uwaterloo.ca 519-888-4567, ext. 33618

Faculty Contact: Dr. Clarence Woudsma, Ph.D., Program Director: 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: Dr. Clarence Woudsma, Ph.D., Program 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, acts as a representative for the Faculty of Environmental Studies planning community and tries to create opportunities for discussions on planning-related issues.

Events and projects: PLAN-it York, with the help of students, staff and faculty, has led to the creation of MYPAC, the MES York Planning Alumni Committee. MYPAC was founded in 2004 and currently plans an annual social event in June. PLAN-it York organizes various social, academic, and community activities, such as guest speakers, a lecture series and social evenings. York's planning association also hosts monthly walking tours, focusing on interesting and changing neighborhoods in the City of Toronto, such as the Junction and Leslieville.

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: Tiffany Lord, Administrative Faculty Secretary, Faculty of Environmental Studies: tlord@yorku.ca 416-736-5252

Faculty Contact: Prof. Gerda Wekerle, MCIP, RPP, Ph.D., Program Co-ordinator, Faculty of Environmental Studies: gwekerle@yorku.ca 416-736-2100, ext. 22636

7. Conclusion

The Student Liaison Committee and the OPPI Membership 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.on.ca or call the office at:

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

8. 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	SR: submit article for e-newsletter		Promote OPPI scholarships
Feb.	SD: nominations due March 1		SD-attend CAPS	SR: submit article for e-newsletter		Promote OPPI scholarships
Mar.	SD: election		SLC meeting	SR: submit article for e-newsletter		OPPI scholarship applications due Mar. 1
Apr.	SD: election results announced Apr 15				District spring event Promote attendance at CIP Conference	
May		SD: orientation	SLC meeting	SD: submit article and photo for Journal		
June					SR: create annual OPPI event plan	
July						
Aug.			SLC meeting	SD: submit article for e-newsletter		
Sept.			SLC meeting SD: attend OPPI AGM		Facilitate OPPI Membership Outreach Promote attendance at OPPI Conference/Symposium	Promote CIP
Oct.			SLC meeting -orientation	SR: submit article for e-newsletter	Plan event for WTP Day, November 8	Promote District scholarships CIP scholarship applications due
Nov.			SLC meeting	SR: submit article for e-newsletter	District year-end event	Promote District scholarships
Dec.				SD: submit article for Journal		

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