

**CCA Board Meeting/ Réunion du conseil d'administration de l'ACC**  
**January 15, 2007/ Le 15 janvier 2007**  
**Teleconference - Téléconférence**  
**5:45 p.m. / 17 h 45**  
**(Ottawa)**

**Present / Présent:** David Paterson (Chair), Lorne Flavelle, Maria De Cicco, Réal Leclerc, Maxine MacMillan, Lynda Younghusband, Lorna Martin, Michel Turcotte, Connie Gerwing, Hope Wojcik, Mona Chevalier, Ron Lehr, Corrine Hendricken-Eldershaw, Loralee Warren, Barbara MacCallum (Secretary).

**Regrets:** Janice Tester, Bruce Bailey

**Welcome / Bienvenue**

The President, David Paterson, welcomed everyone and thanked them for attending the meeting.

**1. Agenda**

1. Approval of Agenda
2. Acceptance of Minutes
3. Conflict of Interest
4. Budget
5. Code of Ethics Final Review
6. By-Law Changes
7. Ontario Coalition
8. PEI Affiliation
9. Counsellor Competency Validation
10. CEU Credit Hours
11. CACEP
12. Atlantic Chapter
13. Awards
14. Conference Update
15. Director Update
16. Next Meeting
17. Adjournment

**Approval of the Agenda / Acceptation de l'ordre du jour**

**Motion:** To approve the agenda as presented

**Moved by Maria De Cicco. Seconded by Lorne Flavelle.**  
**CARRIED**

**2. Acceptance of minutes / Acceptation du dernier procès verbal**

- Corrine Hendricken-Eldershaw requested that a clarification be added to the remarks regarding the letter to PEI members about the legislation in Ontario. The letter was developed by the PEI member not by Corrine.
- The acronym for PEICA was also corrected.

**Motion:** To accept the minutes of the November 11-12, 2006 meeting as amended as accurately reflecting the discussions and decisions of the Board.

**Moved by Loralee Warren. Seconded by Connie Gerwing.**

**CARRIED**

**3. Conflict of Interest**

- All attendees confirmed that they did not have a conflict of interest with regard to any of the agenda items.

**4. Budget 2007-08**

- due to a medical issue, Bruce Bailey was not able to attend the call to present the budget.
- David Paterson spoke on his behalf.
- David indicated that it was a pleasure to work with a balanced budget that was clearly presented.
- he also noted that the surplus for 2006-07 will be higher than anticipated which is also very positive news.
- this situation allows the board to be able to plan for projects that they would like to undertake.
- David invited Connie Gerwing and Barb MacCallum to make any comments.
- Barb reiterated David's note re the surplus for this year.
- a question was asked with regard to raising membership fees this coming year.
- it is anticipated that this will not be required.
- however, it was noted that one project undertaken by the board could easily erase a surplus so the idea of a fee increase is only being deferred.
- it will be a decision of the new board in May to review requirements in this area.
- establishing a rock solid accounting system has been a priority for this board and this has been achieved.
- Lorna Martin noted that it will be important at the AGM to thank our members for their understanding and patience as we implemented these new processes and also as we adopted a very conservative stance on expenses.
- Barb also noted that even though a conservative stance had been adopted that a great deal of activity had occurred regarding Third Party Billing and the legislative issues in BC and Ontario.
- Corrine Hendricken-Eldershaw added her thanks for the clear presentation of the budget.
- Lorna Martin also thanked everyone for making the turnaround happen in such a short period of time.
- sometimes, it can take much longer to reverse this type of trend.

**Motion:** To accept the 2007-08 budget as presented.

**Moved by Ron Lehr. Seconded by Corrine Hendricken-Eldershaw.  
CARRIED**

**5. Code of Ethics**

- the history of the revisions to the Code of Ethics was reviewed.
- the new code was developed in English and published in the new Ethics Case Book.
- in July 2006 the English and French Codes were reviewed by a translator to ensure that all clauses were consistent.
- in September 2006, Michel Turcotte engaged the services of a specialist in Quebec to review the translation and make any adjustments necessary.
- at the November 2006 Board Meeting, the Code in both languages was presented and was approved in principle pending any further language changes put forward between November 11, 2006 and January 14, 2007.
- no changes were indicated.
- Ron Lehr suggested that we had to trust the process and that we appear to have completed the necessary steps.

**Motion:** To accept and approve the English and French language versions of the CCA Code of Ethics.

**Moved by Lorna Martin. Seconded by Ron Lehr.  
CARRIED**

**6. By-Law Changes**

- there is ambiguity in the requirements for a Director to represent a region.
- in order to change the by-laws a recommendation must be presented at the next AGM.
- any changes to these by-laws would not become effective until the 2009 election.
- proposed changes to the by-laws were presented and a detailed discussion was held with regard to the manner in which to change the by-laws:
- the debate centered around which of the following options was more appropriate:
  - A: primary residence and work place
  - B: primary residence
  - C: primary workplace
  - D: primary residence or workplace
- arguments were offered in favour of these options.
- Option A
  - directors need to understand the issues in their region and so would be afforded a better opportunity to do so if they lived **and** worked in the region they represented.
  - networks must be formed in both workplace and residence location and this would be more effective if the person lived and worked in the same region.
- Option B
  - directors need to live in the region to understand the issues facing their constituents.

- Option C
  - the primary issue facing constituents usually relates to their work therefore the director should work in their region to understand the issues facing their constituents.
- Option D:
  - in some provinces there are a number of border communities.
  - this makes it possible for someone to work in one province and live in another.
  - it might be discriminatory if the requirements was work AND live.
  - Work and Live could eliminate a number of people from running for election.
  - professional associations and networks are more connected with where you work and not live.
- the issue was raised with regard to a Director serving more than two consecutive terms because they had the option of representing one of two regions.
- the addition of clause to 3.4.6. prevents this from occurring.
- discussion was held with aligning the by-laws with Canadian residence requirements for politicians but it was noted that the rules are different for municipal, provincial and federal politicians.

**Motion:** To recommend that the by-laws be changed as noted below with the selection of Option D – Primary Residence or Workplace.

**Moved by Lorna Martin. Seconded by Réal LeClerc.  
CARRIED**

**By-law Recommendation:**

3.2.1.2 Thirteen elected regional Directors, one per region, except in New Brunswick, Quebec and Ontario where there will be one Francophone and one Anglophone from each province. The Director for British Columbia will also represent the Yukon, the Director for Alberta will also represent the North West Territories, and the Director for Manitoba will represent Nunavut. The Director of a region must have their primary residence or workplace in the region that they represent.

3.2.1.2 treize directeurs provinciaux élus, un par région, sauf au Nouveau-Brunswick, au Québec et en Ontario, où il y a un francophone et un anglophone pour chaque province. Le directeur de la Colombie-Britannique représente aussi le Yukon, celui de l'Alberta représente également les Territoires du Nord-Ouest et celui du Manitoba représente aussi le Nunavut. Le directeur d'une région doit avoir son lieu principal de résidence ou de travail dans la région pour laquelle il est nommé.

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3.4 Election process

3.4.1 The Directors representing each region on the Board shall be elected by mail ballot or acclamation among full, honorary, student, and retired members within each province and territory as appropriate..

3.4.2 The election will take place before the annual meeting in odd numbered years of the General Assembly.

3.4.3 The Director's term of office shall be for two years from the Annual General Meeting at which time they are elected or appointed by the Board if there is no election.

3.4.4 A Director may be re-elected to serve a second consecutive term. After two consecutive terms as Director, a member may stand for election to the Board following a minimum of a two year absence.

3.4.5 A director having served as the representative of one region may upon a change of employment or place of permanent residence to another province or territory serve as the regional director for the latter region, using established protocols for the nomination and election of Directors, immediately upon ceasing service as the representative of the former region.

3.4.6 A regional director, having served two consecutive terms as representative of two regions, may stand for election to the Board following a minimum of a two year absence.

3.4.7 When a Director is appointed to replace a board member, this Director will complete the replacement period. He/she will then be eligible for nominations and election for a new 2-year mandate.

#### 3.4 Processus d'élection

3.4.1 Les directeurs représentant chaque région au sein du Conseil sont élus par acclamation ou à la suite d'un vote par correspondance par les membres à part entière, honoraires, étudiants et retraités de chaque province ou territoire participant à cette élection.

3.4.2 Cette élection a lieu avant l'Assemblée générale annuelle, les années impaires.

3.4.3 Le mandat des directeurs est de deux ans, à partir de l'Assemblée générale à laquelle ils sont élus ou nommés par le Conseil s'il n'y a pas d'élection.

3.4.4 Le mandat d'un directeur provincial peut être reconduit une fois seulement. Après deux mandats successifs comme directeur, un membre peut se présenter à l'élection au Conseil après au moins deux ans d'absence.

3.4.5 Un directeur qui a représenté une région peut, au moment d'un changement d'emploi ou lieu principal de résidence qui l'amène à résider dans une autre province ou territoire, devenir directeur régional de cette région en utilisant les protocoles établis de mise en candidature et d'élection des directeurs, aussitôt qu'il cesse de représenter la région précédente.

3.4.6 Un directeur régional qui a siégé pendant deux mandats consécutifs à titre de représentant de deux régions est éligible au Conseil après une absence d'au moins deux ans

3.4.7 Lorsqu'un directeur est nommé pour remplacer un membre du Conseil, ce directeur terminera la période pendant laquelle il aura été nommé. Il pourra ensuite poser sa candidature et être réélu pour un nouveau mandat de 2 ans.

## 7. Ontario Coalition

- Barb MacCallum provided an update on the activities in Ontario.
- the Ontario Government tabled Bill 171, on December 12, 2006.
- this bill includes the Psychotherapy Act.
- the act recommends that the titles Psychotherapist and Mental Health Practitioner be protected.
- there is also a controlled act related to treating “serious” disorders.
- the Ontario Coalition is reviewing the bill and its implications and will be meeting to discuss the issues on January 20 and January 27, 2007.
- next steps still need to be determined.
- the bill will not go into second reading until sometime in March 2007 when the legislative assembly returns.

- David Paterson also noted that CCA has contacted legal counsel and has protected the title “Canadian Counselling and Psychotherapy Association” .
- this has been protected for 90 days.
- protection needs to be renewed in late March if the association want to investigate changing the name of the association.

**8. PEICA Affiliation**

- as per the Board meeting in November 2006, the PEICA affiliation was approved at 100% of the current membership fee.
- PEICA has requested that CCA consider a \$10-20 reduction so that PEICA members would pay \$130-140 for CCA and \$30 for PEICA. The total would be \$160-\$170 for joint membership.
- while financial considerations are not the only ones, they are important in considering affiliates.
- it is not appropriate to lose money on an affiliate.
- the other affiliation agreements show that the fees charged do not cover expenses.
- each affiliation agreement needs to be reviewed to determine its financial viability.
- the financial arrangement will be somewhat dependent on the new members that are anticipated.
- it was noted that the agreement can be amended on an annual basis.
- there was discussion regarding developing a policy with regard to affiliates.

**Motion:** To authorize the PEICA Affiliate agreement with a \$20 reduction from the CCA Membership fee.

**Moved by Corrine Hendricken-Eldershaw. Seconded by Lorne Flavelle.  
CARRIED  
1 Abstention**

**Motion:** That the question of affiliation be referred to the finance committee which will recommend to the Board a policy with regard to the development of future affiliation agreements.

**Moved by Connie Gerwing. Seconded by Lorne Flavelle.  
CARRIED**

**9. Counsellor Competency Profile**

- David Paterson noted that this project is underway.
- he also indicated that he will be travelling to PEI in February to speak to the PEI members about the rationale for the national validation being undertaken by CCA.
- a discussion was held with regard to next steps once the validation survey is completed.
- David indicated that he hoped that this work would inform the development of a definition of counselling and a scope of practice.
- more discussion must occur once the survey is complete.
- next steps need to be determined.
- the Board must determine the type of committee to be appointed to review the results.

**10. CEU Credit Hours**

- Barb MacCallum noted that documents had been sent to the directors with the proposed changes to the CEU system.
- these are for review and discussion at the next meeting.

**11. Atlantic Chapter**

- the Executive of the Atlantic Chapter had put forward a plan for the dissolution of the chapter.
- this plan was discussed at the November 2006 Board meeting and the five Atlantic Canada directors determined that they would like to consult and contact members to determine what the course of action should be.
- it was also noted that Professional Development opportunities are a key mandate of this chapter and these must be offered somehow in this region.
- the five Atlantic Canada directors would like to set up a forum to determine how to provide professional development opportunities and the best structure to do this.
- it was agreed to defer the decision on dissolution.
- the five Atlantic Canada directors will develop and present a plan to the Board at the earliest possible opportunity.
- Ron Lehr will contact the Chapter President to inform her of the Board's decision and to talk about next steps.

**12. Awards**

- David Paterson noted that there was a requirement to submit nominees for the following awards:
  - Honorary Lifetime Membership
  - CCA Professional Contribution
  - Lorne Flavelle Volunteer Award
- Lorelee Warren noted that the awards process for the other awards is underway.
- there have been no nomination for the Robert Langlois Bilingualism Award.

**13. Deferral of Agenda Items**

- the remaining agenda items were deferred to the next meeting.
- Barb MacCallum will coordinate a meeting of the Executive and the Executive will determine the next date for a board teleconference.

**14. Next Meeting**

The next meeting will be determined by the Executive Committee.

**15. Adjournment / Levée de la réunion**

The meeting adjourned at 7:25 p.m. (Ottawa time).

**Motion:** To adjourn the meeting.

**Moved by Lorne Flavelle.  
CARRIED**

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President

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Date

### SUMMARY OF MOTIONS

**Motion:** To approve the agenda as presented

**Moved by Maria De Cicco. Seconded by Lorne Flavelle.**

**CARRIED**

**Motion:** To accept the minutes of the November 11-12, 2006 meeting as amended as accurately reflecting the discussions and decisions of the Board.

**Moved by Lorelee Warren. Seconded by Connie Gerwing.**

**CARRIED**

**Motion:** To accept the 2007-08 budget as presented.

**Moved by Ron Lehr. Seconded by Corrine Hendricken-Eldershaw.**

**CARRIED**

**Motion:** To accept and approve the English and French language versions of the CCA Code of Ethics.

**Moved by Lorna Martin. Seconded by Ron Lehr.**

**CARRIED**

**Motion:** To recommend that the by-laws be changed as noted below with the selection of Option D – Primary Residence or Workplace.

**Moved by Lorna Martin. Seconded by Réal LeClerc.**

**CARRIED**

**Motion:** To authorize the PEICA Affiliate agreement with a \$20 reduction from the CCA Membership fee.

**Moved by Corrine Hendricken-Eldershaw. Seconded by Lorne Flavelle.**

**CARRIED**

**1 Abstention**

**Motion:** That the question of affiliation be referred to the finance committee which will recommend to the Board a policy with regard to the development of future affiliation agreements.

**Moved by Connie Gerwing. Seconded by Lorne Flavelle.**

**CARRIED**

**Motion:** To adjourn the meeting.

**Moved by Lorne Flavelle.**

**CARRIED**

**SUMMARY OF TASKS**

<b>Item</b>	<b>Agenda Reference</b>	<b>Item</b>	<b>Date</b>	<b>Responsibility</b>
1	8	Develop recommendations for a Policy for Affiliates and present to the Board	May 2007	Finance Committee
2	8	Communicate changes in Affiliate Agreement to PEICA	ASAP	Barb MacCallum
3	13	Set up date for Executive Committee Meeting	ASAP	Barb MacCallum
4	12	Submit nominations for special awards	ASAP	Board
5	11	Develop strategy for Atlantic Professional Development	May 2007	Atlantic Directors
6	11	Contact Pam Smith-Sproul	ASAP	Ron Lehr
7	10	Review CEU Documentation	May 2007	Board