

**CCA Board Meeting  
May 20-21, 2007  
Coast Plaza Hotel  
Vancouver, British Columbia  
May 20, 2007, 9:00 a.m. – 5:00 p.m.  
May 21, 2007, 9:00 a.m. – 3:55 p.m.**

**Present:** Maria De Cicco (Chair), David Paterson, Réal LeClerc, Maxine MacMillan, Lynda Younghusband, Lorna Martin, Michel Turcotte, Connie Gerwing (only in attendance May 20 due to illness), Hope Wojcik, Mona Chevalier, Ron Lehr, June Sanderson, Linda Wheeldon, Janice Tester, Kris Magnusson, Blythe Shepard, Barbara MacCallum (Secretary).

**Welcome**

- Maria De Cicco welcomed everyone and thanked them for attending the meeting.
- Maria indicated that over the next two days this group will be working together to decide the legacy of the 2007-2009 Board of Directors.
- she personally wished to make sure that CCA is an association to which people want to belong.
- an association:
  - with strong provincial connections;
  - with active student reps;
  - with interesting, informative and stimulating articles in Cognica;
  - with best practices;
  - in which deadlines and timelines are respected;
  - in which responses to requests are received in a timely fashion;
  - whose members and board are passionate about what they do;
  - that keeps the lines of communications open.
- she also noted that one of the attributes of a good board is an evaluation of the board and she hopes to be introducing that practice over the next two years.

**1. Agenda**

1. Approval of Agenda
2. Acceptance of Minutes
3. Conflict of Interest
4. Directors' Reports
5. Financial Statements and Audited Report
6. Committee Reports – Final Reports from 2005-2007 Board
7. Conference Update
8. Review of AGM
9. Committee Reports – First 100 Days of 2007-09 Board
10. CACEP
11. Counsellor Competency Profile
12. CEU Credit Hours
13. CJC Report

14. Code of Ethics Adoption
15. Standards of Practice
16. Contact Information
17. Ontario Coalition
18. Yorkville Update
19. Summary
20. Next Meeting
21. Adjournment

**Approval of the Agenda**

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

**Moved by David Paterson. Seconded by Réal LeClerc.**

**TABLED**

**2. Acceptance of minutes**

**Motion:** To accept the minutes of the March 27, 2007 meeting as accurately reflecting the discussions and decisions of the Board.

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

**TABLED**

**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. Directors Reports**

- Maria De Cicco referred Directors to the reports that had been submitted electronically.
- these had been included in the board binders.
- Maria asked that directors think in terms of the three C`s as they talked about their activities.
- she provided examples such as Commitment, Collaboration, Caring, Communication, Contribution, Causes, Challenges, Creativity, Celebration Connecting, Cheers.
- these are the cornerstones which will colour and define her involvement within CCA.
- she asked each director to think of the three Cs that they would like to bring to the meeting.
- Maria asked the provincial directors to speak to any items of note in their report or to provide information that was not included in their report due to the timing of the submission of the report.

**Newfoundland**

- Lynda Younghusband noted that the Journal Club meets monthly at Chapters and has been a great success.
- students and counsellors are attending from a variety of areas.
- this group has also started a mentoring process.

- Lynda indicated that some progress has been made towards organizing a workshop for the fall.

### **Nova Scotia**

- Ron Lehr noted that Nova Scotia has 275 members, with an increasing number of Canadian Certified Counsellors.
- Ron is working with the Legislative Committee of NSACT.
- the Nova Scotia government is waiting for other provinces to move forward before considering the regulation of counselling.
- it will be interesting to see what happens now that Ontario is close to passing legislation.
- Ron noted that CCA needs more focus on School Counsellors.
- he also indicated that he was involved in starting the Social Justice Chapter.
- Jo-Anne Stoltz will be assuming the organizing duties of this Chapter and the first organizational meeting will be at this conference in Vancouver.

### **New Brunswick – Anglophones**

- Maxine MacMillan noted that there were three students from New Brunswick in Vancouver as part of the Student Pilot Project.
- Maxine has been working with John Tingley to develop a business case for all School Counsellors in New Brunswick to belong to CCA.
- she also hopes to be meeting with the Liberal caucus to discuss regulation.

### **New Brunswick - Francophones**

- Réal LeClerc is very busy working with the Moncton 2008 Conference Committee.
- he reported that some AFCONB members have lost the sense of belonging to a small organization.
- he expressed the hope that the 2008 Conference will repatriate these members.

### **Prince Edward Island**

- June Sanderson noted that PEICA has been welcomed as CCA's newest affiliate.
- PEICA was also part of the validation of competencies.
- they have had two meetings with the provincial government.
- PEI has a small, dedicated group of people working toward regulation.
- there is hope that they may be successful in the next two years.
- David Paterson travelled to PEI to meet with PEICA and government officials.
- David noted that the meetings were exceptionally well hosted.
- David thanked everyone for their hospitality.

### **Quebec – Anglophone**

- Janice Tester noted her involvement in the Counsellor Mobility document and thanked Lorna Martin for starting the document.
- she reminded directors to check the material on the website for their province to make sure that it is up-to-date.
- she was also involved in the new PowerPoint presentation, membership recruitment and made several presentations to first and second year students at McGill and Concordia university.
- she noted that she would like to see more professional development opportunities conveyed to members.

### **Quebec – Francophones**

- Michel indicated that much of his work with CCA has been as Chair of the Certification Committee.
- he is also very involved in a legislative initiative that is occurring in Quebec.
- Michel indicated that most of the counsellors in Quebec belong to a college for career counsellors (the Order).
- when they belong to CCA it is to have a national affiliation.
- for the past five years there has been a movement in Quebec to regulate psychotherapy.
- this work is still in progress.
- Michel had thought it would be quite close by now.
- the six major colleges have worked together to put pressure on the provincial government
- the legislation has been written.
- the intent in Quebec is that a member would be part of a currently regulated profession and then apply for a psychotherapy permit.
- at the Counsellor Educators day on Tuesday, Michel will be briefing the attendees on the current situation in Quebec.

### **Ontario – Anglophones**

- Hope Wojcik reported that the legislative issues in Ontario have been at the forefront of her activity.
- she has also been conducting outreach to students and hopes to expand student representation to the universities in southern Ontario.
- she is also the board liaison with the NCR Chapter.
- she noted that the NCR Chapter organized a very successful fundraiser for the Coalition which raised \$1,500.
- Hope is also a member of the Awards Committee and the Membership Services Committee.

### **Ontario – Francophones**

- Mona indicated that there has been a great deal of activity in relationship to Bill 171 – the legislation in Ontario.
- she has also connected with students at St. Paul's and University of Ottawa.

- Mona is also a member of the Membership Services Committee and the Bilingualism and Biculturalism Committee.
- there is still work to be done by the Bilingualism and Biculturalism Committee.
- she noted that the NCR Chapter hosted a special workshop in French this past year.
- there were 25 participants, many of whom were not members of CCA.
- the session was very successful and there is hope to conduct more of these sessions.
- there was some disappointment that none of the NCR Chapter Executive attended the session.
- Mona noted that she had nominated a candidate for the Robert Langlois award.
- as a member of the Membership Services Committee she worked with Maxine MacMillan on the new PowerPoint presentation.
- Mona also noted that she attended a session held by Health Canada on a new resource for students which provides a great deal of data on issues related to smoking and substance abuse.
- she indicated that she would send the link to the material to the other board members.

#### **Manitoba/Nunavut**

- Lorna Martin noted that she has taken a early intervention approach to promote the requirement for appropriate training and certification of school counsellors in Manitoba.
- she has made many presentations on Ethics in Counselling to various populations.
- she has presented to 38 school divisions.
- she has also ensured that her audience understood the importance of referring a student to appropriate resources if the teacher does not have appropriate training.
- Lorna reported a breakthrough in that there is now discussion in Manitoba to require counselling resources to have the appropriate training.
- a proposal for counsellor certification in Manitoba was submitted to the Teacher Evaluation and Certification Committee.
- an invitation to present the proposal was accepted in March 2007 and the presentation has been made.

#### **Saskatchewan**

- Connie Gerwing has been very busy the last six months putting the conference committee together.
- since March 2007 a lot of people have come forward.

#### **Alberta/Northwest Territories**

- Kris Magnusson indicated that there is activity in Alberta to entrench counselling psychology at the masters level.
- career development is important.
- there is a cradle to grave career development mandate in Alberta.

#### **British Columbia/Yukon**

- David Paterson noted that Bruce Bailey is co-chair of the conference and has been extremely busy, therefore, there is not a written report from BC.
- Blythe Shepard noted that the BC Chapter is thriving.
- BCACC has just under 2,000 members.
- BCACC has spoken about a more formal continuing partnership.
- the challenge once regulation is achieved is to engage members in another way.
- David indicated his congratulations for the work, energy, and dedication of the conference organizing group.

#### **5. Financial Statements and Audited Report**

- Barb MacCallum presented the audited financial statements.
- David Paterson indicated that it was a priority in St. John's to balance the budget.
- David Paterson indicated that two of the accomplishments of the previous board were to balance the budget and also to establish a new budgeting process.
- the new process involves:
  - developing a draft budget in December which is reviewed, updated and eventually approved by the Finance Committee;
  - sending the budget to the full board for consideration;
  - a conference call which is scheduled in January to review and approve the budget.
- the Board usually has about one month to review the budget prior to the conference call.
- Kris Magnusson asked for a change in the headings to the report.
- an Expense title will be added.

**Motion:** To accept the Financial Statements and the Auditors Report as presented and to thank Barb MacCallum for doing an incredible amount of work to restructure the financial systems of CCA.

**Moved by Connie Gerwing. Seconded by Maxine MacMillan.**

**TABLED**

#### **6. Committee Reports – Final Reports from the 2005-2007 Board of Directors**

- Maria noted that committee reports were included in the board binders.

#### **Advocacy, Sustainability and Liaison Committee – Lorna Martin**

- Lorna referred to the report that had been provided to the board.

- she indicated that the ASL Committee has been in touch with the New Brunswick Conference organizers to determine if they are interested in creating a CD of speaker presentations.

#### **Certification Committee - Michel Turcotte**

- Michel indicated that the committee had dealt with ad hoc issues during the year but that he had primarily been working on a solution for mature graduates.
- the Certification Committee and the Counsellor Educators Chapter have been dialoguing on this issue.
- Michel indicated that the committee was working on a solution that would involve a “Challenge for Competency”.
- the Counsellor Educator Chapter had agreed with this strategy.
- the grandparenting period still requires refinement.
- he indicated that the committee would work on this issue over the next two days.

#### **Ethics Committee – Lynda Younghusband**

- Lynda Younghusband reported on behalf of the Committee.
- Lynda Younghusband thanked the members of the committee and especially Corrine Hendricken-Eldershaw for their fine work.
- it has been recommended that Lynda assume the role of Chair.
- Lynda raised the issue that all members of the Committee are from Ontario and the east.
- she wondered if there should be a member from the west.
- she also indicated that it would be a good idea to repeat the practice from the past of providing a workshop for the board on the Ethics Complaints procedure.
- it was also agreed that Glenn Sheppard should continue in his role of amicus.

**Motion:** To authorize \$1,000 to be sent to Dr. Glenn Sheppard as an honorarium for his excellent assistance to the Ethics Committee.

**Moved by David Paterson. Seconded by Linda Wheeldon.**

**TABLED**

#### **Bilingualism and Biculturalism Committee – Réal LeClerc**

- this committee was created in Montreal in April 2006.
- during the summer of 2006, Barb MacCallum did an excellent job combing the archives of the association to collect all information related to Bilingualism and Biculturalism.
- Connie Gerwing reviewed the existing policies related to Bilingualism and Biculturalism.
- the committee discussed many of the practices related to the translation of reports.
- one of the discussions was regarding whether all reports should be in both languages.

- Réal indicated that this year the minutes of the AGM have been translated and will be available in both English and French at the AGM.
- there was also a recommendation that the minutes of every board meeting should be translated.
- the committee needed to have another meeting and continue for another year as an ad hoc committee to finalize its work.
- one of the larger issues is the lack of bilingualism within the Chapters.
- there was a discussion about the budget for translation.
- Barb indicated that it was difficult to determine what the budget should be.
- she suggested that we determine the set of documents to be translated and then determine the pattern of the costs over the course of a couple of years.
- this then would be the amount to be budgeted for translation.

#### **Awards Committee – Hope Wojcik**

- Hope Wojcik noted that one more person was required for the Awards Committee.

#### **Membership Services Committee – Maria De Cicco**

- Maria De Cicco noted that the Membership Services Committee had submitted a report that detailed its accomplishments.
- she noted the two student newsletters for which there has been very positive feedback.
- the committee had also looked at changing the name of Cognica, a mentorship program, a marketing plan and a re-branding project.
- Barb MacCallum is in the process of obtaining a quote from a marketing company with respect to a new look for CCA.
- the idea to do this had received support from the Executive.
- however, a budget would have to be brought forward.
- Maria also distributed a new version of the PowerPoint presentation which had been developed by Mona Chevalier and Maxine MacMillan with input from the remainder of the Committee.
- the Counsellor Mobility document that had been spearheaded by Janice Tester was also noted.
- there should be a reminder in Cognica periodically about the Counsellor Mobility Document.
- Barb noted that she had received input from Bryan Hiebert about introducing a Membership Pin Award i.e. 5 years, 10 years etc.
- Barb will asked Denise to check the demographics.
- it was also noted that CCA's 50<sup>th</sup> Anniversary will be in 8 years.
- it is not too early to start to produce a history of the association.
- it would be great to contact past presidents and ask for their memories or comments.
- we may be able to find a film study student to undertake part of this project.
- a discussion was held about the committees and their structure.

- it was agreed that the Bilingualism and Biculturalism Committee should clarify the policies and determine if they are being respected and what kind of adjustments are needed.
- it was agreed that the Committees going forward would be:
  - Standing Committees
    - Executive Committee
    - Appeals Committee
    - Advocacy, Sustainability and Liaison Committee
    - Awards Committee
    - Certification Advisory Committee
    - Ethics Committee
    - Membership Services Committee
  - Adhoc Committee
    - Bilingualism and Biculturalism Committee

**Motion:** That the 7 Standing Committees and 1 Adhoc Committee as presented at the May 20, 2007 Board Meeting be approved .

**Moved by Lorna Martin. Seconded by Mona Chevalier.  
TABLED**

**Motion:** To request that Corrine Hendricken-Eldershaw remain as the Chair of the Ethics Committee until Lynda Younghusband returns from her vacation in mid-June.

**Moved by David Paterson. Seconded by Ron Lehr.  
TABLED**

7. **Conference Update**  
**2007- Vancouver**

- the Conference Committee is busy with last minute details as the conference will open on Tuesday evening.

**2008 – Moncton**

- the planning for this conference is well underway.
- there is a group coming to Vancouver to publicize the conference.
- the website is ready to be launched.
- advertising is ready to be distributed in Vancouver.

**2009 – Saskatoon**

- Connie reported that the committee is now formed and she is feeling more comfortable with the process.
- her report is included in the board binder.

**2010 and beyond**

- possible venues were discussed:
  - PEI
  - a joint conference with IAEVG

- Ontario
- Alberta
- Northern Lights was a possible partnership.
- it would be great to have a conference in the north – i.e. Yukon, NWT or Nunavut.
  - it was noted that it may not be a large conference but could be a significant event.

### **Conference Report**

- Lorne Flavelle chaired a committee to review the issues related to centralizing conference organization or continuing with the current model.
- Barb provided an overview of his report.
- Michel Turcotte summarized the experience of L'Ordre in this regard.
- he indicated that a central organizing committee could bring some benefits to the process.
- David Paterson indicated that in the past he had spoken strongly against a centralized model but he is now more in favour of this.
- he indicated that the new model would have to be in place for at least three years before its effectiveness could be determined.
- the National Office involvement could add an element of quality control, accessibility and diversity.
- it is important to preserve the structural elements that make the CCA conference special to our members.
- Barb MacCallum noted that in order for the National Office to undertake additional work with regard to the conference, the work would have to be contracted to a third party or an additional staff person would have to be added.
- it was agreed that the National Office would request directors in each province to see if conference organizers in their province might be interested in commenting on how they could see themselves organizing the CCA conferences.

**Motion:** That the Executive Director create a framework for possible national conference organization for board consideration.

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

**TABLED**

### **8. Review of AGM**

- Barb MacCallum reviewed the agenda and logistics of the AGM.

**Monday, May 21, 2007**

### **9. Committees – First 100 days of the 2007-09 Board of Directors**

- Maria requested that David review the concept of the 100 day plan.
- this was a practice that began at the 2005-07 Board Meeting in St. John's, Newfoundland.
- David noted that Board Members often get very excited about ideas during meetings.

- it is important how the Board members follow-up.
- the last board did its best work between meetings.
- ideas must turn into action items.
- 100 days is roughly equivalent to 3 months.
- the purpose of the next set of committee meetings is to determine what each committee would like to accomplish in their first 3 months.
- committee chairs will be asked to report on goals and objectives when we return to the board table later today.

### **Committees Members**

- Finance – Connie Gerwing (Chair), Maxine MacMillan
- Certification – Michel Turcotte (Chair), June Sanderson, Blythe Shepard, Kris Magnusson
- ASL – Lorna Martin (Chair), Linda Wheeldon, Ron Lehr, Réal LeClerc, Mona Chevalier, David Paterson
- Membership Services – Maxine MacMillan (Chair), Lynda Younghusband, Hope Wojcik, David Paterson, Janice Tester
- Ethics – Lynda Younghusband (Chair)
- Awards – Hope Wojcik (Chair), Blythe Shepard
- Bilingualism and Biculturalism – Réal LeClerc (Chair), Mona Chevalier, Connie Gerwing, Maria De Cicco
- it should be noted that the Executive Director is an ex-officio member of all committees.

### **Goals for the next 100 Days**

#### **Membership Services Committee**

##### **Promotional Items for Sale**

- each member will conduct research for new items for our “new look”, e.g. note cards, bookmark, insulated mug, note pad, receipts, business card holder, small office clock.

#### **Conference Calls**

- tentative date for next meeting – June 18, 2007 otherwise the end of August.

#### **Student Newsletter**

- send a call out to students and Counsellor Educators in June.
- Directors – message via student reps.
- submission deadline September 15, 2007.
- Theme: Career Path
  - How did you choose this career path?
  - What steps did you take?
  - Steps to write an effective CV?
  - websites for Counselling jobs
  - Connection to Counsellor Mobility Document

- regulation updates
- meeting with our Counselling students
  - Presentations in October and November
- remind Counsellor Educators via Directors to recruit student reps
- Service Recognition Pins
  - office to research demographics
- mentorship
  - research what is being done.
- development of an Alumni Corner for Cognica, Student Newsletter, website
- development of a new information/Registration Kit
  - standard format for brochures/information papers
  - liaise with ASL Committee
- national Student Symposium
  - assess viability of implementation
- planning for 50<sup>th</sup> Anniversary

#### **ASL Committee**

- please refer to the report attached to the end of these minutes.

#### **Bilingualism and Biculturalism Committee**

- following the Bilingualism and Biculturalism committee meeting in Vancouver, it was decided that the AGM Agenda and minutes, and the Directors reports were to be translated and accessible in both languages because they were public documents.
- it was also decided that even though the board minutes are not public documents, they are to be translated and accessible in both languages because they are official documents.
- over the next 100 days, the committee plans to meet by teleconference once in June and once in September if needed to:
  - identify a procedure concerning the receipt of the Directors reports, their translation, and their publication on the website.
  - make a decision concerning the Ethics Casebook which is available only in English.
  - look at the possibility that the Chapters reports be available on the website in both French and English.
  - review the existing CCA policies on bilingualism and make recommendations to the ASL policy sub-committee to ensure that the final version of the CCA policies will reflect the bilingual and bicultural nature of CCA.
- David Paterson indicated that CCA's history has been reviewed and we are in a good place.
- it was noted that Réal, who is the Chairperson of the Bilingualism and Bicultural Committee, as well as, a member of the ASL Committee, is a member of the ASL policies sub-committee.

**Awards Committee**

- David reviewed the process used to nominate and select this year's recipients of the Honorary Lifetime Membership Award and the Professional Contribution award
- he advocated for a more defined and proactive process.

**Ethics Committee**

- the letter for the honorarium will be sent under Maria's signature.

**Certification Committee**

- David congratulated the committee and indicated that these are the best words regarding the mature candidate issue that he has seen.

**Motion:** Applicants, whose graduate degree in counselling (or a related field) was granted by an AUCC institution, may for CCC evaluation purposes include for consideration any courses that have been approved by the granting institution towards meeting degree requirements.

**Moved by Michel Turcotte. Seconded by Ron Lehr.  
TABLED**

**Motion:** Clinical supervision is a required element of certification as a professional counsellor under CCC regulations. For applicants who enter graduate programs beginning with the 2007-2008 academic year, eligibility for certification will depend on the provision of documentation attesting to the fact that applicants have received clinical supervision within their counsellor training programs. Applicants who entered graduate programs prior to the 2007-2008 academic year may document clinical supervision in one of three ways:

1. A form signed by the university professor/supervisor of the practicum component of an AUCC approved program;
2. Applicants who graduated from an AUCC recognized University prior to the 2002-2003 academic year, and a practicum was either not part of the program or was an optional component of the program, OR the records are no longer available for verification, may apply for a Challenge of Competency;
3. Applicants who are not eligible for either Option 1 or Option 2 above may apply for a clinical supervision status.

**Moved by Ron Lehr. Seconded by Linda Wheeldon  
TABLED**

**Motion: Challenge for Competency**

Applicants who graduated from an AUCC recognized university prior to the 2002-2003 academic year, and a practicum was either not part of the program or was an optional

component of the program, OR the records are no longer available for verification, may apply for a Challenge of Competency. Eligibility for Challenge of Competency includes:

- 1) Provision of proof of at least three (3) years of full time counselling practice, or the equivalent of three (3) years of full time counselling practice (i.e. 4,500 hours) in the last 10 years.
- 2) Provision of two letters of reference, one of which MUST be completed by a clinical supervisor, who holds CCC status or who is licensed/registered/certified to practice counselling from a regulatory college in the mental health field. The referees must have had the opportunity to engage in formal supervisory activities according to CCC criteria.

**Moved by Michel Turcotte. Seconded by Kris Magnusson.  
 TABLED**

**Motion: Clinical Supervision**

Applicants for CCC certification who enrolled in a graduate program prior to the 2007-2008 academic year AND whose program did not include a required practicum that meets CCA approval may meet this requirement by:

1. Obtaining a supervisor from a CCA approved list;
2. Successfully engaging in supervised practice from the time of application as per the table below.
3. Submitting a proposed schedule for completion of required hours.

<b>Years of Attested Experience</b>	<b>Total Hours of Practice</b>	<b>Client Contact Hours</b>	<b>Supervision Hours</b>
0	2,000	700	50
Up to 2 Years	1,600	550	40
2 to 4.5 Years	1,200	400	35
5 Years or More	700	300	30

**Moved by Ron Lehr. Seconded by Linda Wheeldon.  
 TABLED**

**Motion:** Letters of notification shall be sent to all AUCC recognized programs and to related professional associations/organizations advising them of the changes to certification requirements. In addition, these changes shall be communicated to the membership through a variety of means (e.g., list-serves, web posting, etc.).

**Moved by June Sanderson. Seconded by Blythe Shepard.  
 TABLED**

- Michel thanked the committee for its fine work.

**10. CACEP**

- this is an arms length committee of the Board of Directors.
- terms for the following members of CACEP will end on Nov. 30, 2007:

- Bill Borgen, CACEP Co-Chair
- Marcel Gingras, Board Member
- Sharon Robertson, CACEP Co-Chair
- Karen Wright, Board Member.
- Dr. Gingras does not wish to complete her term and has requested that we find a replacement for her as soon as possible.
- the Masters' programs in Counselling Psychology at UBC were accredited last year.
- a number of programs have been undergoing revisions with the goal of seeking accreditation from CACEP within the next few years.
- given that CACEP is still in the process of development and has not yet stabilized, it is important to maintain continuity on the Board.
- therefore, Sharon Robertson and Bill Borgen are recommending the following appointments:
  - Dr. Bill Borgen - Co-Chair for a period of 4 years from Dec. 1, 2007 to Nov. 30, 2011.
  - Dr. Sharon Robertson - Co-Chair for a period of 4 years from Dec. 1, 2007 to Nov. 30, 2011
  - Dr. Karen Wright- Board Member for a period of 2 years from Dec. 1, 2007 to Nov. 30, 2009.
  - Dr. Robert Baudouin - Francophone Board Member beginning immediately until Nov. 30, 2007 and then for a period of three years from Dec. 1, 2007 to Nov. 30, 2010.
- the individuals nominated have been contacted and are willing to serve in this capacity.

**Motion:** To receive the report form CACEP and accept the nominations as recommended.

**Moved by David Paterson. Seconded by Maxine MacMillan.**

**TABLED**

#### **11. Competency Report**

- Barb outlined the activity that had occurred regarding the survey and the report.

**Motion:** To receive the Competency Survey Report for information and to refer it to the Certification Committee and Counsellor Education Chapter, PEICA and NSACT for review and feedback.

**Moved by David Paterson. Seconded by Réal LeClerc.**

**TABLED**

- Maria thanked everyone for their committee reports.

#### **12. CEU Credit Hours**

**Motion:** To accept the change to hours from credits as recommended by the National Office.

**Moved by Ron Lehr. Seconded by Linda Wheeldon.**

**TABLED**

13. **CJC**

- Barb reported on the situation with regard to the Editor of the CJC.

**Motion:** To receive the CJC report as submitted.

**Moved by Réal LeClerc. Seconded by Maxine MacMillan.**

**TABLED**

**Motion:** That the Executive Director and the Executive Committee develop a process to hire the CJC Editor, said process to come back to the board for information.

**Moved by Kris Magnusson. Seconded by David Paterson.**

**TABLED**

14. **Code of Ethics Adoption**

- it was agreed that the Executive Director will seek advice from legal counsel on this matter.

15. **Standards of Practice**

**Motion:** That the ASL Committee proceed with updates to the Standards of Practice to ensure that they are consistent with the 2007 version of the Code of Ethics.

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

**TABLED**

16. **Contact Information**

- Linda Wheeldon noted that contact information sheet needed to be updated.
- she noted that she had incorrectly been listed as Dr. Linda Wheeldon.
- Barb indicated that she would have this corrected immediately.

17. **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 Registered Mental Health Therapist be protected.
- there is also a controlled act related to treating “serious” disorders.
- it is expected that the bill will become law in the last week of May.
- the next step will be the appointment of a Transitional Council.
- many thanks to Barb for her work as part of the Coalition Steering Committee.
- CCA has been very active as the Secretary/Treasurer.
- the issue of national vs. provincial initiatives was discussed.
- it was agreed that it is better to belong to the Coalition and stay involved in the lobby efforts.
- however, there are funding implications.
- \$4,500 per quarter - \$30 per Ontario member per year.
- Barb MacCallum reported on the funding pattern to date.

- when the Executive discussed this issue they agreed that we should let members know how the money has been spent and why the money is required.
- this Board needs to grapple with to what extent does CCA want to be involved in provincial issues.
- it was agreed that a National Advocacy fund would be developed.
- this fund would provide for matching funding from CCA.
- it will be important to let members know what the landscape is like.
- Maria asked David Paterson to assume the role of Chair.
- Maria indicated that we need to get members to think nationally.
- we need to talk about this with regard to CCA on the national stage.
- Maria assumed the Chair.
- Linda Wheeldon expressed the opinion that the Advocacy Fund should be used to support activities related to regulation.
- it was agreed that the fund would be used to influence the legislation and to influence the interpretation of the legislation.
- then CCA should step away.
- the following items need to be clearly stated to members:
  - the role of CCA.
  - who administers the fund?
  - how do the monies get spent?
- these are important questions.

**Motion:** That the CCA Board task the National Office and Executive to develop a Legislation Support Fund.

**Moved by David Paterson. Seconded by Hope Wojcik.  
TABLED**

**Motion:** All strategic applications of the Legislation Support Fund will be at the direction of the board.

**Moved by David Paterson. Seconded by Réal LeClerc.  
TABLED**

- Psychotherapy has become very important
- we have had our legal counsel protect a new name: The Canadian Counselling and Psychotherapy Association.
- the hold must be renewed every 90 days.
- it is important that we do not lose sight of people whose credentials are regulated.
- Category B members are moving further away and we need to stay connected to this group also.

**18. Yorkville**

- Barb updated that Board on the current situation with regard to Yorkville.

19. **Summary**

- Maria thanked everyone for the great committee work and the wonderful participation at the board meeting.
- she requested that each board member write a small piece for Cognica which will introduce them, talk about which Committee they are on and the chapter for which they are the liaison.
- Maria requested that Directors contact their Chapter and keep connected with them.

20. **Next Meeting**

- the next face to face meeting will be either November 3- 4 or Nov 17-18 in Montreal.
- the next teleconference will be September 27, 2007 at 12:00 noon (Ottawa time)

21. **Adjournment**

The meeting adjourned on May 21, 2007 at 3:55 p.m. (Vancouver time).

**Motion:** To adjourn the meeting.

**Moved by Linda Wheeldon.  
TABLED**

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President

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Date

## SUMMARY OF MOTIONS

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

**Moved by David Paterson. Seconded by Réal LeClerc.**

**TABLED**

**Motion:** To accept the minutes of the March 27, 2007 meeting as accurately reflecting the discussions and decisions of the Board.

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

**TABLED**

**Motion:** To accept the Financial Statements and the Auditors Report as presented and to thank Barb MacCallum for doing an incredible amount of work to restructure the financial systems of CCA.

**Moved by Connie Gerwing. Seconded by Maxine MacMillan.**

**TABLED**

**Motion:** To authorize \$1,000 to be sent to Dr. Glenn Sheppard as an honorarium for his excellent assistance to the Ethics Committee.

**Moved by David Paterson. Seconded by Linda Wheeldon.**

**TABLED**

**Motion:** That the 7 Standing Committees and 1 Adhoc Committee as presented at the May 20, 2007 Board Meeting be approved .

**Moved by Lorna Martin. Seconded by Mona Chevalier.**

**TABLED**

**Motion:** To request that Corrine Hendricken-Eldershaw remain as the Chair of the Ethics Committee until Lynda Younghusband returns from her vacation in mid-June.

**Moved by David Paterson. Seconded by Ron Lehr.**

**TABLED**

**Motion:** That the Executive Director create a framework for possible national conference organization for board consideration.

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

**TABLED**

**Motion:** Applicants, whose graduate degree in counselling (or a related field) was granted by an AUCC institution, may for CCC evaluation purposes include for consideration any courses that have been approved by the granting institution towards meeting degree requirements.

**Moved by Michel Turcotte. Seconded by Ron Lehr.**

**TABLED**

**Motion:** Clinical supervision is a required element of certification as a professional counsellor under CCC regulations. For applicants who enter graduate programs beginning with the 2007-2008 academic year, eligibility for certification will depend on the provision of documentation attesting to the fact that applicants have received clinical supervision within their counsellor training programs. Applicants who entered graduate programs prior to the 2007-2008 academic year may document clinical supervision in one of three ways:

1. A form signed by the university professor/supervisor of the practicum component of an AUCC approved program;
2. Applicants who graduated from an AUCC recognized University prior to the 2002-2003 academic, and a practicum was either not part of the program or was an optional component of the program, OR the records are no longer available for verification, may apply for a Challenge of Competency;
3. Applicants who are not eligible for either Option 1 or Option 2 above may apply for a clinical supervision status.

**Moved by Ron Lehr. Seconded by Linda Wheeldon  
 TABLED**

**Motion: Challenge for Competency**

Applicants who graduated from an AUCC recognized university prior to the 2002-2003 academic year, and a practicum was either not part of the program or was an optional component of the program, OR the records are no longer available for verification, may apply for a Challenge of Competency. Eligibility for Challenge of Competency includes:

- 1) Provision of proof of at least three (3) years of full time counselling practice, or the equivalent of three (3) years of full time counselling practice (i.e. 4,500 hours) in the last 10 years.
- 2) Provision of two letters of reference, one of which MUST be completed by a clinical supervisor, who holds CCC status or who is licensed/registered/certified to practice counselling from a regulatory college in the mental health field. The referees must have had the opportunity to engage in formal supervisory activities according to CCC criteria.

**Moved by Michel Turcotte. Seconded by Kris Magnusson.  
 TABLED**

**Motion: Clinical Supervision**

Applicants for CCC certification who enrolled in a graduate program prior to the 2007-2008 academic year AND whose program did not include a required practicum that meets CCA approval may meet this requirement by:

1. Obtaining a supervisor from a CCA approved list;
2. Successfully engaging in supervised practice from the time of application as per the table below.
3. Submitting a proposed schedule for completion of required hours.

Years of Attested	Total Hours of	Client Contact	Supervision Hours
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<b>Experience</b>	<b>Practice</b>	<b>Hours</b>	
0	2,000	700	50
Up to 2 Years	1,600	550	40
2 to 4.5 Years	1,200	400	35
5 Years or More	700	300	30

**Moved by Ron Lehr. Seconded by Linda Wheeldon.  
 TABLED**

**Motion:** Letters of notification shall be sent to all AUCC recognized programs and to related professional associations/organizations advising them of the changes to certification requirements. In addition, these changes shall be communicated to the membership through a variety of means (e.g., list-serves, web posting, etc.).

**Moved by June Sanderson. Seconded by Blythe Shepard.  
 TABLED**

**Motion:** To receive the report form CACEP and accept the nominations as recommended.

**Moved by David Paterson. Seconded by Maxine MacMillan.  
 TABLED**

**Motion:** To receive the Competency Survey Report for information and to refer it to the Certification Committee and Counsellor Education Chapter, PEICA and NSACT for review and feedback.

**Moved by David Paterson. Seconded by Réal LeClerc.  
 TABLED**

**Motion:** To accept the change to hours from credits as recommended by the National Office.

**Moved by Ron Lehr. Seconded by Linda Wheeldon.  
 TABLED**

**Motion:** To receive the CJC report as submitted.

**Moved by Réal LeClerc. Seconded by Maxine MacMillan.  
 TABLED**

**Motion:** That the Executive Director and the Executive Committee develop a process to hire the CJC Editor, said process to come back to the board for information.

**Moved by Kris Magnusson. Seconded by David Paterson.  
 TABLED**

**Motion:** That the ASL Committee proceed with updates to the Standards of Practice to ensure that they are consistent with the 2007 version of the Code of Ethics.

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

**Motion:** That the CCA Board task the National Office and Executive to develop a Legislation Support Fund.

**Moved by David Paterson. Seconded by Hope Wojcik.  
TABLED**

**Motion:** All strategic applications of the Legislation Support Fund will be at the direction of the board.

**Moved by David Paterson. Seconded by Réal LeClerc.  
TABLED**

**Motion:** To adjourn the meeting.

**Moved by Linda Wheeldon.  
TABLED**

**SUMMARY OF TASKS**

<b>Item</b>	<b>Agenda Reference</b>	<b>Item</b>	<b>Date</b>	<b>Responsibility</b>
1.	4	Send link to substance abuse resource to all directors	ASAP	Mona Chevalier
2.	5	Add heading to quarterly finance report	August 2007	Barb MacCallum
3.	6	Send \$1000 to Dr. Glenn Sheppard on behalf of the Ethics Committee	June 2007	Barb MacCallum
4	7	Create a framework for possible national conference organization for board consideration	November 2007	Barb MacCallum
5	9	Send items for promotional ideas to Chair of Membership Services Committee	September 2007	Membership Services Committee Members
6	9	Send out a call to Counsellor Educators and students re Student Newsletter	July 2007	Membership Services Committee
7	9	Find templates for policies for ASL Committee	TBD	Barb MacCallum
8	9	schedule September meeting for Bilingualism and Biculturalism Committee	ASAP	Réal LeClerc
9	9	Develop forms for new Certification policies	ASAP	Certification Committee
10	9	Inform members and other organizations about the change in the Certification policies	ASAP	Barb MacCallum
11	11	Provide feedback on the Counsellor Competency Survey Report	November 2007	Certification Committee, Counsellor Educator Chapter, PEICA, NSACT
12	13	Executive Director and Executive Committee develop a process to hire a CJC Editor, said process to come back to the board for information	ASAP	Barb MacCallum Executive Committee
13	14	Consult with legal counsel on the Ethics adoption issue	ASAP	Barb MacCallum
14	17	The National Office and Executive Committee develop a	ASAP	Barb MacCallum

		Legislation Support Fund		Executive Committee
15	9	Update Standards of Practice Booklet	November 2007	ASL Committee
16	9	Ensure consistency of publication covers	ASAP	Barb MacCallum