



CANADIAN COUNSELLING AND  
PSYCHOTHERAPY ASSOCIATION  
L'ASSOCIATION CANADIENNE DE  
COUNSELING ET DE PSYCHOTHÉRAPIE

**CCPA Board Meeting/ Réunion du conseil d'administration de l'ACCP  
July 21, 2011 / le 21 juillet 2011**

**13:00 - 14:00 p.m. (Ottawa) / 13 h 00 à 14 h 00 (Ottawa)**

**Calling Instructions - Instructions d'appel  
Dial/ composez 1-888-289-4573  
Password / mot de passe 1294636#**

**Agenda / Ordre du jour**

Welcome	Mot de bienvenue	
Approval of Agenda <b>Motion:</b> To approve the agenda as presented (amended).	Lecture et adoption de l'ordre du jour <b>Proposition:</b> Adoption de l'ordre du jour tel que proposé (modifié).	Agenda / Ordre du jour
Approval of Minutes <b>Motion:</b> To approve the minutes of the June 23, 2011 Board Meeting.	Adoption du procès-verbal <b>Proposition:</b> Adoption du procès-verbal de la réunion du CA tenue le 23 juin 2011	Minutes of June 23, 2011 Board Meeting Procès-verbal de la réunion du CA tenue le 23 juin, 2011
Conflict of Interest Declaration	Déclaration de conflit d'intérêts	
Amicus <b>Motion:</b> To allocate \$1,000 as an honorarium to Glenn Sheppard to act as the ethics amicus for the year 2011.	Amicus	Motion 1 / Résolution 1
Ethical Complaints Procedure <b>Motion:</b> To ratify the electronic vote to approve the 2011 revision of the Ethical Complaints Procedure.	Procédures de l'ACCP pour traiter les plaintes d'infraction à la déontologie	Motion 2 / Résolution 3
Legislative Support Fund <b>Motion:</b> That CCPA approve the request for Legislative Support Funds from the BC Chapter of CCPA in the amount of \$1510.38, representing fifty percent (50%) of the expenses incurred by the Chapter in 2011 as a member of the Task Group for Counsellor Regulation in BC.	Fonds national d'appui à la législation	Motion 3 / Résolution 2
Webinar: The Ethics of Advocacy, Part 2	Webinaire: "The Ethics of Advocacy, Part 2"	See coordinates below / Voir information ci-dessous
Next Meeting	Prochaine réunion	August 18, 2011 / le 18 août 2011
Adjournment	Clôture de la réunion	

<p>Please view <i>The Ethics of Advocacy, Part 2</i> at your earliest convenience following the adjournment of the meeting. Send feedback on the session to Lorna at <a href="mailto:lorna.martin@mts.net">lorna.martin@mts.net</a>.</p> <p><b>The Ethics of Advocacy - Part 2</b>  <b>55 mins</b>  <a href="https://ccpa-accp.webex.com/ccpa-accp/lsr.php?AT=pb&amp;SP=EC&amp;rID=3191067&amp;rKey=5019cee5eb810ab5">https://ccpa-accp.webex.com/ccpa-accp/lsr.php?AT=pb&amp;SP=EC&amp;rID=3191067&amp;rKey=5019cee5eb810ab5</a></p>	<p>Veuillez visionner <i>The Ethics of Advocacy, Part 2</i>, le plus tôt que possible après la réunion. Send feedback on the session to Lorna at <a href="mailto:lorna.martin@mts.net">lorna.martin@mts.net</a>.</p> <p><b>The Ethics of Advocacy - Part 2</b>  <b>55 mins</b>  <a href="https://ccpa-accp.webex.com/ccpa-accp/lsr.php?AT=pb&amp;SP=EC&amp;rID=3191067&amp;rKey=5019cee5eb810ab5">https://ccpa-accp.webex.com/ccpa-accp/lsr.php?AT=pb&amp;SP=EC&amp;rID=3191067&amp;rKey=5019cee5eb810ab5</a></p>
---	---

## Motion 1

To allocate \$1,000 as an honorarium to Glenn Sheppard to act as the Ethics Amicus for the year 2011.

### Background

For the past several years Glenn Sheppard has acted as an Amicus to the Ethics Committee. Glenn's role is extremely important to the natural justice process as sometimes the Ethics Committee encounters a situation which is unusual and may require expert advice with regard to Ethics and CCPA practice. Glenn has in-depth knowledge and experience of both. He is one of the co-authors of the Ethics Casebook and the current Ethical Complaints Procedure. The amount is an honorarium and it in no way covers the cost of the number of hours that Glenn serves in this capacity. Without an Amicus, CCPA would need to hire an external consultant and seek legal advice with more frequency, both of which would be much more costly than the current pro bono work of Dr. Sheppard. Dr. Sheppard has agreed to remain as the Ethics Amicus at the will of CCPA.

## Motion 2

To ratify the electronic vote to approve the 2011 revision of the Ethical Complaints Procedure.

### Background

The 2011 revisions to the Ethics Complaints Procedure was reviewed and approved electronically with a majority vote by the Board of Directors. Minor wording adjustments suggested by the Board of Directors have been forwarded to the Ethics Committee for their consideration.

### Process for Revision

Last year, the Ethics Committee Amicus (Dr. Glenn Sheppard) undertook a review of the CCPA Ethics Complaint Procedures. CCPA does these kinds of reviews on a periodic basis to ensure that we are staying within the bounds of natural justice and the current thinking on dispute resolution processes.

Glenn met with our legal counsel (Liam O'Brien) several times and then provided an updated Ethics Complaint Procedure to the Ethics Committee. The document presented to the Ethics Committee met the test of legal clarity (due to the counsel and wording of Liam O'Brien), the test of current thinking on counselling/psychotherapy ethics and dispute resolution (due to the advice and wording of the Ethics Amicus), and the test of practicality and readability (due to the feedback from the Ethics Committee). The Ethics Committee has approved the revised and updated CCPA Ethics Complaint Procedures that you see before you.

### Process for Changes in Procedures

1. Approval by Legal Counsel - approved
2. Approval by Ethics Amicus – approved
3. Approval by Ethics Committee – approved
4. Approval by Executive Committee – approved – motion recommended
5. Review by Board of Directors – approved – suggestions provided to the Ethics Committee for consideration
6. Suggestions collated and sent back to the Ethics Committee for consideration – July 9, 2011.
7. Approval by Board of Directors – electronic discussion and majority electronic vote prior to July 21, 2011
8. Pending ratification of Electronic Vote by Board of Directors – scheduled for July 21, 2011

### **Motion 3**

The Executive Committee of CCPA recommends the following motion for the Board's consideration:

That CCPA approve the request for Legislative Support Funds from the BC Chapter of CCPA in the amount of \$1510.38, representing fifty percent (50%) of the expenses incurred by the Chapter in 2011 as a member of the Task Group for Counsellor Regulation in BC.

### **Background**

The statutory process to regulate counselling across the country is time-consuming, expensive and necessary. As this process unfolds across Canada, CCPA has had many requests to participate in the process both politically and financially.

In May 2007, the CCPA Board of Directors agreed that it needed to grapple with the extent to which CCPA should be involved in provincial initiatives. After a fulsome discussion, it was agreed that a National Legislative Support Fund would be developed. This Fund would provide for matching funding from CCPA **based on funds raised directly from the membership** or through fund-raising efforts.

### **Structure of the Fund**

This Legislative Support Fund will provide for **matching** funding from CCPA based on funds raised directly from the membership or through fund-raising efforts such as that of the NCR Chapter or the Private Practitioners Chapter. These funds will be clearly identified in the CCPA accounting system as Legislative Support Funds. The monies collected for this fund will be invested in short-term cashable GIC's to maximize their value if the funds are not required

### **Administration of the Fund**

- The Fund will be administered through the National Office of CCPA.
- All uses of the Legislation Support Fund will be at the direction of the CCPA Board of Directors.
- Application to the fund for use of the monies will be made through the director(s) of each province. Each application will be considered on its individual merit by the Board of Directors as to its applicability for funding.
- The application for the funding should include the following information:
  - Name of Group or Individual requesting the funding, including signatures/names of supportive individuals/associations
  - Evidence of an organized, cohesive group of individuals committed to legislative action that is in the best interests of clients and counsellors and psychotherapists
  - History of activities undertaken prior to application for funding
  - Evidence of an existing plan for lobbying, fundraising, and dissemination of information that aligns with the ethics, mission, and services of CCPA
  - Evidence of research and/or preparation of background information
  - A description of the use of the funds, clearly indicating how the funds will advance the cause of statutory regulation in the province\_or territory
  - Estimate of the funds required
  - Time frame of expenditures
  - Specific names of individuals or organizations to which the money will be transferred
  - Deadline for funding

### **Current Request from British Columbia**

Attached please find the most recent request from the BC Chapter re: costs associated with the Task Force. CCPA has \$5,302.27 in the LSF. The BC Chapter of CCPA is requesting \$1,510.38.

The expenses of the Task Group are shared among member associations based on the number of members in each group. Adjustments have been made to account for members who belong to more than one of the member associations so the cost per CCPA member includes only those who are not accounted for as members of the BC Association of Clinical Counsellors.

The total cost allocated to the BC Chapter by the Task Force for 2010 was \$3,020.76. The BC Chapter does not currently have sufficient funds to cover these expenses, and requests half this amount (\$1,510.38) from CCPA. The BC Chapter has set aside the remaining portion.