

**CCPA Board Meeting
April 18, 2013
Teleconference
13:00-13:50 (EDT)**

Present: Lorna Martin (Chair), Miriam Duff, Erin Crossland, Beth Robinson, Michel Lefebvre, Sara Holland, Marie Cardinal-Picard, George Dunne, Beatrice St. Amand-Doepker, Deborah Wood Salter, Barbara MacCallum (Secretary)

Regrets: Serge Hall, Ron Lehr, Blythe Shepard, Lilli Janzen, Trish McCracken

Welcome

- Lorna welcomed everyone and thanked everyone for attending the meeting.

Agenda

1. Approval of Agenda
2. Acceptance of the February 21, 2013 Minutes
3. Conflict of Interest
4. Information Items
 - Governance
 - International Association for Counselling
 - Transitional Council (Ontario) Update
 - Quebec Survey
 - Supervision Certificate
 - Impact Communications
5. American Counseling Association
6. Accreditation of Agencies
7. Certification Motions
8. Ethics and Certification Chair and Committee Recruitment Results
9. Reminders
10. Next Meeting
11. Adjournment

1. Approval of the Agenda

- The Accreditation of Agencies agenda item had not been translated into French.
- The translation will be provided in these minutes.

Motion: To approve the agenda as amended.

**Moved by Erin Crossland. Seconded by Marie Cardinal-Picard.
CARRIED.**

2. Acceptance of Minutes

Motion: To accept the minutes of the February 21, 2013 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Beth Robinson. Seconded by Miriam Duff.
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 with the exception of Beth Robinson and George Dunne who will not vote on the Ethics Chair motion as they are both on the Ethics Committee.

4. Information Items

Governance

- The revised CCPA by-laws have been posted on the website and members have been informed.
- The by-laws will be brought forward to the AGM for approval.
- The Aboriginal Policy will also be explained at the AGM.

International Association for Counselling (IAC)

- CCPA is partnering with IAC for its 2014 Conference.
- Lorna met with Dione Mifsud (President, IAC) to review protocols and procedures.

Transitional Council (Ontario) Update

- The official consultation period for the most recent draft of the Registration Regulations closed on March 25, 2013.
- On April 5, 2013 the TC held a special 1.5 hour meeting to review the latest draft of the regulations and approve them.
- The regulations have now been sent to the Ontario Ministry of Health and Long-Term Care.
- Current proclamation date is anticipated to be April 1, 2014.

Quebec Survey

- Bill 21 (Psychotherapy Permit) is now receiving applications..
- We have anecdotal information that members have had some difficulties in obtaining the permit but we have no quantitative data.
- A survey was created and sent to Quebec members asking them about their experience to obtain data on the effects of the Psychotherapy Permit application process for our CCCs.
- The data is still being collected.
- Thus far 31 members have responded.

Supervision Certificate

- The first cohort will graduate in May 2013.
- A survey has been created and sent to the cohort to gather information related to their experience in taking the course (separate from the standard evaluations conducted by the university).
- A Registrar will be established at National Office to review CCC-S applications.
- CONFIDENTIAL INFORMATION: CCPA is in negotiations with OCCOQ to offer the course in French.
- Louis Cournoyer (former CCPA board member) is the intended instructor.
- Details will be finalized in April and May of 2013.

- Beth Robinson will be conducting a pre-conference workshop on supervision at the 2013 CCPA Conference which will be held in Halifax.
- Dr. Kim Hollihan will be joining the National Office part-time in September 2013.
- Kim will act as the CCC-S registrar as well as work on other initiatives.

Motion: To welcome Kim Hollihan to her new CCPA position and to the National Office.

**Moved by Erin Crossland. Seconded by Deborah Wood Salter.
CARRIED**

Impact Communications

- As per Board decision to fund a communications project, CCPA engaged Impact Communications to conduct a study of CCPA's communication strategies and tools.
- The recommendations have been received by CCPA.
- Impact will begin actionable items in their report in the coming months. These actions include:
 - Communications on a month by month basis.
 - Monitor news related to mental health, write press releases, and make recommendations on communication activities.
 - One of their first actions will be to conduct a survey of MPs to determine their knowledge of CCPA, counselling and psychotherapy.
- The monthly retainer will be \$2,500. This can be accommodated within the Board-approved budget.
- The relationship can be terminated at any time by either party.

5. American Counseling Association (ACA)

- In 2016, ACA will be holding their annual convention in Montreal.
- In 2006 CCPA partnered with ACA when they held their 2006 convention in Montreal.
- CCPA will not be partnering with ACA in 2016.
- Lorna Martin has written a letter to the ACA President, Brad Erford noting that there may be confusion with regard to the ACA Conference.
- CCPA members may assume that it is a partnership between CCPA and ACA as was the case in 2006.
- Therefore care must be taken in the manner in which the conference is advertised.
- David Kaplan (ACA Senior Director), Richard Yep (ACA Executive Director) and the incoming ACA President were copied on the letter.

6. Accreditation of Agencies

- The CCPA Board has previously received a guide to the pilot project on accreditation of agencies, a business plan for the accreditation of agencies, and has thoroughly discussed the policies related to it.
- As a result of a Board request for an evaluative rubric for agencies seeking accreditation at the November 2012 Board Meeting, Lorna Martin contacted BACP (The British Association of Counselling and Psychotherapy) to determine whether or not BACP had such a rubric.
- As a result of this communication, a Canadian rubric has been created.

- It is developmental in nature, with a view to supporting agencies as they work towards accreditation.
- The confidential draft document has been sent to the Board under separate cover.
- At the December 13, 2012 Board Meeting the project was approved in principle with the following motion.

***Motion:** To approve in principle the accreditation of agencies project.*

***Moved by Blythe Shepard. Seconded by George Dunne.
CARRIED***

- The Executive Committee met on April 12, 2013 and passed a motion to recommend that this pilot program now be officially approved.
- With Board approval, the next step would be for National Office to establish the procedures and resourcing for the pilot program.
- A report will be written after the first year of the pilot to gauge success and determine if the pilot should continue.
- It was suggested that pilot participants be provided with lower fees as an incentive.
- There was also a suggestion that legal counsel be asked to review the project.

Motion: To approve the accreditation of agencies pilot project.

**Moved by Beth Robinson. Seconded by George Dunne.
CARRIED**

7. Certification Motions

- In November 2012 a special Certification meeting was held to discuss potential changes to the CCC policies/procedures.
- The Board has previously approved two of the motions resulting from this meeting.
- The following motions are the remaining recommendations made at that meeting.
- The Executive has reviewed these motions and is recommending their approval.

Qualifying Title: C.C.C. Qualifying (C.C.C.-Q)

Rationale: With the current requirements, applicants who meet all certification requirements but do not have enough required hours of practicum or work experience may still qualify for C.C.C if: (a) they hold a minimum amount of direct practice experience, and (b) they complete a specific number and nature of additional supervision or supervised practice hours. However, while applicants are completing the additional hours, they are ineligible for liability insurance through CCPA. Providing a qualifying title and access to liability insurance indicates that CCPA acknowledges a portion of their training and encourages the applicant to complete the additional training required to meet CCC standards. CCPA's liability insurance provider, Marsh Canada, has agreed to provide such applicants with liability insurance.

Effective Date: The C.C.C-Qualifying title and access to liability insurance will be in effect September 1, 2013

Motion: Effective September 1, 2013, applicants who do not have sufficient hours of client contact or work experience but qualify to complete additional supervision or supervised practice

hours (based on application pathway) to meet certification requirements will be granted a “C.C.C. (Qualifying)” (“C.C.C.-Q”) title for a one-year period beginning on the Registrar’s date of evaluation. Members with this title will be eligible to obtain liability insurance.

**Moved by Miriam Duff. Seconded by Beatrice St. Amand Doepker.
CARRIED**

Couples and Family Counselling: Elective Course Area

Rationale: The elective coursework areas do not have an area in couple and/or family counselling. At this time, a course in couple and/or family counselling is awarded under ‘Group Counselling’. Not only can a distinction be made between the theoretical underpinnings of group counselling versus couples and/or family counselling, but a maximum of two courses can be applied to each coursework area and therefore some applicants with elective coursework in both group and couples/family counselling may struggle to align with the elective areas.

Sources used for the description: University of Guelph, M.A. Marriage and Family Therapy Program website, University of British Columbia CNPS 544 & 545 Family Counselling I & II, and Acadia University EDUC 5233 Counselling Families.

Effective Date: September 1, 2013.

Motion: Effective September 1, 2013, include an elective coursework area in couples and family counselling, with the following sample course description: “The philosophical and historical underpinnings of family therapy, examining core assumptions of various theoretical frameworks in couple and/or family therapy. Attention is given to intervention and professional issues when working with couple and/or family systems in various settings.”

**Moved by George Dunne. Seconded by Michel Lefebvre.
CARRIED**

8. Ethics and Certification Chair and Committee Recruitment Results

- A call was made for volunteers to participate on both the Certification and Ethics Committees.
- The current Certification Chair and Ethics Chair, using processes established with their committees, have completed their recruitment process.
- A new Chair for the Certification Committee and the Complaints Division of the Ethics Committee have been identified and approved by the committees and chairs of Certification and Ethics.
- Cristelle Audet will remain the Chair of the Queries Division of the Ethics Committee

Complaints Division – Ethics Committee Chair - Simon Nuttgens

- 2004: Completed Ph.D. in Counselling Psychology at the University of Alberta, Department of Educational Psychology. Dissertation titled: The Life Stories of Aboriginal Children Raised in Non-Aboriginal Families.
- 1997: Completed M.Ed. in Counselling Psychology at the University of Alberta, Department of Educational Psychology. Thesis titled: A Narrative Study of Bereavement Among Survivors of Suicide.
- Completed B.A.(Honours) in psychology at the University of Victoria.

- Job Titles and Roles: Research Coordinator, Instructor Coordinator, Chair of GCAP Research Ethics Board, Chair of Athabasca University Research Ethics Board.
- Primary Research Interests: ethics, postmodern approaches to counselling, counselling theory, and First Nations mental health. At present, he is placing greatest emphasis upon his interest in ethics. He recently completed a Canadian Institute of Health Research grant proposal that addresses the ethical decision-making process among Canadian Psychologists.

Motion: To appoint Simon Nuttgens as the Chair of the Complaints Division of the Ethics Committee.

**Moved by Erin Crossland. Seconded by Marie Cardinal-Picard.
CARRIED
2 ABSTENTIONS**

Certification Committee Chair- David Smith

- Currently a professor at the University of Ottawa.
- 1998: Ph.D., Counselling Psychology, Department of Educational and Counselling Psychology, McGill University
- 1991: M.Ed., Counselling Psychology, Department of Educational and Counselling Psychology, McGill University.
- 1988: B.A., Department of Psychology, Saint Francis Xavier University
- Research Interests :School climate (Counselling), Counselling (Counselling), Bullying and victimization (Counselling), Bullying prevention program in schools (Counselling)
- President Elect of CCPA 2013 - 2015

Motion: To appoint David Smith as the Chair of the Certification Committee.

**Moved by Beth Robinson. Seconded by Beatrice St. Amand-Deopker.
CARRIED**

9. Reminders

- Lorna Martin thanked the Board members for their hard work and dedication to CCPA.
- She thanked them for their support and wished them well in their future endeavours.

10. Next Meeting

- This is the last meeting of the 2011-2013 Board of Directors.

11. Adjournment

Motion: To adjourn the meeting.

**Moved by Deborah Wood Salter. Seconded by Beth Robinson.
CARRIED**

SUMMARY OF MOTIONS

Motion: To approve the agenda as amended.

**Moved by Erin Crossland. Seconded by Marie Cardinal-Picard.
CARRIED.**

Motion: To accept the minutes of the February 21, 2013 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Beth Robinson. Seconded by Miriam Duff.
CARRIED.**

Motion: To welcome Kim Hollihan to her new CCPA position and to the National Office.

**Moved by Erin Crossland. Seconded by Deborah Wood Salter.
CARRIED**

Motion: To approve the accreditation of agencies pilot project.

**Moved by Beth Robinson. Seconded by George Dunne.
CARRIED**

Motion: Effective September 1, 2013, applicants who do not have sufficient hours of client contact or work experience but qualify to complete additional supervision or supervised practice hours (based on application pathway) to meet certification requirements will be granted a “C.C.C. (Qualifying)” (“C.C.C.-Q”) title for a one-year period beginning on the Registrar’s date of evaluation. Members with this title will be eligible to obtain liability insurance.

**Moved by Miriam Duff. Seconded by Beatrice St. Amand Doepker.
CARRIED**

Motion: Effective September 1, 2013, include an elective coursework area in couples and family counselling, with the following sample course description: “The philosophical and historical underpinnings of family therapy, examining core assumptions of various theoretical frameworks in couple and/or family therapy. Attention is given to intervention and professional issues when working with couple and/or family systems in various settings.”

**Moved by George Dunne. Seconded by Michel Lefebvre.
CARRIED**

Motion: To appoint Simon Nuttgens as the Chair of the Complaints Division of the Ethics Committee.

**Moved by Erin Crossland. Seconded by Marie Cardinal-Picard.
CARRIED
2 ABSTENTIONS**

Motion: To appoint David Smith as the Chair of the Certification Committee.

**Moved by Beth Robinson. Seconded by Beatrice St. Amand-Deopker.
CARRIED**

Motion: To adjourn the meeting.

**Moved by Deborah Wood Salter. Seconded by Beth Robinson.
CARRIED**

Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility