

**CCPA Board Meeting  
September 19, 2013  
Teleconference  
13:00-14:05 ET**

**Present:** Blythe Shepard (Chair), Lorna Martin, Beth Robinson, Miriam Duff, Trish McCracken, Natasha Caverley, Gisèle Lalonde, Kim Landine, Margie Cain, Kiraz Johannsen, Henry Albert Saraga, Serge Hall, Barbara MacCallum (Secretary)

**Regrets:** David Smith, Verdiane Bukumi, Tracy Duffy, Sara Holland

**Welcome**

- Blythe welcomed everyone and thanked everyone for attending the meeting.
- Blythe also expressed her appreciation for all of the work that is being done by the Directors.
- She also noted the recent Statistics Canada report that indicated that Canadians require access to counselling resources that are affordable and timely.

**Agenda**

1. Approval of Agenda
2. Acceptance of the July 18, 2013 Minutes
3. Conflict of Interest
4. Information Items
  - Special Certification Committee
  - Books as Resources
  - Executive Committee
  - CCPA Special Days
  - Directors Reports
  - Committee Reports
  - Travel to the November 2013 Board of Directors Meeting
5. Ratification of By-Law Motions
6. 2016 Conference
7. Committee Updates
8. Director`s Updates
9. Reminders
10. Next Meeting
11. Adjournment

**1. Approval of the Agenda**

**Motion:** To approve the agenda as amended.

**Moved by Miriam Duff. Seconded by Kiraz Johannsen.  
CARRIED.**

## 2. Acceptance of Minutes

**Motion:** To accept the minutes of the July 18, 2013 Board Meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Natasha Caverley. Seconded by Margie Cain.  
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.
- Conflict of interest can be declared during the discussion of an agenda item.

## 4. Information Items

### **Special Certification Committee**

- The Regulatory Colleges that have been established in Quebec, Nova Scotia and Ontario (April 2014), have criteria for licensure that do not distinguish between AUCC-member institutions and those who are not.
- CCPA has maintained its certification standard such that applicants who have received their degree in Canada must have obtained that degree from an AUCC recognized university.
- There is discussion that must occur regarding the differences for certification and licensure.
- A special task force will be appointed in the Fall of 2013 to review this issue and make recommendations.
- A project plan has been developed and is currently being reviewed by the Executive.
- In addition to the AUCC issue, a number of other questions have arisen related to:
  - Vulnerable Sector Check
  - International Applicants
  - Anomalies in CCC paths 4 and 5 related to hours
  - Eligible activities for CECs

### **Books as Resources**

- CCPA receives lists of books that might be interesting for our members.
- However, determining which books are of value and those that are not needs to be done carefully.
- It has been suggested that CCPA should have a clearing house of resources for its members.
- One idea was to establish an ad hoc committee of members to review resources based on their area of expertise.
- The coordination of reviewers would require resources at the National Office.
- Barb MacCallum was asked to develop a plan which indicated what resources would be necessary to provide this service to CCPA members.
- This plan is under development.

### **Executive Committee**

- David Smith will be unavailable with regard to his President Elect role until November 2013.
- David will continue to act as Certification Chair.
- In the interim, Lorna Martin, Past President will act as Chair of the Risk Management Committee.

### **CCPA Special Days**

- CCPA has established a list of special days/events for which we will be sending out press releases.
- The list has been sent to IMPACT Public Affairs and they are managing the process.
- Following is the list.

#### **February**

Eating Disorders Awareness Week

#### **March**

Brain Awareness Week

School Counsellors' Appreciation Week

#### **April**

World Health Day

#### **May**

National Mental Health Week

Schizophrenia Day (Walk the World)

#### **June**

National Aboriginal Day

Canadian Multicultural Day

#### **September**

Fetal Alcohol Syndrome (FAS) Awareness Day

National Suicide Prevention Day

#### **October**

Mental Illness Awareness Week

World Mental Health Day

#### **November**

Bullying Awareness Week

National Addictions Awareness Week

#### **December**

International Day of Disabled Persons

National Day of Remembrance and Action on Violence Against Women in Canada

- After discussion it was agreed that School Counsellors' Appreciation Week would be deleted from the list.
- Currently, there is not a Canadian school counsellors week but this week is celebrated annually in the United States during the first school week of February.
- The School Counsellors Chapter have indicated that they would like to work on establishing a Canadian day.
- The list will remain as is (with the exception of the above note).

- The list will be reviewed each September to determine if any changes should be made.
- It was noted that the press releases have been well received.

#### **Director's Reports**

- Reports are due to [nicole@ccpa-accp.ca](mailto:nicole@ccpa-accp.ca) by October 28, 2013.
- Templates for the report may be found in the Orientation Manual.

#### **Committee Reports**

- Reports are due to [nicole@ccpa-accp.ca](mailto:nicole@ccpa-accp.ca) by October 28, 2013.
- Templates for the reports may be found in the Orientation Manual.

#### **Travel to the November 2013 Board of Directors Meeting**

- Nicole will resend the instructions for booking travel as some Directors did not receive it.

### **5. Ratification of By-Law Motions**

- New by-laws were passed at the CCPA AGM in May 2013.
- Since then some minor modifications have been recommended.
- Legal counsel has determined that the best option would be to conduct an electronic vote regarding these changes.
- The vote regarding the Continuance motion will occur in Victoria at the May 2014 AGM.
- The CCPA Board of Directors was requested to vote on two motions related to the passage of the by-laws and permitting an electronic vote.
- The following motions were passed and must be ratified.

**Motion:** To ratify the motion to accept the changes to the by-laws as attached and approve any final modifications that are required to bring the by-laws into compliance with the current act.

**Moved by Natasha Caverley. Seconded by Kiraz Johannsen.  
CARRIED**

**Motion:** To ratify the motion to authorize an electronic vote to propose the by-law amendments to the membership, said vote to be held no earlier than October 6, 2013.

**Moved by Gisele Lalonde. Seconded by Margie Cain.  
CARRIED**

### **6. 2016 Conference**

- The Memorandum of Understanding (MOU) was sent to ACA (American Counselling Association) two months ago.
- Their response was received shortly before this Board meeting.
- The Executive and National Office compiled a list of questions which will be sent to ACA by September 20, 2013.
- The Board will be kept informed when a tentative agreement has been reached.

## **7. Committee Updates**

### **Awards – Margie Cain**

- The CCPA Indigenous Award has been developed and sent to the Quality Assurance Committee for review.
- The Indigenous Circle was consulted about the award.
- The assessment criteria and rubric have been created.
- Margie Cain thanked Sara Holland for her work on the Awards Committee.
- Promotion and adjudication of awards are the next tasks on the Committee`s list.

### **Northern Initiative**

- Over the summer months the committee has been organizing this year's webinars for this initiative.
- The topics have been confirmed however, the dates are not yet finalized.
- One webinar will not be presented twice as previously planned, due to presenters' availability limitations.
- Exploratory discussions are also being held on transitioning the organization of this group to a group considering forming a Northern Chapter. Mark Kelly from the Yukon and Sheila Levy from Nunavut have agreed to spearhead this discussion.
- Discussions have been held regarding providing a teleconference number to further support the above effort and the safeguards that must be put into place.

### **Governance Committee – Lorna Martin**

- The Governance Committee has created six policies.
- The Risk Management Committee has reviewed the policies.
- The six policies have been forwarded to the Quality Assurance Committee.
- The Committee was also heavily involved in the recent by-law amendments and the subsequent voting procedures.
- Lorna thanked Natasha for her work on this Committee.

### **Risk Management – Lorna Martin**

- Lorna Martin noted that the Risk Management Committee had reviewed the six policies provided to them by the Governance Committee.
- The Committee is also reviewing the feasibility of the development of a secure platform on which documents can be shared.

### **Regulation Committee – Trish McCracken**

- This Committee met for 90 minutes on August 19, 2013.
- The Committee reviewed the list of activities developed in May 2013 and have decided to undertake two major activities.
  - Regular Check-Up with Directors – this would be an email sent to each director to ask them to check the regulatory information on the website as it pertains to their province and indicate if any changes are required.
  - Student Assistance – review how CCPA may help students who are in provinces that are regulated or being regulated.

### **Quality Assurance – Beth Robinson**

- Beth Robinson indicated that the Quality Assurance Committee has received 2 policies and the Indigenous Award for review.

## **8. Directors Updates**

### **Manitoba – Miriam Duff**

- The Manitoba Mental Health Coalition (an entity that is separate from the Manitoba Chapter) has reconvened its meetings this Fall 2013.
- The Manitoba Chapter has grown considerable since its inception last February (now at 63 members).
- The Manitoba Chapter Board meeting was held recently, the Chapter has launched its own FaceBook page and plans are underway for a member survey, professional development activities and social networking activities.
- After a busy summer adjusting to her new job, Miriam plans to be conducting outreach with the universities and with regional members in general this Fall.

### **BC/YK – Natasha Caverley**

- Natasha has continued to work with Barb with regard to CCCs becoming part of the benefits program that is offered to Public Service Agency (PSA) employees.
- CCPA is currently waiting to hear a response to questions posed during a meeting held on July 5, 2013.
- A letter has been created and has been sent to the lead negotiator for the PSA Agreement which will be renegotiated in January 2014.
- A request has been made for a meeting.
- Natasha attended a BC Chapter Meeting via telephone and provided updates to National Office.
- She has also worked with Lorna Martin on the six policies developed by the Governance Committee.
- Natasha has connected with Mark Kelly (a northern counsellor) to determine what the unmet needs are for northern members.
- Natasha has attended Indigenous Circle meetings and provided updates to National Office.
- She has connected with Anne Marshall to offer assistance with the 2014 Conference in Victoria.
- Natasha and Bill Thomas (President, Indigenous Circle) co-wrote a congratulatory letter to Rod McCormick who recently received a prestigious provincial appointment related to Child and Family Services.
- Natasha is preparing her next e-newsletter.
- A letter has been written to the First Nations Health Authority congratulating them and introducing CCPA.

### **SK – Gisèle Lalonde**

- Gisèle is setting up student presentations at the University of Regina and the University of Saskatchewan.
- She is currently looking for student representatives.
- She has communicated with Beatrice St. Amand Doepker (previous SK Director) about the various activities in Saskatchewan and the status of a proposed provincial chapter.
- She is preparing her next members' letter.
- Gisèle also works on the Quality Assurance Committee.

### **ON Anglophone – Trish McCracken**

- The proclamation of the Psychotherapy Act will occur in 2014.
- The current estimate is April 1, 2014.
- Trish is encouraging her 1400 members to complete the Jurisprudence Module now as it is required for registration with the College of Registered Psychotherapists of Ontario (CRPO).
- On September 6, 2014 the Ontario Alliance sponsored a webinar at which Joyce Rowland (Registrar, CRPO) and Alison Henry (Manager, Ontario Ministry of Health and Long-term Care) spoke about grandparenting and other issues related to registration and regulation.
- On September 25, 2013 CCPA is sponsoring a webinar regarding grandparenting.
- Joyce Rowlands will be the presenter.
- Barb MacCallum and Lorna Martin attended the Transitional Council meeting on September 17, 2013.
- Barb will be preparing a summary of the meeting for Trish..

### **QC Francophone – Henri Albert Saraga**

- Henri Albert is establishing contacts with his francophone members.
- He recently sent a letter to his members.
- He noted that 85% of his constituents are from outside Montreal.
- He hopes to increase membership in Montreal.

### **QC Anglophone – Kiraz Johannsen**

- Kiraz sent a message to her constituents introducing herself and has received some very nice feedback.
- The major activity in Quebec surrounds the proclamation of Bill 21 and the efforts of practitioners to obtain a Psychotherapy Permit.
- Henri Albert and Kiraz have been collaborating on a strategy to assist members.
- A questionnaire will be sent out to collect additional information on Quebec members' experiences in obtaining the permit.
- QCA (Quebec Counselling Associations) is actively recruiting students.
- Kiraz has spoken to Concordia and McGill and has obtained two candidates who may become student representatives.
- There are 9 universities in Quebec and only 2 have had presentations.
- Kiraz hopes to communicate with the 7 who have not received a presentation.
- Kiraz has also been working with the Northern Initiative Committee.

### **NB Anglophone - Kim Landine**

- Kim attended a Career Counsellor Chapter meeting last week and became familiar with their blog.
- October is Health Work Place month and November 4-8 is Canada Career Week.
- Promotional material is required for student presentations and she will be requesting this information from National Office.
- Kim is reaching out to new students and hopes to engage first year students.
- She also worked on the Indigenous Award.

### **NB Francophone – Serge Hall**

- Work continues on the private member's bill for counsellor regulation in NB.
- There has been a request that the Federation (AFCONB (Association francophone des conseillères et des conseillers en orientation du Nouveau Brunswick), NBACT (New Brunswick Association of Counselling Therapists) and NBPCA (New Brunswick Professional Counselling Association)) formally amalgamate to ensure a unified voice.
- The goal is to respond to the government queries by late October 2013.

#### **NS – Beth Robinson**

- The Nova Scotia College of Counselling Therapists (NSCCT) held its AGM on September 14, 2013.
- As a result of CCPA press releases there have been two requests for interviews and Beth was recruited to do the interviews.
- In addition, based on a letter sent to the Minister of Health in Nova Scotia, a request for a meeting was received by CCPA.
- The signatories to the letter were Lorna Martin (Past President CCPA), Trent Langdon (President of the School Counsellors Chapter), Margie Cain (Past President of the School Counsellors Chapter.)
- After consultation with the signatories and the CCPA Executive it was decided that Beth and Trent would represent CCPA at the meeting.
- Trent Langdon had to decline for work related reasons and therefore Margie Cain and Beth will be attending the meeting.
- The meeting is now with the Deputy Minister due to the election which will be happening in Nova Scotia in October.
- Many thanks to Beth for her work on these activities.

#### **PEI – Margie Cain**

- As noted, Margie will be attending the meeting with the NS Ministry of Health.
- Lorna Martin and Margie are working on a list of school counselling related resources that will be given to the Deputy Minister.
- Recent media releases have indicated a shortage of psychological resources in PEI.
- There are 10 psychologists in the system and 5 are on leave.
- Student assessments need to be speeded up.
- Wait times are extremely long for these assessments.
- Currently only Psychologists can do these assessments.
- An application for a Student Representative has been received.
- Margie is working with Natasha as a liaison for the Indigenous Circle Chapter.
- Margie has worked on the Awards Committee which developed the Indigenous Award.
- She is also involved in the Northern Initiative Committee.
- Margie will be attending the TRI PD day in September. This includes members of the Social Work, Psychology and Counselling professions who come together on one day to have joint workshops.
- Margie met with Deborah Wood Salter (previous PEI Director) to be briefed on the current activities in PEI.



**9. Reminders**

- The October 2013 Board of Directors meeting will be held on October 15, 2013 at 13:00 ET.
- Directors are asked to book their travel for the November 2013.

**10. Next Meeting**

- The next teleconference will be held on October 15, 2013 at 13:00 ET.

**11. Adjournment**

**Motion:** To adjourn the meeting.

**Moved by Trish McCracken. Seconded by Margie Cain.  
CARRIED**

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President

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Date

## SUMMARY OF MOTIONS

**Motion:** To approve the agenda as amended.

**Moved by Miriam Duff. Seconded by Kiraz Johannsen.  
CARRIED.**

**Motion:** To accept the minutes of the July 18, 2013 Board Meeting as accurately reflecting the discussions and decisions of the Board.

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**Motion:** To adjourn the meeting.

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CARRIED**

### Summary of Action Items

<b>Task Number</b>	<b>Minute Reference</b>	<b>Task</b>	<b>Date</b>	<b>Responsibility</b>
1	4	Create book resources plan.	ASAP	National Office