



**CCPA Board Meeting
March 15, 2017
19:00 - 20:00 p.m. (ET)**

Present: Natasha Caverley (Chair), Blythe Shepard, Tracy Duffy, Kiraz Johannsen, Ricardo Pickering, Joyce Milligan, John Driscoll, Jen Rowett, Michel Turcotte, Nicholas Renaud, Marion Clorey, Andrea Currie, Bill Thomas, Vicki-Anne Rodrigue, Barbara MacCallum (Secretary)

Regrets: Kimberly Young, Kathy Offet-Gartner

Welcome

- Natasha welcomed everyone to the Board meeting.

Agenda

1. Approval of Agenda
2. Acceptance of the January 18, 2017 minutes
3. Conflict of Interest
4. Indigenous By-law changes
5. Legislative Support Fund Applications – NB and BC
6. Ethical Complaints Policy
7. Use of Name Policy
8. Leave Status Policy
9. CCPA Indigenous CEC Initiative Proposal
10. Information Items
 - a. CACEP Rejuvenation Project
 - b. Research Project Update
11. Next Meeting
12. Adjournment

1. Approval of the Agenda

Motion: To approve the agenda as presented.

**Moved by Kiraz Johannsen. Seconded by Joyce Milligan.
CARRIED.**

2. Acceptance of Minutes

Motion: To accept the minutes of the January 18, 2017 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Jen Rowett. Seconded by Bill Thomas.
CARRIED.**

3. Conflict of Interest

- The following conflicts of interest were identified:
 - Andrea Currie with respect to the Indigenous Circle by-law changes.
 - Jen Rowett with respect to the NB Legislative Support Fund Application.



- Bill Thomas with respect to the Indigenous Circle By-laws and the Indigenous CEC proposal.
- Natasha Caverley with respect to the Indigenous CEC proposal and the BC Chapter Legislative Support Fund application.
- A conflict of interest may be declared at any point during the meeting.

4. Indigenous Circle By-Law Changes

- The changes were very well documented.

Motion: To approve the Indigenous Circle by-law changes as presented.

**Moved by Vicki-Anne Rodrigue. Seconded by Joyce Milligan.
CARRIED**

2 ABSTENTIONS

5. Legislative Support Fund Applications

New Brunswick

- The private bill is scheduled to be read in the NB legislature at the end of March 2017.
- It is anticipated that the College will be proclaimed on June 1, 2017.

Motion: That the New Brunswick Legislative Support Fund Application for \$7,000 be approved as presented.

**Moved by Ricardo Pickering. Seconded by Michel Marion Clorey.
CARRIED**

1 ABSTENTION

British Columbia

- This application is similar to the one submitted in 2016.
- It is very important to remain at the FACT-BC table.

Motion: That the British Columbia Legislative Support Fund Application be approved as presented.

**Moved by Michel Turcotte. Seconded by John Driscoll.
CARRIED**

1 ABSTENTION

6. Ethical Complaints Process

- Extensive discussion has occurred with regard to the length of time to keep complaints files.
- Legal counsel was consulted and the recommendation was to keep the files indeterminately.
- One of the issues was that the National Office must be able to complete forms requesting information on whether a member has had an ethics complaint lodged against them even if the complaint resulted in no sanctions.
- This would be impossible if the records were destroyed after a period of time.



Motion: To amend the policy as follows: The substance of the complaints will be communicated to the fewest people necessary to implement the complaint procedures. The complete file will be held by the registrar indeterminately.

**Moved by Michel Turcotte. Seconded by Tracy Duffy.
CARRIED
1 OPPOSED**

7. Use of Name Policy

- National Office staff can have difficulty locating a member when they use a name other than their legal name.
- The cost to modify the database to accommodate multiple names would be in the thousands of dollars.
- It was noted that the new policy may have implications for the LGBTQ community.
- It was agreed that the Governance Committee of the 2017-2019 Board of Directors will investigate this issue and recommend a policy adjustment, if required.

Motion: To adopt the following use of name policy:

- a) Applicants for membership and certification are required to supply their full legal name,
- b) CCPA members who change their legal name must notify CCPA immediately and provide supporting documentation of the change,
- c) Any documents provided by CCPA are printed with the full legal name of the applicant, and
- d) CCPA may require proof of a legal name change if transcripts from another institution do not match the name provided at the time of application to CCPA.

**Moved by Michel Turcotte. Seconded by Andrea Currie.
CARRIED
1 ABSTENTION**

8. Leave Status By-Laws

- Currently, the leave status by-laws allow parental leave for one year.
- The other leave policies allow leave for 2 years.
- Currently, any requests for exceptions to the by-law must go to the President.
- It was also noted that for efficient use of resources, it may be preferable if the National Office could have some authority to deal with requests for an exception to the by-law.
- It was requested that the Governance Committee of the 2017-2019 Board investigate creating an “On Hold status” similar to the one used by CRPO.

Motion: That bylaw 1.1.3.1 be amended to as follows: “A parental leave may be granted in the discretion of the Registrar for a period of not less than six (6) months and not more than two (2) years, providing that the applicant states the dates and duration (not to exceed two years) of the proposed period of parental leave”

**Moved by Nicholas Renaud. Seconded by Bill Thomas.
CARRIED**



1 ABSTENTION

Motion: To add by-law 1.1.4 Discretion of the Registrar

“The Registrar may extend the period of leave for any of the above categories given that appropriate and sufficient documentation is provided by the member.”

**Moved by Kiraz Johannsen. Seconded by Joyce Milligan.
CARRIED**

- The next step is to advance these CCPA bylaw amendments to the CCPA Annual General Meeting in May 2017 for review and decision by the CCPA membership.

9. Indigenous CEC Policy

- This item was deferred to the April 2017 Board meeting due to lack of time for a fulsome discussion.

10. Information Items

- The following information was circulated to the Board via email after the Board Meeting.

CACEP Rejuvenation Initiative

- On February 1, 2017, the CACEP Advisory Committee met via teleconference call. During this meeting, the detailed notes from the November 2016 Committee meeting were reviewed and mini-work teams were formed to revise the CACEP Standards.
- From there, input from the mini-work teams were then synthesized for subsequent review and discussion on March 13, 2017.
- On March 13, 2017, the CACEP Advisory Committee met via teleconference call. The Committee commenced the review of the proposed revisions on each of the individual CACEP Standards.
- The next CACEP Advisory Committee meeting will be held in May 2017.
- Bill Borgen and Sharon Robertson (CACEP Co-Chairs) are currently preparing to co-facilitate the CACEP Site Visitor Pre-Conference Workshop in May 2017 (at the CCPA Conference in St. John's). Applications to participate in the pre-conference session were reviewed and selections were then made by Bill and Sharon for this specialized training workshop.
- *Editorial comment: I am very impressed with the quality of work that is being accomplished by the Committee in terms of reviewing cross-jurisdictional literature on counsellor education accreditation in relation to emerging trends in counselling and psychotherapy in Canada.*

Research Task Group Project Update

- John, Vicki-Anne, Kathy and I are the members of the Research Task Group Project Subcommittee.
- We finalized the peer reviewer invitation letter template and peer reviewer questions.
- From there, Barbara coordinated the distribution of the letters of invitation in confidence along with a non-disclosure agreement to select peer reviewers.



- Once the non-disclosure agreements were returned and signed by the respective peer reviewers, the Position Paper and the peer reviewer questions were forwarded to the peer reviewers.
- Peer reviewers have been requested to return their feedback in confidence to Barbara by March 31, 2017.
- *Editorial comment: Many thanks to the Sub-Committee for their prompt, professional and collaborative approach in the preparation of the letter template and peer reviewer questions. Thank you to the Executive Committee for their prompt and insightful final review. Thank you to Barbara for coordinating the confidential circulation of the draft Research Task Group Position Paper.*

11. Next Meeting

- The next meeting will be held by teleconference on April 19, 2017 at 13:00 ET.

12. Adjournment

Motion: To adjourn the meeting.

**Moved by Kiraz Johannsen. Seconded by Michel Turcotte.
CARRIED.**

President

Date



Summary of Motions

Motion: To approve the agenda as presented.

**Moved by Kiraz Johannsen. Seconded by Joyce Milligan.
CARRIED.**

Motion: To accept the minutes of the January 18, 2017 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Jen Rowett. Seconded by Bill Thomas.
CARRIED.**

Motion: To approve the Indigenous Circle by-law changes as presented.

**Moved by Vicki-Anne Rodrigue. Seconded by Joyce Milligan.
CARRIED
2 ABSTENTIONS**

Motion: That the New Brunswick Legislative Support Fund Application for \$7,000 be approved as presented.

**Moved by Ricardo Pickering. Seconded by Michel Marion Clorey.
CARRIED
1 ABSTENTION**

Motion: That the British Columbia Legislative Support Fund Application be approved as presented.

**Moved by Michel Turcotte. Seconded by John Driscoll.
CARRIED
1 ABSTENTION**

Motion: To amend the policy as follows: The substance of the complaints will be communicated to the fewest people necessary to implement the complaint procedures. The complete file will be held by the registrar indeterminately.

**Moved by Michel Turcotte. Seconded by Tracy Duffy.
CARRIED
1 OPPOSED**

Motion: To adopt the following use of name policy:

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**Moved by Michel Turcotte. Seconded by Andrea Currie.
CARRIED
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**Moved by Nicholas Renaud. Seconded by Bill Thomas.
CARRIED
1 ABSTENTION**

Motion: to add by-law 1.1.4 Discretion of the Registrar
“The Registrar may extend the period of leave for any of the above categories given that appropriate and sufficient documentation is provided by the member.”

**Moved by Kiraz Johannsen. Seconded by Joyce Milligan.
CARRIED**

Motion: To adjourn the meeting.

**Moved by Kiraz Johannsen. Seconded by Michel Turcotte.
CARRIED.**



Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility
1	7	Investigate the use of name policy implications for the LGBTQ community.	ASAP	Governance Committee of the 2017-2019 Board of Directors
2	8	Investigate the possibility of a “on hold” designation for members on leave.	ASAP	Governance Committee of the 2017-2019 Board of Directors