

**CCPA Board Meeting
November 18-19, 2017
Sheraton Hotel
8:30-17:00 (ET)**

Present: John Driscoll (Chair), Bill Thomas, Michel Turcotte, Kathy Offet-Gartner, Madeleine Lelievre, Marion Clorey, Jen Rowett, Andrea Currie, Natasha Caverley, Meredith Henry, Vicki-Anne Rodrigue Joyce Milligan, Leah Lewis, Jacqui Synard Carrie Foster, Serge Hall, Barbara MacCallum (Secretary),

Regrets: Kimberly Young,

Guests: Kim Hollihan, Karina Albert

Welcome

- John Driscoll welcomed everyone to the Board meeting and thanked them for attending the meeting

Agenda

1. Indigenous Acknowledgement
2. Approval of Agenda
3. Acceptance of the September 21, 2017 Minutes
4. Conflict of Interest
5. Discussion of National Themes
6. Conference Update
7. Information Items
 - CACEP
 - Leadership Forum
 - Mentorship Program
 - President's Award
 - Research Conference Update
8. Project Updates
 - Third Party Billing
 - Regulation
 - Supervision
 - Diploma Mills
9. Media and Government Relations Training
10. Student Rep Program
11. Risk Management Report
12. TRC Recommendations and Discussion
13. Budget Overview
14. Research Paper
15. Committee Reports and Motions
16. Other Discussions
17. Next Meeting
18. Adjournment

1. Indigenous Acknowledgement

- Bill Thomas, the CCPA Indigenous Director acknowledged that the meeting was being held on the unceded land of the Algonquin.

2. Approval of the Agenda

Motion: To approve the agenda as presented.

Moved by Bill Thomas. Seconded by Joyce Milligan.

CARRIED

3. Acceptance of Minutes

Motion: To accept the minutes of the October 19, 2017 meeting as accurately reflecting the discussions and decisions of the Board.

Moved by Serge Hall. Seconded by Leah Lewis.

CARRIED

4. Conflict of Interest

- Andrea Currie noted a conflict of interest with regard to the discussion on the Research Paper. Andrea requested that the Board reconsider her access to the written material.
- A declaration of conflict may be made at any time during the meeting.

5. Discussion of National Themes

- The discussion centered around regulation.
- **Indigenous**
 - The suggestion was made that it might be possible to form a national Indigenous regulatory body through Health Canada.
 - National Office will investigate this.
- **British Columbia**
 - The election in May 2017 resulted in a minority government collaboration between the Green and NDP parties.
 - Natasha Caverley has both a Green Party MLA and MP.
 - With the permission of FACT BC, Natasha has reached out to her MLA to request that he advocate for the College of Counselling Therapists of BC.
 - Material was supplied to the MLA and it is understood that the material has been delivered to the Minister of Health.
- **Alberta**
 - Alberta is progressing quickly.
 - Nicole Imgrund, Chair of FACT-Alberta has been doing an outstanding job of responding to government requests and managing the FACT-Alberta Steering Committee.
 - Alberta currently has an NDP government.
 - The window of opportunity may be short and FACT-Alberta is trying to capitalize on this government's will to see the profession regulated.
- **Quebec**
 - There is work being done to rebalance the inconsistencies in Law 21.
 - This work will be ongoing until June 2018.

- CCPA may want to consider sending a letter to the Minister of Health to support changes to the Law.
- **New Brunswick**
 - The College held an Ethics course in late October.
 - 120 members attended.
 - The sessions were held in English and French and were a great success.
 - College is up and running.
 - There are issues with obtaining vulnerable record checks in Moncton.
 - Legal action has been initiated to resolve this situation.
 - Currently looking for a new Registrar.
- **Prince Edward Island**
 - PEI is currently waiting for its turn in the regulation queue and to obtain more information on the setting up of the College.
- **Nova Scotia**
 - The College has a committee that is working on expanding third party billing.
 - They have been quite successful.
 - They need more volunteers to assist them.
 - There was a request to determine if there was a way to streamline application activities for members who belong to CCPA and NSCCT.
 - At this time it would require the College to request this.
 - CCPA cannot take the lead on this.
 - The advantages to belonging to an Association in addition to a College need to be clearly articulated.
- **Manitoba**
 - The application is in draft format.
 - FACT- Manitoba has distributed sections of the application to various Steering Committee members for completion.
 - Barb MacCallum is assisting when requested to do so.
- **Newfoundland and Labrador**
 - In May 2017, there was a meeting with the Minister of Health.
 - He seemed very positive about Counsellor Regulation.
 - In September 2017, FACT-NL met and distributed tasks to complete the application.
 - The sub-committee on competencies has reviewed the BC Competencies and will be making a decision on whether to recommend BC or ON competencies.
 - The issue is that ON has research as a separate section, and BC has research competencies embedded.
 - FACT-NL is currently seeking letters of non-opposition.
- **Ontario**
 - Has been regulated since April 1, 2015.
 - The bulletins issued by CRPO are of great assistance to keep everyone fully informed about activities in Ontario.
 - There is support required post-regulation.
 - It is important to emphasize to members the value of an Association once regulation occurs.

- There are often questions related to currency hours, Q status, supervision, and insurance.
 - The Association can assist in obtaining answers to these questions in a timely manner.
 - It was noted that the College is being very transparent with regard to complaints.
 - The changes to the sexual abuse fund policy are great and the College is to be applauded for same.
- **Other Items**
 - The Counsellor Educators should be cultivated to ensure that CCPA is represented in each institution.
 - Student socials held by NCR are very popular.
 - Perhaps presentations related to career paths in counselling would be popular with students.
 - Meredith Henry is meeting with National Office staff at the end of the day today to discuss this.

6. Conferences

- Karina Albert provided an update on the 2018 conference in Winnipeg.
- Keynotes are: Don Burnstick, Tayyab Rashid, Anne Bisson, Michael Hart.
- Registration is 38 which is normal for this time of year.
- The conference in 2019 will be in Moncton and 2020 will be in Edmonton.
- Conference 2021 must be decided by the Board.

Motion: To hold the 2021 Conference in Charlottetown, PEI.

**Moved by Marion Clorey. Seconded by Joyce Milligan.
CARRIED**

7. Information Items

CACEP

- Bill Borgen and Sharon Robertson have held one of the planned two conference calls with site visitors. The next one is scheduled for November 18, 2017.
- This will conclude the final component of their CACEP site visitor training.
- A CACEP Council vacancy has been advertised to membership, specifically the Counsellor Educators Chapter.
- The deadline was extended to the end of November 2017.
- Applications are being sent to Bill Borgen.
- Natasha Caverley and Barb MacCallum prepared a draft stakeholder consultation “action plan” which was reviewed and discussed by the CACEP Advisory Committee on November 14, 2017.
- This process is intended to serve as a “peer review” of the revised CACEP Standards.
- The proposed plan will be revised by Natasha and Barb and presented to the CACEP Committee on December 4, 2017.
- It is anticipated that the revised process will be carried out in January – March 2018.
- An outside contractor will be hired to synthesize the feedback.

- There will be a presentation of the revised draft standards at the May 2018 conference.
- The standards will then come to the Board for review after May 2018.

Leadership Forum

- The Leadership Forum occurred on November 15 and 16, 2017.
- 16 candidates from across Canada attended.
- The candidates were diverse in terms of location of practice, type of practice, cultural background and current leadership activities.
- The two days of activities were very successful.
- The action plans developed by each candidate indicate that CCPA will have a high level of participation from this group.
- Perhaps we should include a panel at the conference to speak about the Leadership Forum and invite forum participants to present.

Mentorship

- Kim Hollihan reported on her research related to developing this program.
- From a legal and insurance perspective, there are no barriers with the exception that CCPA would have to ensure that they were not involved in the matching process and that waivers were signed by all participants.
- A discussion was held regarding a mentorship training program. Kim will investigate any limitations on this.
- The line between supervision and mentorship would have to be clearly delineated.
- It was noted that at other associations a mentorship coordinator was hired to ensure that the program had momentum.
- However, this coordinator would be involved in the areas that our insurance and legal advisors indicated we should not become involved in.
- Is it worth launching this program if all that CCPA is doing is acting as an information exchange entity as opposed to actively supporting the development of the mentor and mentee relationship?
- Perhaps renaming the activity as “Professional Development Support” might make the idea more palatable.
 - The program will be directed at new graduates.
 - Many new graduates work in isolation and they may value someone to contact who is not a supervisor.
 - CCPA could provide a place they could turn to for help.
 - Conducting a monthly webinar for new members might be of value.
- Directors then discussed how they can support new members.
 - Hold a meeting at the 2018 conference directly related to new members and how CCPA can support them.
 - Director’s member lists will highlight new members.
 - Directors could send a welcome letter from their email address (it is more likely to be read).
 - Karina Albert collected signatures so that the letters can be personalized.
 - Letters will be sent to the Directors in Word format so that they can be customized.
 - New Professionals Chapter has been advertised.

President's Award

- John Driscoll will be inviting Chief Sheila North Wilson to accept this award.

Research Conference Update

- Michel Turcotte provided an overview of the conference which will be held in Sherbrooke, Quebec on March 25, 2018.
- Any questions can be directed to Michel.
- St. Boniface College in Manitoba should be informed directly as they may wish to send students.

8. Project Updates

Third Party Billing

- Kim Hollihan provided an update on the project.
 - Fall 2017
 - Contact lists for all target audiences are being developed.
 - Support materials (infographic) is in draft format.
 - Establishing a list of successes to date.
 - Pilot provinces have been approached.
 - Manitoba Director is in the process of approving a survey which will be sent out at the end of November 2017.
 - Discussions are ongoing with New Brunswick.
 - January 2018 onwards
 - Outreach (email, phone, in-person).
 - Request and hopefully attend meetings.
 - Add to list of successes.
 - Keep members informed of the progress being made.

Supervision

- John Driscoll convened a committee in Ottawa to discuss a strategic plan for CCPA's supervision initiatives.
- The group brainstormed ideas for a day and agreed to continue as a committee to develop a long-term plan.
- Blythe Shepard and Beth Robinson are co-chairing the committee.
- Other members are Michel Turcotte, Jen Rowett, John Driscoll, Lorna Martin, Roberta Neault, Kim Hollihan (ex-officio) and Barb MacCallum (ex-officio).
- Blythe and Beth are developing a plan to be shared with the Committee.

Diploma Mills

- Barb MacCallum noted the recent publicity surround diploma mills and the "fake" degrees that people can purchase.
- CCPA has procedures in place to screen for this possibility.
- CCPA is also consulting with legal counsel to determine possible action steps that can be taken given that the diploma mill allegations have not yet been proven.

9. Media and Government Relations

- Huw Williams (President of Impact) and Cynthia Waldmeier (Senior Communications and Public Affairs Manager, Impact) provided an advanced workshop on interview skills.

10. Student Rep Program

- Mandy Ricard and Karen Lamarche from the CCPA National Office provided an overview and update of the Student Rep Program.
- Discussion items:
 - Students could be asked to be adjudicators for the Awards Committee.
 - There could be a distinct position in each institution for an Indigenous Student Rep.
 - Regional Directors should try to connect with their Student Reps and perhaps do a joint presentation.
 - Student socials provide good networking opportunities and are very popular.
 - Recognition at the National Conference could be provided. Have the reps in attendance come up on stage and receive some kind of token (e.g. Student Rep Pin).
 - A webinar for Counsellor Educators and Post-Secondary Counsellors Chapter to provide information on the Student Rep program and increase their involvement.

11. Risk Management Report

- Jen Rowett provided an overview of changes to the Risk Management Report.
- Directors were invited to ask questions.
- The Indigenous CEC Program was added as there may be an issue if not enough panel members are recruited.
- Natasha Caverley provided an update on next steps for the Indigenous CEC Panel.
 - On December 11, 2017 applicants have been asked to attend a conference call where they will be provided with an overview of CCPA and where the Indigenous CEC committee fits within the structure.
 - In early 2018, another call will be held where mock CECs will be reviewed and evaluated.
 - Once sufficient training has occurred, the program will be announced to CCPA members.

12. TRC Recommendations and Discussion

- Bill Thomas and Andrea Currie presented key TRC recommendations.
- The Board then divided into groups to discuss actions that could be taken.
- Following are the results of the brainstorming activity that occurred.
- Individually
 - Be open-minded and seize the opportunity to learn.
 - Visit local cultural centres e.g. Wabano Centre in Ottawa, Museum of Human Rights in Winnipeg.
 - Read, listen, and conduct research.
 - Have a conversation with an Indigenous person. A website of interest is www.circlesforreconciliation.ca

- Insert oneself into conversations with uninformed people.
- Learn enough to correct (factually) stereotypes.
- Bring what you learn to your professional life and incorporate it.
- Seek more experiential opportunities – need more to really feel and understand.
- Listen and ask questions rather than assume and make statements.
- Build relationships.
- Question and do not make assumptions.
- Advocate to others regarding experiencing opportunities.
- Empower, engage, enhance.
- As a Regional Director
 - Collaborate with Regional or Provincial Chapters and host a workshop.
 - Point out webinar on cultural safety.
 - Reach out to local organizations and establish partnership for CECs.
 - Maintain interest and keep apprised of CCPA-led initiatives re: indigenous practices/advocacy efforts; volunteering or entering in a mentorship agreement.
 - Reach out to Elders and learn about the land treaties.
 - Be cognizant of language use (“savages”), cognizant of history, cognizant of mental health, addictions -> global picture.
 - Collaborate with local or national artists to host an event (sharing circle; Tomson Highway – Kiss of the Fur Queen; Gord Downie (Wojick) Secret Path (book); art therapy).
 - Get involved or interested in Indigenous practices, language (smudging ceremony).
 - Outreach to residential schools survivors and share testimonies = post-traumatic growth; meaning making (narrative therapy).
 - Share YouTube video via CCPA (re: Gord Downie “Secret Path”)
- As the CCPA Board of Directors
 - Connect with media:
 - Highlight national/regional/local events.
 - Tweet awareness to continue to grow awareness development and inclusion.
 - Send out invitations to local Chiefs/community members to educate about treaties and relevant information.
 - Continue to educate/share with Chapters about what we are learning and committing to as a National Board.
 - Given that our Conference is in Winnipeg in May 2018 – include a follow-up presentation on TRC Calls with the Regional Indigenous groups at the Museum.
 - Begin to deconstruct how the Indigenous inclusion of CECs; practices; how CCC will “look”.
 - Include cultural discussions over traditional meals with local and regional Indigenous leaders.

- Emergency response teams -> example Critical Incident Debriefing/Response training as a Board initiative (pilot project) as a way to implement TRC initiatives and Counselling/Mental Health provision (example: Aboriginal Firefighters of Canada Association).
- Articles in Cognica.
- Send invitations to Indigenous groups/leaders to present to us at conferences and at Board meetings about their regional/local needs are.
- Hold Blanket Ceremony at next Board meeting and at Conference.
- Hold Blanket Ceremony as part of New Board orientation.
- Connection of CCPA with the National Association of Aboriginal Friendship Centres
- Partnerships and Advocacy
 - Cultural competency training held with National Office staff.
 - Expand this to the Board (experiential training in addition to our foundational webinar training).
 - As new Board members come on, view webinar.
 - Read UNDRIP.
 - Indigenous CEC program:
 - More outreach.
 - Reaching out to build capacity of review panel to > Indigenous + diverse people (Francophone, etc.).
 - Reintroduce the themed conference:
 - Forefront of people's mind.
 - TRC Calls for Actions theme/Reconciliation theme.
 - Symposium -> special event -> panel.
 - Keynote Speaker.
 - Internally bring focus to Indigenous Circle event such as drumming circle.
 - CACEP
 - Informing the competencies + Counsellor Educators Chapter.
 - Helping form bridges between.
 - Outreach efforts to Indigenous Centres/Aboriginal officers:
 - De-colonizing curriculum.
 - Indigenous curriculum.
 - Treaty education/jurisdictional acknowledgments.
 - Develop multi-year action plan:
 - Specific goals:
 - Measurable
 - Attainable
 - Sustainable
- Other items contributed during the discussion:
 - Have a standing session at the conference related to the TRC.
 - Indigenous Circle could host a workshop and invite a local activist.

- Research related to unceded lands and ownership of territories should be conducted well in advance of the conference to ensure that the appropriate acknowledgement is made.
- Consider adding a TRC section to the Director's reports and Chapter reports.
- It should be noted that CCPA has the current protocols in place:
 - Indigenous welcome at the beginning of the conference.
 - Indigenous closing as the end of the conference.
 - Indigenous meeting place available during the conference.
 - One keynote is designated for an Indigenous speaker
 - Drumming circle.
 - Sharing circle.
- A sub-committee will be formed to develop a short-term, mid-term and long-term action plan.
- This plan will be presented to the Executive and then the Board.
- The committee will consist of Andrea Currie, Madeleine Lelievre, Bill Thomas and Leah Lewis. There may be one other person added to the Committee.
- Thanks to Bill Thomas and Andrea Currie for their presentation.

Motion: To form an ad hoc sub-committee to develop an action plan based on the brainstorming activity conducted. Said plan would be submitted to the Executive Committee and the Board for review and approval.

**Moved by Natasha Caverley. Seconded by Leah Lewis.
CARRIED**

13. Budget Overview

- Barb MacCallum provided an overview of the budget and the key dates.
- Directors will receive the budget prior to December 15, 2017.
- Directors are encouraged to ask questions via email prior to January 11, 2018.
- Budget will be discussed at the January 2018 Board of Directors meeting.

14. Research Paper – In Camera – Rise and Report

Motion: The Board of Directors requests that the current Research Task Group Sub-committee conduct a detailed review and prioritization of the recommendations to inform internal decision-making by the CCPA Board on current and emerging Association programs and services. This review of the recommendations will be sent to the Executive Committee and the Board for further review. In addition, the Executive Committee and Board of Directors will determine if the option of a panel at a National Conference related to the subject matter of the report would be appropriate.

**Moved by Leah Lewis. Seconded by Carrie Foster.
CARRIED**

3 ABSTENTIONS

Motion: No further distribution of the Peer Reviewer comments shall be made.

**Moved by Meredith Henry. Seconded by Carrie Foster.
CARRIED**

**3 ABSTENTIONS
1 AGAINST**

15. Committee Reports and Motions

Awards Committee

- The Committee is still looking for new members.
- The Committee also needs 4 more Chairs for the adjudication panels.
- It is a challenge to have members step forward.
- The Committee feels that the adjudication of the thesis awards should be seconded to the Counsellor Educator Chapter on a formal basis.
- Award recipients will be encouraged to volunteer to be on adjudication panels the next year.

Governance

- Indigenous Acknowledgement Protocol was approved by the Governance, QA Committees and Executive Committees.
- The protocol will be presented to the Board at the next Board teleconference.
- By-election process for Ontario is complete and the new Ontario Anglophone Director is present at the Board meeting.
- The National Indigenous Director position has been posted and will close on December 15, 2017.
- The committee will be looking at the following issues at future meetings:
 - Maternity leave policy for National Office staff.
 - Inactive/on hold designation.
 - Membership leaves – looking at rewording and adding a category.
 - Use of Name – to ensure that policies and procedures are inclusive and are sensitive to cultural as well as business requirements.

Global Partnerships

- Have been reaching out to international organizations.
- There is a need to review the terms of reference for the Committee.
- Current areas of focus being considered:
 - Advocacy for Indigenous Mental Health
 - Advocacy for Youth Mental Health
 - Advocacy for LGBTQQI2/Gender (Adult and Youth) Mental Health

Quality Assurance

- Have completed their review of the Indigenous Acknowledgement Protocol.
- Are awaiting further procedures based on the work of the Governance Committee.

CCPA Ethics Committee

- Committee is very busy and it is a rich learning experience.

16. Other Discussions

- Membership services

- Jacqui Synard indicated an interest in exploring the value we add for our members, particularly in regulated jurisdictions.
- - She invited any Directors with a similar interest to contact her.
- Volunteerism
 - Kathy Offet-Gartner noted that volunteerism is waning.
 - A pitch to join an adjudication group was given to the Leadership Forum Participants.
- Certification
 - Leah Lewis noted that there are issues related to certification in her region.
 - Barb MacCallum requested that she send these to her in an email as the Certification Committee will be meeting on November 20, 2017.
- White Board
 - Investigate costs to develop a white board for CCPA.

17. Next Meeting

- The next Board meeting will be held via teleconference on December 21, 2017.

18. Adjournment

Motion: To adjourn the meeting.

Moved by Bill Thomas. Seconded by Vicki-Anne Rodrigue.

CARRIED

President

Date

SUMMARY OF MOTIONS

Motion: To approve the agenda as presented.

**Moved by Bill Thomas. Seconded by Joyce Milligan.
CARRIED**

Motion: To accept the minutes of the October 19, 2017 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Serge Hall. Seconded by Leah Lewis.
CARRIED**

Motion: To hold the 2021 Conference in Charlottetown, PEI.

**Moved by Marion Clorey. Seconded by Joyce Milligan.
CARRIED**

Motion: To form an ad hoc sub-committee to develop an action plan based on the brainstorming activity conducted. Said plan would be submitted to the Executive Committee and the Board for review and approval.

**Moved by Natasha Caverley. Seconded by Leah Lewis.
CARRIED**

Motion: The Board of Directors requests that the current Research Task Group Sub-committee conduct a detailed review and prioritization of the recommendations to inform internal decision-making by the CCPA Board on current and emerging Association programs and services. This review of the recommendations will be sent to the Executive Committee and the Board for further review. In addition, the Executive Committee and Board of Directors will determine if the option of a panel at a National Conference related to the subject matter of the report would be appropriate.

**Moved by Leah Lewis. Seconded by Carrie Foster.
CARRIED
3 ABSTENTIONS**

Motion: No further distribution of the Peer Reviewer comments shall be made.

**Moved by Meredith Henry. Seconded by Carrie Foster.
CARRIED
3 ABSTENTIONS
1 AGAINST**

Motion: To adjourn the meeting.

**Moved by Bill Thomas. Seconded by Vicki-Anne Rodrigue.
CARRIED**

Summary of Action Items

| Task Number | Minute Reference | Task | Date | Responsibility |
|--------------------|-------------------------|---|---------------------|---|
| 1 | 5 | Investigate the feasibility of a National Indigenous Regulatory Body | ASAP | Kim Hollihan |
| 2 | 5 | Consider sending a letter to the Minister of Health in Quebec regarding Bill 21 | ASAP | Carrie Foster, Michel Turcotte, National Office |
| 3 | 7 | Investigate feasibility of a Leadership Panel at CCPA Conferences | March 2018 | National Office |
| 4 | 7 | Investigate possible limitations on mentorship training. | ASAP | Kim Hollihan |
| 5 | 7 | Develop letter for Directors to go to new members | ASAP | Karina Albert |
| 6 | 7 | Hold session for new members at National Conference | For 2019 conference | Karina Albert |
| 7 | 7 | Hold monthly webinars for new members | February 2018 | National Office |
| 8 | 10 | Investigate recognition of students at National Conference. Consider a student rep pin. | ASAP | Karina Albert |
| 9 | 10 | Hold a webinar on the Student Rep program for the CE Chapter and PS Chapter | February 2018 | National Office |
| 10 | 15 | Consider CE Chapter adjudicating the thesis awards | February 2018 | Kim Hollihan |
| 11 | 12 | Initiate the first meeting of the TRC Sub-Committee | ASAP | Andrea Currie/Bill Thomas |