

**CCPA Board Meeting
November 16 – 18, 2018
Sheraton Ottawa**

Present: John Driscoll (Chair), Madeleine Lelievre, Kathy Offet-Gartner, Jamie Warren, Michel Turcotte, Marion Clorey, Serge Hall, Jen Rowett, Nicola Sherwin-Roller, Andrea Currie, Natasha Caverley, Jacqui Synard, Leah Lewis, Carrie Foster, Meredith Henry, Barbara MacCallum, Kim Hollihan

Agenda:

1. Blanket Exercise
2. Indigenous Acknowledgement
3. Welcome
4. Approval of the Agenda
5. Approval of Minutes
6. Conflict of Interest
7. Directors Discussion
8. Amended Indigenous Acknowledgement Protocol
9. Conference Update
10. CACEP/TWU
11. Guidelines on the Uses of Technology in Counselling and Psychotherapy
12. GTA Professional Development Event – Regional Development Fund Application
13. Budget Process
14. Information Items
15. Naming of CCPA National Office Boardroom
16. Mentorship Program – Regional Development Fund Application
17. Student Rep Program
18. Risk Management
19. CACEP Rejuvenation Process
20. Sharing Circle
21. Committee Meetings and Reports
22. Summary and Feedback
23. Adjournment

1. Blanket Exercise

- Several Board members participated in the blanket exercise, facilitated by Kairos.

2. Indigenous Acknowledgement

- Jamie Warren opened the Board meeting with an Indigenous acknowledgement.

3. Welcome

- John Driscoll welcomed everyone to the meeting.
- John made special mention of the latest edition of Cognica which has a new look that is both appealing and professional.
- He thanked Gen Labbé and Andreea Andrei, National Office staff, for their work on the new design.
- John acknowledged the Cognica article on the launch of the Indigenous CEC Initiative.

- John encouraged Board members who are eligible to renew for a second term to do so and those who are not eligible to invite their membership to apply, and for all Board members to consider the President Elect position.
- John welcomed Nicola Sherwin-Roller and Lori Rudniski to their first in-person Board meeting.

4. Approval of the Agenda

Motion: To approve the agenda as amended.

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

- Board initiatives at the conference (under conference update)
- Webinars for hearing impaired people

5. Approval of Minutes

Motion: To approve the minutes of the October 18, 2018 Board meeting.

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

6. Conflict of Interest

- Conflict declared by Jacqui Synard for the GTA Professional Development Event RDF application.

7. Directors Discussion

Carrie Foster: QC Situation

- Provincial groups are working more closely together.
- None of the master's programs (Social Work, Marriage and Family Therapy, Counselling Psychology) in QC lead to a psychotherapy permit.
- Individuals must belong to an Ordre to access the psychotherapy permit.
- Applicants may meet all the OPQ requirements for the psychotherapy permit but are not eligible to join an Ordre
- Many applicants need to do additional courses.
- There are mobility issues as well.
- The Office of Professions oversees all regulated professions and currently there is a ceiling on the number of Ordres.
- There are 9 occupations through which an individual can access the psychotherapy permit.
- No other province is following this model.
- Suggestion that universities should revamp their programs to ensure graduates meet the psychotherapy permit requirements.
- Discussion ensued on how to reach out to universities to advocate for the required changes (Counsellors Educators and Supervisors Chapter, students, social media, Canadian Free Trade Agreement reps, Ombudsman).
- Advocacy needs to be at a provincial level.
- A Regional Development Fund proposal may be an option.
- Changes to university programs take time.

- Commitment expressed to continue the conversation.

Jacqui Synard – ON Situation

- There are challenging issues in ON. – major threat in December 2019.
- Thanks to Barb MacCallum and Kim Hollihan for their efforts in this area.
- College of Psychologists of Ontario (CPO) requires members to engage in legitimate supervision ie not for sole purpose of third party billing.
- As of December 31st 2019, CPO members cannot supervise the controlled act of psychotherapy outside of their profession.
- This will impact some ON members who use supervision from a psychologist as a way of enabling their clients to use their employee health plan.
- ON member survey summary is included in the Board binder under Director's Report.
- Approximately 25% of members responded.
- Suggested actions re: third party billing:
 - Hire a dedicated person, possibly Toronto-based, to advocate for third party billing.
 - Members and their clients want to advocate for coverage. Provide members with resources to advocate themselves.
 - Advocate with CPO and CRPO regarding the controlled act of psychotherapy, specifically supervision.
- Need to understand and celebrate what makes the counselling/psychotherapy profession different from other mental health professions.

Action:

- National Office will look into the cost of a dedicated resource for ON advocacy on third-party billing.

8. Amended Indigenous Acknowledgement Protocol

- The Indigenous Acknowledgement Protocol was amended to extend the protocol to cover the CCPA AGM.
- The amendment was reviewed and approved by the Governance Committee and the Quality Assurance Committee.
- Discussion ensued on how CCPA is growing with respect to reconciliation and recognition
- There is no reconciliation without decolonization.
- There is a need to dismantle colonial mindsets in structural ways.
- Recommendation that the phrase “this is also a contribution to decolonization” be added to the protocol.
- How do we understand the concepts/terms related to healing of our country (e.g. indigenization, decolonization)? This question was referred to the Truth and Reconciliation Committee for consideration.
- In preparing acknowledgements, ensure there is both historical and contemporary context. The latter recognizes Indigenous peoples still living/working in the territory.

Motion: To approve the revised Indigenous Acknowledgement Protocol in principle and forward to the Truth and Reconciliation Committee for review.

**Moved by Meredith Henry. Seconded by Kathy Offet-Gartner.
CARRIED.**

Action:

- Bring the revised Indigenous Acknowledgment Protocol to the Truth and Reconciliation Committee for review via the ball toss exercise.

9. Conference Update

Conference 2022

- The Board brainstormed a number of possible locations for the 2022 conference including Ottawa, Sudbury, Regina, Saskatoon, Vancouver, Banff, Toronto, Quebec City, Gatineau, and one of the Territories.
- There are logistical and financial issues related to holding the conference in one of the Territories.
- Interest was expressed to hold a professional development event there instead.
- Suggestion to explore videoconferencing as a way to increase access to professional development activities and build relationships with our members in the North.

Research Conference 2020

- The research conference doesn't have to be held at a university.
- Targeted audience includes academics, students and practitioners.
- UNB was suggested as a possible host.

President's Round Table at conference

- Suggestion to include Board members to enable broader discussion of Board initiatives.
- All Directors are welcome to participate.

Supervision Symposium

- There were approximately 45 delegates at the symposium held in Ottawa on November 13 and 14, 2018.
- Delegates represented included CCPA members, FACTs and Regulatory Colleges.
- A tremendous amount of work is being done by the Advancement of Clinical Supervision (ACS) Committee and its Co-Chairs, Beth Robinson and Blythe Shepard.

10. CACEP/TWU

- In-camera discussion.

11. Guidelines on the Uses of Technology in Counselling and Psychotherapy

- Dawn Schell, Technology and Innovative Solutions Chapter (TISC), joined the meeting via teleconference and walked the group through the revisions stemming from the May 2018 Board presentation.
- Guidelines require a copy edit, translation and formatting.
- National Office will assume these tasks.

- Congratulations to Dawn and TISC for outstanding work on this initiative!

Motion: To approve the Guidelines on the Uses of Technology in Counselling and Psychotherapy as presented by the Technology and Innovative Solutions Chapter.

Moved by Kathy Offet-Gartner. Seconded by Madeleine Lelievre.

CARRIED.

1 Abstention

Actions:

- Directors are to send any feedback on the guidelines to Kim Hollihan and Dawn Schell within 2 weeks ie by December 1st, 2018.
- National Office will edit, translate and format final copies.

12. GTA Professional Development Event – Regional Development Fund Application

- The RDF application was prepared by Rabeea Sidique, 2017 Leaders of Tomorrow Participant, with support from Jacqui Synard.
- Building on the success of the NCR Chapter in hosting professional development events for members, the RDF suggests that this be expanded to the GTA.
- The goal is to offer a high quality, low cost professional development and networking opportunity.
- The session will be a tool box workshop on narrative therapy for depression.
- The amount of the RDF application is \$7,000 however, the full amount may not be needed given the registration fee.
- The event will include a town hall style meeting with CCPA leaders (ON Director and CEO/Deputy CEO).
- Suggestion to involve the student rep from the University of Toronto.
- Recommendation to raise the non-member registration fee to \$75 to encourage participants to become members.

Motion: To approve the GTA Professional Development Event Regional Development Fund Application.

Moved by Leah Lewis. Seconded by Jamie Warren.

CARRIED.

1 Abstention

13. Budget Process

- Barb MacCallum reviewed the budget process.
- The budget includes revenue and expenses (operations and special projects).
- The goal is a conservative and balanced operations budget.
- Operations includes such things as staff salaries, postage, rent, and Board and Committee expenses).
- Budget planning begins in August at National Office.
- A draft budget is completed by November and submitted to the Treasurer and then the Executive for review.
- The budget will go to the Board no later than December 15, 2018.

- The Board has between December 15, 2018 and January 11, 2019 to pose questions.
- Please submit questions to Barb MacCallum.
- The budget will be discussed at the January 17, 2019 Board meeting.
- Thanks to Barb for her work on the budget.

14. Information Items

- **Stakeholder Relations – International**
- John Driscoll, Andrea Currie and Carrie Foster attended the IAC conference in Rome in September 2018.
- John Driscoll, Jen Rowett and Barb MacCallum attended the ACA conference in 2018 and plan to attend the 2019 ACA conference.
- **Stakeholder Relations – National**
- Kim Hollihan participated in 2 advocacy days on Parliament Hill this fall – one with CAMIMH (Canadian Alliance on Mental Illness and Mental Health) and one with HEAL (Organizations for Health Action).

Action:

- Kim will email the Board the key asks from CAMIMH and HEAL's advocacy days on Parliament Hill.
- **Regulation:**
 - AB Omnibus Health bill includes a College of Counselling Therapy.
 - FACT-Alberta is hoping for first reading shortly.
 - Three professional groups will be regulated under Bill 30.
 - If Bill 30 passes, AB will be the 5th province regulated, paving the way for HST/GST exemption. Exemption is not however automatic.
 - Impact is working with CCPA on an outreach strategy to the federal government.
 - A letter has been sent to federal Finance Minister Morneau in an attempt to prioritize the exemption process for counsellors/psych therapists.
 - Madeleine Lelievre is now the Vice-Chair of FACT-BC and has an upcoming meeting with the BC Minister of Mental Health and Addictions.
 - The Saskatchewan application was rejected citing no proof of harm to public and lack of viability due to the size of the College.
 - PEI is in queue.
 - Manitoba has had one meeting with the provincial policy advisor.
 - The NL application has been submitted and is awaiting review by the provincial policy advisor.
 - Outreach strategies are needed for the Territories.

15. Naming of CCPA National Office Boardroom

- John suggested we consider naming National Office Boardroom.
- Support expressed by the Board.
- A member contest will be conducted in the new year.

Action:

- National Office will conduct a member contest to name the Boardroom.

16. Mentorship Program – Regional Development Fund Application

- Kayla Manley, CCPA Membership Administrator, presented on the proposed mentorship program pilot.
- The RDF application is for the amount of \$11,857.
- Positive feedback from the Board on the RDF application as well as the concept.
- There is an increased need for this type of program and it will hopefully aid in member retention.
- CCPA liability is reduced because the software program (MentorCity) is used to facilitate the matching.
- MentorCity is Canadian and modifiable.
- Linked In is not required but makes it easier to fill in the fields.
- A clear distinction will be made between mentorship and supervision within the context of this project.
- The Advisory Committee will be open to Student Reps.
- Student Reps may be surveyed to identify mentorship needs.
- It is anticipated that CECs will be added as an incentive to participate.
- The Board also suggested that the pilot be extended for 12 months rather than 6 months.
- The Board thanked and congratulated Kayla on her proposal and presentation.

Motion: To approve the Mentorship Program Regional Development Fund Application.

**Moved by Meredith Henry. Seconded by Serge Hall.
CARRIED.**

17. Student Rep Program

- Karen Lamarche, CCPA Membership Coordinator, presented on the Student Rep program.
- Larger universities may have more than 1 Student Rep.
- The number of reps has doubled from this time last year (31 vs 15).
- Kathy Offet-Gartner shared her outreach with Athabasca.
- This could be a model for others.
- Suggestion to add a customized slide to the Student Rep presentation on the status of provincial regulation.
- The Board thanked Karen for her hard work on this program and her support.

18. Risk Management

- Jen Rowett reviewed changes since the last iteration of the Risk Management document.

19. CACEP Rejuvenation Process

- Sharon Robertson (CACEP Co-Chair), Bill Borgen (CACEP Co-Chair), Pam Patterson (CACEP Council member) and Natasha Caverley (CCPA Past President) presented the latest information on this process.

- Question posed: To what degree should there be alignment between accreditation and certification?
- Association can't be at cross-purposes – a balance is needed and a closer alignment could be considered.
- Consider the Indigenous CEC initiative and how this can inform CACEP.
- Indigenous approach - must be relationship-based, collaborative, partnerships.
- When the CACEP standards were initially established, 1/3 of counsellor education programs were eligible, 1/3 were close, and 1/3 were far from eligible.
- Not sure of the current landscape.
- Dialogue is important, this is a complex process.
- What should we take into account from a regulatory process?
- Do accredited programs market themselves?
 - Experience is more and stronger applications.
 - More attention/resources from university e.g. filling vacant positions, QA process for program reviews.
- A chart was circulated which compared the CACEP requirements to the CCC requirements.
- It was suggested that the chart be updated to include requirements of the regulatory colleges.
- There will be a special meeting of the Board to review final changes to the CACEP standards with an opportunity to ask questions.
- The goal is to finalize the revised standards prior to the May 2019 Board meeting.

Actions:

- The Executive will consult the Chair of the Certification Committee and the Registrar regarding accreditation/certification alignment.
- Natasha will email the PowerPoint presentation and the chart to the Board.

20. Sharing Circle – Truth and Reconciliation Committee

- The Committee shared that 6/9 actions from the May 2018 Board report have been achieved.
- The sharing circle was guided by the following questions:

Reflecting on your participation in our truth & reconciliation initiative so far:

- What are the joys? What's gone well, relationships, partnerships, learning
- What concerns do you have? Challenges, fears, barriers
- What might some next steps be? Insights, ideas
- Key themes that emerged from the discussion were:
 - Many felt that much had been accomplished but there was a great deal more to do.
 - Thanks for the patience as we all learned together.
 - Pleased that recommendations from the TRC had been integrated into CCPA.
 - Proud of the leadership demonstrated in developing the Indigenous CEC plan.

- Request for another Indigenous Director position on the Board to provide support.

21. Committee Meetings and Reports

- All Committees except Risk Management met during today's Board meeting.

Awards has been working on the following:

- Creation of 3 new awards.
- A request was made to bring one of the awards to the Board without going through the ball toss exercise.
- There was agreement to do this.

Motion: To approve the Annual Conference Poster Award.

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

- This award will be adjudicated on site.
- The conference poster award will be announced during the banquet/award ceremony.

Actions:

- Add new award to the list of awards on the website.
- Include the new award in letters of offer to conference poster presenters.

Governance is working on the following:

- T&R Terms of Reference
- Student Rep award
- Request to CCPA Senate regarding position statements (rationale and procedure)
- Governance Manual and Personnel Policies

Global Partnerships is working on the following:

- Update Terms of Reference for review by the Governance Committee
- Welcome for International delegates at the Moncton 2019 conference

Quality Assurance has completed the following reviews:

- Indigenous Acknowledgement Protocol (review complete)
- Guidelines on the Uses of Technology in Counselling and Psychotherapy (review complete)
- Personnel policies (review complete)
- Governance handbook – Board will receive document in the new year with an invitation to send feedback/comments to Barb. The Board will vote on the handbook overall (similar to an omnibus bill) versus each individual change. If there are any changes requiring further discussion/review, they will be pulled out and dealt with separately.

T&R is working on the following:

- Draft Terms of Reference has been submitted to the Governance Committee
- Today's Sharing Circle

- Territorial Director and/or Second Indigenous Director (Committee will consult ICC on possible models)

Research Task Group:

- Natasha and Kathy will present at the Moncton conference.
- Travel costs will be investigated.

22. Summary and Feedback

- Appreciated the Blanket Exercise.
- Directors Discussion was helpful.
- Thanks to National Office for nurturing relationships.
- New National Office is a great meeting space.

23. Adjournment

Motion: To adjourn the meeting.

**Moved by Kathy Offet-Gartner. Seconded by Andrea Currie.
CARRIED.**

President

Date

SUMMARY OF MOTIONS

Motion: To approve the agenda as amended.

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

Motion: To approve the minutes of the October 18, 2018 Board meeting.

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

Motion: To approve the revised Indigenous Acknowledgement Protocol in principle and forward to the Truth and Reconciliation Committee for review.

**Moved by Meredith Henry. Seconded by Kathy Offet-Gartner.
CARRIED.**

Motion: To approve the Guidelines on the Uses of Technology in Counselling and Psychotherapy as presented by the Technology and Innovative Solutions Chapter.

**Moved by Kathy Offet-Gartner. Seconded by Madeleine Lelievre.
1 abstention. CARRIED.**

Motion: To approve the GTA Professional Development Event Regional Development Fund Application.

**Moved by Leah Lewis. Seconded by Jamie Warren.
1 abstention. CARRIED.**

Motion: To approve the Mentorship Program Regional Development Fund Application.

**Moved by Meredith Henry. Seconded by Serge Hall.
CARRIED.**

Motion: To approve the Annual Conference Poster Award.

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

Motion: To adjourn the meeting.

**Moved by Kathy Offet-Gartner. Seconded by Andrea Currie.
CARRIED.**

Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility
1	7	Research the cost of a dedicated resource for ON advocacy re third-party billing.	asap	Barb MacCallum
2	8	Sebd the revised Indigenous Acknowledgment Protocol to the Truth and Reconciliation Committee for review via the ball toss.		
3	11	Send any feedback on the Technology guidelines to Kim Hollihan and Dawn Schell within 2 weeks.	December 1 st , 2018.	Directors
4	11	Edit, translate and format final copies of the Guidelines on the Uses of Technology in Counselling and Psychotherapy.	Upon receipt	National Office
5	14	Email the Board the key asks from CAMIMH and HEAL's advocacy days on Parliament Hill.	ASAP	Kim Hollihan
6	15	Conduct a member contest to name the Boardroom.	January, 2019	National Office
7	19	Consult the Chair of the Certification Committee and the Registrar regarding accreditation/certification alignment.	ASAP	Executive
8	19	Email the CACEP rejuvenation process PowerPoint presentation and the chart to the Board.	ASAP	Natasha Caverley