



NSCCT Board Meeting Summary
December 20, 2025 (9 am - 12 p.m.) Videoconference

Chair	Chris Charles
Present	Patricia Arab, Thersa Fraser, Nathan Torti, Kelsey Green, Arvind Babajee, Alana Baxter, John Hubert (ex-officio)
Regrets	Drew McClure, Cynthia Manley
Guests	Jennifer Hemeon, Consultant

	Agenda Item	Information/Discussion
1.0	Call to order	C. Charles called the meeting to order at 9:08 a.m. A land acknowledgement was offered.
2.0	Approval of Agenda (additions)	No additions or deletions were proposed. <u>Motion:</u> That the agenda be approved as presented. Approved
3.0	Certification of Quorum	Quorum was confirmed.
4.0	Announcements / Introductions/Round Table Check-in	Departing Board members (Theresa Fraser, Nathan (Naty) Torti, and Cynthia Manley) were acknowledged for their service, and appreciation was expressed for their contributions.
5.0	Declaration of conflict of interest	None
6.0	Approval of previous minutes	<u>Motion:</u> That the minutes of the September 20, 2025 Board meeting be approved as submitted. All were in favour. Approved
7.0	7.1 - Chair	No separate standing report was provided. Any updates were shared or addressed under Business Arising and New Business.
	7.2 - EDR	No separate standing report was provided. Any updates were shared or addressed under Business Arising and New Business.
	7.3 - Registration Committee	Registration figures for the period September 20, 2025 to December 20, 2025 were shared: <ul style="list-style-type: none"> • RCT-C: 30 • CFTA Interprovincial Transfers: 4 • Category Transfer (RCT-C to RCT): 24
	7.4 - Complaints Committee	An update was provided.
8.0	8.1 DHW Update	C. Charles shared the Quality Assurance Program (QAP) Action Plan from the Department of Health and Wellness,

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		<p>outlining various domains and timelines for completion through 2026.</p>
	<p>8.2 Report & Recommendation from Registration Committee</p>	<p>The Registration Committee reported on requests from several registrants seeking a reduction in candidacy hours based on prior experience. Interim internal guidelines had been developed and tested to support consistent review of such requests, including requiring that requests originate from supervisors.</p> <p>An environmental scan indicated that comparable regulators no longer permit reductions in candidacy hours, citing public protection concerns, regulatory consistency, and the absence of a robust prior learning assessment framework. It was noted that such assessments can be costly and provide limited benefit compared to the structured candidacy process.</p> <p>The Committee emphasized its role in safeguarding public interest and maintaining high professional standards, particularly in light of increased interjurisdictional mobility and regulatory scrutiny.</p> <p><u>Motion:</u> THAT, the recommendation of the Registration Committee that, for greater clarity, the Candidacy Supervision Policy be amended to include wording stipulating that requests for a reduction in candidacy hours will not be considered.</p> <p>Carried.</p>
	<p>8.3 Registration/Licensing Fees</p>	<p>A discussion was held regarding the financial sustainability of the College and the proposed amendment to licensing fees. It was noted that current revenues are insufficient to meet operational demands, including legal, audit, and regulatory obligations.</p> <p>Board members discussed the balance between registrant perceptions and the College’s mandate of public protection, noting that the College’s role as a regulator is distinct from that of a membership organization and that fees support the fulfillment of its statutory mandate.</p> <p><u>Motion:</u> THAT, to enable the Board to meet its commitment to sustainable funding for the Regulator, the policy "Schedule of Fees" be amended to establish a single license fee applied to Registered Counselling Therapists and Registered Counselling Therapist-Candidates at a rate of \$520 annually to take effect February 1, 2026.</p> <p>Carried</p>

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	8.4 Complaints Committee - Appointments	<p>Appointments to the Complaints Committee were proposed to support panel capacity.</p> <p><u>Motion:</u> THAT, the following individuals be appointed to the Complaints Committee for a two-year renewable term beginning January 1, 2026:</p> <ul style="list-style-type: none"> • John Adams (RCT, Registrant Member) • Martina Kelades (Community Member) <p>Carried.</p>
	Appointments Committee Report & Motion: Board of Directors	<p>T. Fraser, on behalf of the Appointments Committee, reported on the Committee's review and recommendation of applicants for appointment to the Board of Directors. Committee members independently assessed applicants, completed scoring matrices, and subsequently met to discuss results. The Committee reported a high level of consistency across individual assessments.</p> <p><u>Motion 1:</u> THAT, the Board approve the appointment of Chris Charles and Cherie Borden as recommended by the Appointments Committee.</p> <p>Carried.</p> <p>A second motion was presented for additional candidates following the same process.</p> <p><u>Motion 2:</u> THAT, the Board approve the appointment of Micheala Slipp, Kimberly MacDonald, and Maria Cain as recommended by the Appointments Committee.</p> <p>Carried.</p> <p>A third motion to acclaim uncontested candidates for Chair and Vice Chair was presented.</p> <p><u>Motion 3:</u> THAT, Chris Charles be acclaimed as Chair and Patricia Arab as Vice-Chair, both uncontested.</p> <p>Carried.</p> <p><i>(C. Charles recused for motions 1 & 3.)</i></p> <p><i>(P. Arab recused for motion 3)</i></p>

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9.0	9.1 Guest Presentation: Jennifer Hemeon	Jennifer Hemeon presented on governance best practices, regulatory oversight, and the risks associated with loss of self-regulation. The Board discussed Quality Assurance Program (QAP) standards, governance training, and implementation planning.
	9.2 Consultant Report Motions	<p>The following motions were approved related to recommendations contained in the November 18, 2025, Gap Analysis Report prepared for the Board by consultant Jennifer Hemeon:</p> <p>THAT, effectively immediately, the practice of opening board meetings to registrants and the public be discontinued.</p> <p>The practice of closed board meetings is best practice. Board deliberations are confidential and board members must have the freedom to participate openly and in the public interest without potential bias. However, decisions of the board are public.</p> <p>THAT, effective immediately, the practice of publishing board minutes to the registrant portal be discontinued.</p> <p>For transparency, a current best practice and expectations is to enable interested parties' access to board minutes or a board meeting synopsis. However, there may be confidential information documented in board minutes. Minutes should cover the board's actions, decisions and <i>key</i> deliberations, and restrict personal information. Minutes serve to communicate the board's actions and to document, as a legal record, meeting the board's fiduciary responsibilities.</p> <p>THAT, effective immediately, summary notes of each board meeting will be posted on the Regulator's website as required by the RHPA.</p> <p>THAT, effective immediately, all four yearly pre-scheduled Board meetings will be held as a hybrid meeting.</p> <p>THAT, effective January 1, 2026, the registration year will be April 1 to March 31 of the following year.</p> <p>THAT, effective January 1, 2026, the licensing year will be May 1 to April 30 of the following year.</p>

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		<p>The change in registration and licensing year enables registrants to renew their license by March 31 while their license does not expire until April 30. This prevents registrants from practising without a license if their renewal application is late or incomplete.</p> <p>THAT, the <i>Board Charter</i> be adopted as presented effective January 1, 2026.</p> <p>A board charter outlines the purpose of the board and the board’s responsibilities. This document is foundational to guiding the work of the board and policy development, and it enables a consistent understanding of the board’s role. It can be used for onboarding new board members, identifying areas for continuous quality improvement and training, and to communicate the board’s role to interested parties.</p> <p>THAT, s.1.3.7 of the <i>Appointment Rules</i>, be amended to read "is not or has not been for at least 2 years a member of the Board or executive committee <i>or an employee</i> of any counselling-related association or other entity, which advocates on behalf of counselling therapy or individual counselling therapists".</p> <p>THAT, the late fee for license renewal be adjusted to 50% of annual fees.</p> <p>THAT, s.18.1 of the Bylaws be replaced with the following: An honorarium for Board members will be provided in a form and amount determined by the Board pending annual budget approval.</p> <p>Honorariums for volunteers were not set. However, the bylaw enables the payment of honorariums.</p>
10.0	<i>In-camera</i>	<p>The Board entered an in-camera session. Jennifer Hemeon did not attend the in-camera session.</p> <p>Recusals: J. Hubert and MK. Jollymore</p>
11.0	Adjournment	The meeting was adjourned.