



## Nova Scotia College of Counselling Therapists Board of Directors Meeting Summary

*March 18, 2026, 6-8PM, Online via Zoom*

<b>Chair</b>	Chris Charles
<b>Present</b>	Christopher (Drew) McClure, Patricia Arab, Alana Baxter, Maria Cain, Micheala Slipp, Kelsey Green, Cherie Borden (7:30pm arrival), Jennifer Hemeon ( <i>ex-officio</i> )
<b>Regrets</b>	Arvind Babajee
<b>Guests</b>	None
<b>Recorder</b>	Mary Kate Jollymore ( <i>staff</i> )

AGENDA ITEM	INFORMATION/DISCUSSION
<p><b>1.0</b> Call to order &amp; Land Acknowledgement</p>	<p>C. Charles called the meeting to order at 6:10 PM and provided the land acknowledgement.</p> <p>Quorum was confirmed.</p>
<p><b>2.0</b> Approval of the agenda</p>	<p>No changes were proposed to the agenda.</p> <p><b><u>MOTION:</u> To approve the March 18, 2026, agenda as presented.</b></p> <p><b>Moved:</b> C. Charles <b>Seconded:</b> M. Slipp <b>CARRIED</b></p>
<p><b>3.0</b> Declaration of Conflict of Interest</p>	<p>J. Hemeon and M.K. Jollymore declared a conflict of interest and indicated they would excuse themselves during the budget discussion. No other conflicts were declared.</p>
<b>BUSINESS ARISING</b>	
<p><b>4.0</b> Approval of February 21, 2026, Minutes and Summary</p>	<p>Board members who were not present at the February meeting abstained from voting.</p> <p><b><u>MOTION:</u> To approve the February 21, 2026 Board Meeting Minutes and Summary.</b></p> <p><b>Moved:</b> C. Charles <b>Seconded:</b> M. Slipp <b>CARRIED</b></p>
<p><b>5.0</b> Update on Ministerial Direction and QAP Action Plan</p>	<p>C. Charles provided an update following a recent meeting with the Department of Health and Wellness (DHW).</p> <ul style="list-style-type: none"> <li>• DHW’s primary focus was on financial questions related to the year-to-date budget.</li> <li>• The Board was able to respond to outstanding questions and remains on track with deliverables.</li> <li>• DHW indicated they are anticipating approval of the 2026–2027 budget.</li> <li>• DHW expressed comfort with the Board’s current progress and timelines.</li> <li>• DHW indicated anticipated migration to the RHPA in the coming months.</li> </ul>

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	<ul style="list-style-type: none"> <li>DHW did not provide further direction or confirmation regarding amalgamation.</li> </ul>
<p><b>6.0</b> Complaint Tracker</p>	<p>J. Hemeon provided an update on the complaint tracker and recent progress.</p>
<p><b>7.0</b> Approval of Action Plan items for submission to DHW</p>	<p>The Action Plan items for submission to the Department of Health and Wellness (DHW) were presented and discussed under Sections 7.1 to 7.8. The Action Plan was pre-circulated.</p>
<p><b>7.1</b> EDIRA Statement for approval</p>	<p>C. Charles introduced the draft EDIRA Statement for approval.</p> <p>Discussion focused on the purpose of the statement, how it aligns with other regulators’ statements, and potential legal and regulatory considerations. Concerns were raised about the need for further review to ensure the wording does not create unintended risk, particularly given the evolving legal context. Emphasized, was the importance of having a public-facing statement that reflects the College’s commitment to equity, diversity, inclusion, reconciliation, and accessibility.</p> <p>J. Hemeon noted that she would consult other regulators re. whether risks have been identified and suggested that the statement undergo legal review.</p> <p><b><u>MOTION:</u> To defer posting of the EDIRA Statement pending further review of the wording, alignment with legislation, and related considerations, with the matter to return to the Board by the next scheduled meeting.</b></p> <p><b>Moved:</b> K. Green  <b>Seconded:</b> K. MacDonald  <b>CARRIED</b></p> <p><b>Action Item(s):</b></p> <ul style="list-style-type: none"> <li>J. Hemeon and C. Charles to obtain further review/advice of the EDIRA Statement and return to the Board at the next scheduled meeting.</li> </ul>

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<p>7.2 Plain language assessment of website</p>	<p>J. Hemeon shared that an initial review of the website has been completed. It was noted that significant work is required to reduce the overall reading level and improve accessibility. As a result, this item will not be completed by the submission deadline for DHW.</p>
<p>7.3 Board meeting evaluation</p>	<p>J. Hemeon introduced the Board Meeting Evaluation template.</p> <p>It was noted that, where required to meet submission deadlines, materials may be approved as working documents, with the understanding that they will continue to be reviewed and refined.</p> <p><b><u>MOTION:</u> To approve the Board Meeting Evaluation template as presented.</b></p> <p><b>Moved:</b> D. McClure <b>Seconded:</b> M. Slipp <b>CARRIED</b></p> <p><b>Action Item(s):</b></p> <ul style="list-style-type: none"> <li>• Include draft motions within Board meeting materials, where appropriate.</li> </ul>
<p>7.4 Establish Terms of Reference and Appoint Board Committees</p> <p>(a) Establish Terms of Reference</p> <p>(b) Appointment of Board Members</p>	<p><b><u>(a) Establishing Terms of Reference:</u></b></p> <p>J. Hemeon introduced the terms of reference for the Board committees.</p> <p>It was noted that, in order to meet QAP submission timelines, the documents are being brought forward for approval and may continue to be reviewed and refined following submission.</p> <p>Discussion occurred regarding inclusion of committee term lengths. It was noted that term lengths may vary depending on a Board member’s appointment, and that including this information may be “redundant”.</p> <p><b><u>MOTION:</u> To approve the terms of reference for the Audit and Finance Committee, Governance Committee, and HR Oversight Committee as presented.</b></p>

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	<p><b>Moved:</b> K. Green  <b>Seconded:</b> M. Cain  <b>CARRIED</b></p> <p><b>Action Item(s):</b></p> <ul style="list-style-type: none"> <li>Standardize formatting and language across all terms of reference prior to submission to DHW.</li> </ul> <p><b><u>(b) Appointment of Board Members:</u></b></p> <p>J. Hemeon presented the proposed composition of Board committees, noting that selections were based on member interest as indicated through a prior survey. It was noted that additional representation was required on the HR Oversight Committee. Adjustments were made to committee membership to ensure appropriate representation across committees.</p> <p><b><u>MOTION:</u> To approve the composition of the Board committees as presented and amended.</b></p> <p><b>Moved:</b> K. Green  <b>Seconded:</b> A. Baxter  <b>CARRIED</b></p> <p>The following committees' membership were confirmed:</p> <table border="1" data-bbox="504 994 2085 1225"> <thead> <tr> <th data-bbox="504 994 1099 1038">Governance Committee</th> <th data-bbox="1099 994 1570 1038">HR Oversight Committee</th> <th data-bbox="1570 994 2085 1038">Finance Committee</th> </tr> </thead> <tbody> <tr> <td data-bbox="504 1038 1099 1225">Micheala Slipp Maria Cain Kimberly MacDonald Kelsey Green</td> <td data-bbox="1099 1038 1570 1225">Patricia Arab Cherie Borden Alana Baxter</td> <td data-bbox="1570 1038 2085 1225">Chris Charles Christopher (Drew) McClure</td> </tr> </tbody> </table>	Governance Committee	HR Oversight Committee	Finance Committee	Micheala Slipp Maria Cain Kimberly MacDonald Kelsey Green	Patricia Arab Cherie Borden Alana Baxter	Chris Charles Christopher (Drew) McClure
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<p><b>7.5</b>  Onboarding and orientation for board members</p>	<p>J. Hemeon presented draft onboarding materials, including an orientation presentation and onboarding checklist for new Board members. It was noted that the orientation would also include an overview of operations and be delivered by the Executive Director and Board Chair. The materials are intended to supplement existing learning modules and be tailored to the organization.</p>						

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	<p>It was further noted that the onboarding checklist would support confirmation that new Board members have completed required steps, including oaths of office and review of key governance materials.</p> <p>It was noted that the materials are draft documents and will be further reviewed and refined through the governance review process.</p> <p><b><u>MOTION:</u> To approve the onboarding and orientation materials as drafted for submission to DHW.</b></p> <p><b>Moved:</b> A. Baxter  <b>Seconded:</b> D. McClure  <b>CARRIED</b></p>
<p><b>7.6</b>  Onboarding and training documentation for the board members and committee members</p>	<p>J. Hemeon presented a draft template for tracking Board, committee, and staff professional development. It was noted that the template is intended to provide a systematic approach to documenting completion of required training and will be reported to the Board on a regular basis.</p> <p><b><u>MOTION:</u> To approve the training and professional development tracking template as drafted for submission to DHW.</b></p> <p><b>Moved:</b> A. Baxter  <b>Seconded:</b> P. Arab  <b>CARRIED</b></p>
<p><b>7.7</b>  Compliance Report</p>	<p>J. Hemeon presented a draft Compliance Report template. It was noted that the report will be submitted in accordance with the Board’s macro agenda.</p> <p>The template outlines the Executive Director’s declaration of compliance and includes areas such as payroll deductions, taxes, required filings, employment practices, and occupational health and safety.</p> <p><b><u>MOTION:</u> To approve the Compliance Report template as drafted for submission to DHW.</b></p> <p><b>Moved:</b> A. Baxter  <b>Seconded:</b> K. Green</p>

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	<b>CARRIED</b>
<p><b>7.8</b> Guidelines for Board minutes &amp; summaries</p>	<p>J. Hemeon presented draft Guidelines for Board Minutes and Summaries, noting that the document was developed in response to requirements from the Department of Health and Wellness (DHW). The guidelines are intended to support consistency and clarity in the preparation of Board minutes and public summaries.</p> <p><b><u>MOTION:</u> To approve the Guidelines for Board Minutes and Summaries as drafted for submission to DHW.</b></p> <p><b>Moved:</b> P. Arab <b>Seconded:</b> K. Green <b>CARRIED</b></p>
<p><b>8.0</b> Appointment of auditor</p>	<p>C. Charles introduced the need for the Board to appoint an auditor for the 2025–2026 fiscal year. It was noted that the current auditing firm, Strong &amp; Associates, is in the process of completing the 2024–2025 audit.</p> <p><b><u>MOTION:</u> To appoint Strong &amp; Associates as auditor for the 2025–2026 fiscal year.</b></p> <p><b>Moved:</b> D. McClure <b>Seconded:</b> A. Baxter <b>CARRIED</b></p>
<p><b>9.0</b> Appointment of signatories</p>	<p>The Board discussed documentation required by the bank in relation to the reissuance of the College’s GIC. It was noted that the bank requires meeting minutes confirming the current Finance Committee composition, signed by two Board members who are not current signing officers.</p> <p>P. Arab and K. Green volunteered to sign/confirm.</p> <p><b>Action Item(s):</b></p> <ul style="list-style-type: none"> <li>• P. Arab and K. Green to sign documentation confirming current Finance Committee configuration.</li> <li>• C. Charles and D. McClure to coordinate submission of required documentation to the bank.</li> </ul>

AGENDA ITEM	INFORMATION/DISCUSSION
<b>10.0</b> 2026-2027 Budget	MK. Jollymore recused. On behalf of the Finance Committee, J.Hemeon summarized the budget, as pre-circulated, referring to forecasted year-end data and forecasted requirements for 2026-2027.
<b>11.0</b> In Camera Session (re: budget)	MK. Jollymore and J. Hemeon recused.
<b>12.0</b> Adjournment	Meeting adjourned at 8:30PM.

Upcoming Meetings		
Date	Format	Time
May 30, 2026	Hybrid	1-4 PM
September 12 2026	Hybrid	TBD
November 21 2026	Hybrid	TBD

Upcoming Training		
Date	Format	Time
September 26, 2026	TBD	TBD