



Nova Scotia College of Counselling Therapists Board of Directors Meeting Summary

April 25, 2026, 9-11 AM, Hybrid

Chair	Chris Charles (In Person)
Present	In Person: Cherie Borden, Kelsey Green, Jennifer Hemeon (<i>ex-Officio</i>) Online: Alana Baxter, Kim MacDonald, Patricia Arab (left after section 10.0 wrapped up)
Regrets	Micheala Slipp, Arvina Babajee, Maria Cain, Drew McClure
Recorder	Mary Kate Jollymore (<i>Staff</i>)

AGENDA ITEM	INFORMATION/DISCUSSION
1.0 Call to order & Land Acknowledgement	The Chair called the meeting to order at 9:13 AM and provided a land acknowledgement.

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<p>2.0 Quorum & Approval of the agenda</p>	<p>Quorum was confirmed with 6 of 10 board members present at call to order.</p> <p>The Board reviewed the agenda and noted one additional motion to be considered later in the meeting (Section 11). The Board also agreed that comments or questions received regarding item 9.2 (EDIRA Statement) would be addressed during that discussion.</p> <p><u>MOTION:</u> To approve the agenda as presented Moved: A. Baxter Seconded: P. Arab CARRIED</p>
<p>3.0 Declaration of Conflict of Interest</p>	<p>No conflicts of interest were declared.</p>
Business Arising	
<p>4.0 Consent Agenda: 4.1 Approval of March 2026 Board Minutes 4.2 Approval of March 2026 Board Summary 4.3 Complaints Tracker (April 17, 2026) 4.4 Minuted Action Items 4.5 Board Meeting Evaluation Results</p>	<p>The Board meeting evaluation results were removed from the consent agenda.</p> <p><u>MOTION:</u> To approve the Consent Agenda as presented (Items 4.1 to 4.4).</p> <p>Moved: A. Baxter Seconded: C. Borden CARRIED</p>
<p>5.0 Documentation of Email Vote Re: CRA Expense</p>	<p>The Board recorded the results of an electronic vote previously conducted to approve the CRA expense of \$55,255.85 related to source deductions, interest, and penalties for immediate payment.</p>

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	<p>The Board documented the results of an electronic vote conducted by email regarding the CRA expense related to source deductions, interest, and penalties owing. The initial email vote was circulated on April 11, 2026, and the motion was approved by email vote on April 22, 2026:</p> <p><u>MOTION:</u> To approve the \$55,255.85 CRA expense related to source deductions, interest, and penalties owing for immediate payment.</p> <p>Moved: D. McClure Seconded: K. Green CARRIED</p>
<p>6.0 Update on Ministerial Direction & QAP Action Plan</p>	<p>C. Charles provided an update regarding recent communication with the Department of Health and Wellness. It was noted that the previous meeting with DHW focused primarily on financial matters, which would be discussed later in the meeting.</p> <p>The Board had requested further information regarding potential amalgamation to support budgeting and recruitment planning. DHW did not provide confirmation or specific direction regarding amalgamation; however, the Board was advised to consider pausing hiring at this time. C. Charles noted that committees will continue their work, so the College remains prepared.</p> <p>DHW also requested an update on the Complaints Tracker. J. Hemeon provided clarification regarding older complaint files with documentation gaps, as well as progress on newer matters.</p> <p>With respect to the QAP Action Plan, it was noted that several items are due May 1, 2026, with the next major deadline being September 1, 2026. The Board discussed the need to review and potentially re-prioritize the broader action plan, including items arising from the gap analysis, now that work is progressing.</p>

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	C. Charles noted that DHW’s language regarding migration was encouraging, as no further delays or additional requirements were indicated at this time.
7.0 Acting EDR Report	<p>J. Hemeon presented the Acting EDR Report and noted that her recent focus has been on registration issues and QAPR action items. Through this work, several areas of risk have been identified that may require further Board discussion and reprioritization.</p> <p>The report highlighted concerns with the current processes for reviewing credentials and approving education programs, including non-approved programs, outdated credentials, and substantial equivalence assessments. J. Hemeon noted that the College may need clearer policies in these areas, including consideration of prior learning assessment and recognition.</p> <p>J. Hemeon also raised concerns with the current supervision program, including whether there are sufficient safeguards to confirm that RCT-Candidates are actively practising under supervision and submitting required reports.</p> <p>J. Hemeon also noted that registration-related appeals are pending and that additional process guidance may be needed.</p>
8.0 Action Plan Items for DHW (Due May 1, 2026)	The Board discussed the action items for DHW due May 1 2026 (Items 8.1 through 8.11)
8.1 Plain language assessment of website (standard 1.0)	J. Hemeon reported that the plain language review of public-facing website content is in progress. Revisions are underway to revise public facing content to improve accessibility and meet the QAPR requirement.
8.2 Develop a code of conduct for staff and include a review date for board and staff codes of conduct (standard 2.2)	<p>The Board reviewed the draft NSCCT Staff Code of Conduct.</p> <p>Discussion occurred regarding the need for further refinement of the document, including clearer language around community engagement, consultation with underrepresented groups, data collection, reporting mechanisms, scope of application, and overlap/repetition within the</p>

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	<p>document. It was agreed that the document should proceed for May 1 submission purposes while acknowledging that further refinement may be needed. Board members were invited to submit additional edits to J. Hemeon for incorporation prior to submission where appropriate.</p> <p><u>MOTION:</u> To approve the <i>NSCCT Staff Code of Conduct</i> as pre-circulated.</p> <p>Moved: A. Baxter Seconded: P. Arab Opposed: K. Green</p> <p>CARRIED</p>
<p>8.3 Apply structures/processes in place for the board and all other board committees, statutory and non-statutory. (standard 3.8)</p> <ul style="list-style-type: none"> • Complaints Committee • Professional Conduct Committee • Registration Committee • Registration & Licensing Review Committee 	<p>The Board reviewed the pre-circulated Terms of Reference for statutory committees, as required under QAPR Standard 3.8.</p> <p>The Complaints Committee Terms of Reference were considered first. No discussion was raised.</p> <p><u>MOTION:</u> To approve the Complaints Committee’s <i>Terms of Reference</i> as pre-circulated.</p> <p>Moved: P. Arab Seconded: A. Baxter</p> <p>CARRIED</p> <p>The Board then agreed to consider the remaining Terms of Reference together as a package. No further discussion was raised.</p> <p><u>MOTION:</u> To approve the Professional Conduct Committee, Registration Committee, and Registration & Licensing Review Committee <i>Terms of Reference</i> as pre-circulated.</p> <p>Moved: P. Arab</p>

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	<p>Seconded: A. Baxter CARRIED</p>
<p>8.4 QAPR: Develop a process for the collection and incorporation of registrant and stakeholder feedback into policy and standard development and updates. (standard 6.2)</p>	<p>The Board reviewed the process for collecting and incorporating registrant and stakeholder feedback into policy and standard development and updates.</p> <p>Discussion occurred regarding the broad nature of the process and the need for flexibility depending on the type of consultation. It was noted that feedback may be gathered through different methods, such as open invitations, newsletters, town halls, or targeted consultation.</p> <p>Discussion also included clarification that consultation materials and/or summaries may be made available or presented publicly where appropriate, recognizing that not all consultations will be suitable for broad public distribution.</p> <p><u>MOTION:</u> To approve the process for the collection and incorporation of registrant and stakeholder feedback into policy and standard development and updates, as amended.</p> <p>Moved: A. Baxter Seconded: P. Arab CARRIED</p>
<p>8.5 Create policy document that demonstrates processes used by registrar and investigation committee for investigating complaints. (standard 9.2)</p>	<p>The Board reviewed the Investigation of Complaints Policy.</p> <p>The Board discussed that examples from another regulator were used to help draft the policy. It was clarified that these examples were used for reference only, and that the final document would not reference the other regulator’s policy.</p> <p>The Board also discussed the section related to physical or mental examinations. Concerns were raised about medical privacy and discrimination risk. It was noted that this section relates to competency and capacity in the complaints process.</p> <p><u>MOTION:</u> to approve the <i>Investigation of Complaints Policy</i> as presented.</p>

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	<p>Moved: A. Baxter Seconded: P. Arab CARRIED</p>
<p>8.6 Provide examples of evidence and processes followed, i.e., decision letters. (standard 10.1)</p>	<p>The Board was advised that redacted, standardized decision letters would be used to demonstrate compliance with standard 10.1.</p>
<p>8.7 Create policy/process document(s) that outline how decisions re: interim orders are determined and communicated. (standard 11.1)</p>	<p><u>MOTION:</u> to approve the <i>Interim Measures Policy</i> as presented Moved: A. Baxter Seconded: C. Borden CARRIED</p>
<p>8.8 QAPR: Develop policy/process document(s) for identifying and prioritizing high risk cases. (standard 11.2)</p>	<p><u>MOTION:</u> to approve the <i>Identifying and Prioritizing High Risk Cases Policy</i> as presented Moved: A. Baxter Seconded: C. Borden CARRIED</p>
<p>8.9 Create policy document that outlines communication expectations with complainant and respondents during investigations. (standard 12.1)</p>	<p>The Board reviewed the pre-circulated policy outlining communication expectations with complainants and respondents during investigations, as required under QAPR Standard 12.1.</p> <p>Discussion occurred regarding the five-day communication timeline. It was noted that the timeline sets a high standard and may create pressure on staff, however, it was also noted that the communication is expected to be standardized and reasonable to complete.</p> <p>The Board discussed the need to ensure coverage when the Professional Conduct Manager is unavailable, such as during vacation. J. Hemeon noted that this would be addressed with staff and, if needed, the Registrar could provide the required notice on behalf of the College.</p>

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	<p><u>MOTION:</u> to approve the <i>Communication with the Complainant and Respondent Upon Receipt of the Complaint and During the Investigation Policy</i> as presented</p> <p>Moved: C. Borden Seconded: A. Baxter CARRIED</p>
<p>8.10 Develop and implement a Records Inventory and Retention policy/process (standard 13.1)</p>	<p><u>MOTION:</u> to approve the <i>Records Inventory and Retention Policy</i> as presented</p> <p>Moved: C. Borden Seconded: A. Baxter CARRIED</p>
<p>8.11 Develop and implement a Destruction of Records policy/process. (standard 13.2)</p>	<p><u>MOTION:</u> to approve the <i>Destruction of Records Process Policy</i> as presented</p> <p>Moved: A. Baxter Seconded: C. Borden CARRIED</p>
<p>Board Committee Updates</p>	
<p>9.0 Governance Committee 9.1 Update 9.2 QARP: EDIRA Statement for Approval 9.3 Meeting Rules/In-Camera Guidelines</p>	<p><u>9.1 Update</u></p> <p>K. MacDonald presented the update on behalf of the Governance Committee. The report outlined work completed to streamline meeting rules and in-camera guidance and summarized the Committee’s review of the EDIRA statement. It was noted that the governance materials remain working documents and may continue to evolve.</p> <p>MOTION: To accept the Governance Committee Report as presented. Moved: Governance Committee Seconded: A. Baxter Abstained: K. Green</p>

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	<p>CARRIED</p> <p><u>9.2 QARP: EDIRA Statement for Approval</u></p> <p>The Board discussed the draft EDIRA statement, including wording, implementation, risk considerations, and the May 1 submission deadline. Members discussed proposed wording edits and confirmed that the statement would remain subject to ongoing review and evaluation.</p> <p><u>MOTION:</u> To approve the EDIRA Statement as presented, with edits recommended through discussion, for submission to DHW by the May 1, 2026, deadline, with an ongoing commitment to review and evaluate the statement.</p> <p>Moved: Governance Committee Seconded: A. Baxter Opposed: K. Green CARRIED</p> <p><u>9.3 Meeting Rules/In-Camera Guidelines</u></p> <p>The Board reviewed the proposed meeting rules and in-camera guidelines. Discussion addressed expectations for in-person and virtual participation, timing of notice of motion, and the need to keep discussion focused on the agenda item before the Board. Members acknowledged that the document may continue to evolve as a working governance tool.</p> <p><u>MOTION:</u> To approve the Meeting Rules and In-Camera Guidelines as presented, and to submit them to DHW by the May 1 deadline.</p> <p>Moved: Governance Committee Seconded: A. Baxter CARRIED</p>

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10.0 HR Committee	<p>The HR Committee reported that recruitment for the EDR position is underway. The job posting was advertised on April 18 with a May 8 closing date, and several applications had already been received. Preliminary plans were outlined for virtual interviews followed by in-person interviews for shortlisted candidates.</p> <p>The Board also discussed the need to clarify the responsibilities associated with the Secretary role.</p>
11.0 Finance Committee (DEFERRED)	<p>The Board received an update from the Finance Committee regarding the College’s financial position, proposed fee adjustments, CRA payment obligations, and upcoming audit statements.</p> <p>The Committee noted that the proposed fee schedule includes increases to certain administrative fees where additional staff time is required. The intent is to better reflect the administrative work involved while avoiding significant impact on registrants where possible.</p> <p>The Board discussed reported deficits, the need to address current shortfalls, and the need to rebuild the reserve fund.</p> <p>Discussion occurred regarding the CRA amount owing, including source deductions, interest, and penalties. It was noted that the College has sufficient operating funds to make the required payment and that payment is required by April 30, 2026. The Board also discussed the need to maintain communication with CRA.</p> <p>It was noted that the 2023–2024 and 2024–2025 audit statements are expected to be available within the month for Board review and approval.</p> <p>A motion regarding the proposed fee schedule was deferred due to attendance/quorum requirements and will be circulated for electronic vote.</p>
12.0 In-Camera (if needed)	Not applicable

AGENDA ITEM	INFORMATION/DISCUSSION
13.0 Adjournment	The meeting was adjourned at approximately 11:20 AM.