



Nova Scotia College of Counselling Therapists Board of Directors Meeting Summary

*May 27, 2026: 6:00PM – 8:00PM
Online via Zoom*

Chair	Chris Charles
Present	Kelsey Green, Drew McClure, Micheala Slipp, Cherie Borden, Maria Cain, Kimberly MacDonald, Alana Baxter, Jennifer Hemeon (<i>ex-officio</i>),
Regrets	Arvind Babajee
Recorder	Mary Kate Jollymore (<i>Staff</i>)

AGENDA ITEM	INFORMATION/DISCUSSION & ACTION/DECISION
1.0 Call to order & Land Acknowledgement	The meeting was called to order at 6:11 PM

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<p>2.0 Quorum & Approval of the agenda</p>	<p>Quorum was confirmed with 8 of 9 board members present at call to order.</p> <p>C. Charles noted that the 2023-2024 Financial Audit would require formal approval later in the meeting. It was also requested that the EDR report be moved to the In-Camera portion of the agenda.</p> <p><u>MOTION:</u> To approve the agenda as amended. Moved: A. Baxter Seconded: M. Slipp CARRIED</p>
<p>3.0 Declaration of Conflict of Interest</p>	<p>No conflict of interests were identified.</p>
<p>BUSINESS ARISING</p>	
<p>4.0 Consent Agenda 4.1 Approval of April 2026 Board Minutes 4.2 Approval of April 2026 Board Summary 4.3 Minuted Action Items 4.4 Ethics Committee</p>	<p>The Board reviewed the Minuted Action Items document. Minor corrections were identified to ensure the responsible individuals were accurately reflected with respect to Finance Committee signatories.</p> <p><u>MOTION:</u> To approve the Consent Agenda as presented Moved: K. Green Seconded: C. Borden CARRIED</p>
<p>5.0 Documentation of Email Vote Re: (Registration Appeals Committee)</p>	<p>The Board documented the results of an electronic motion previously approved regarding the composition of the Registration Appeals Committee.</p>

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	<p>MOTION: That Kelsey Green, Alison Arthur (chair, RCT), Marylouise Grant (RCT) be appointed to the Registration Appeal Committee. Moved: M. Slipp Seconded: C. Borden CARRIED</p>
<p>6.0 Chair Report – migration / vice chair</p>	<p>C. Charles reported that Patricia Arab has resigned from the Board following acceptance of a position with the Canadian Counselling and Psychotherapy Association (CCPA), creating a conflict of interest under the NSCCT Bylaws.</p> <p>The Board discussed options for filling the Vice-Chair and Secretary positions. Consideration was given to the option of a public call for applications or appointments. Members supported exploring appointment options at this time.</p> <p>C. Charles further reported that the Department of Health and Wellness had authorized the RHPA migration work to resume. Work will continue in collaboration with DHW to prioritize and advance the migration plan.</p> <p>ACTION: Eligible Board members to contact C. Charles if they are interested in the applicable vacancies.</p>
<p>7.0 Board meeting evaluation results</p>	<p>The Board reviewed cumulative feedback received from recent Board meeting evaluations. Discussion occurred regarding response rates and potential improvements to the evaluation process. The current evaluation tool will continue to be used, with future refinements to be considered by the Governance Committee.</p> <p>ACTION: The Governance Committee to review and revise the board meeting evaluation form.</p>
<p>8.0 Acting EDR Report</p>	<p>Moved to <i>In-Camera</i></p>

AGENDA ITEM	INFORMATION/DISCUSSION & ACTION/DECISION
<p>9.0 Non-conferred graduate policy</p>	<p>J. Hemeon presented a briefing note recommending discontinuation of the Non-Conferred Graduate (NCG) Policy.</p> <p>Discussion focused on the original intent of the policy and the challenges arising from ambiguity in its current wording. The Board reviewed the distinction between applicants who have completed all degree requirements but are awaiting formal conferral of their degree and applicants who still have outstanding coursework and/or practicum requirements. It was noted that the original intent of the policy was to address the former circumstance; however, the policy has been interpreted in a manner that could allow the latter circumstance. The Board discussed the risks associated with permitting registration before all degree requirements have been completed.</p> <p>The Board discussed scenarios, such as thesis streams, in which an applicant may have completed the same counselling-related coursework and practicum requirements as their peers but still have an outstanding thesis requirement prior to degree conferral. It was noted that some individuals do not ultimately complete their thesis and therefore do not graduate. The Board considered whether such applicants should be disadvantaged where all counselling-related degree requirements had been completed but degree conferral remained outstanding due to a thesis requirement. Discussion also occurred regarding the policy requirement that applicants provide official transcripts within six months and whether this requirement had been intended to address situations in which an applicant ultimately does not complete the remaining academic requirements necessary for graduation. The Board also recognized that educational institutions are responsible for determining when degree requirements have been satisfied and a degree is eligible for conferral.</p> <p>The Board also discussed the Registrar's ability to use discretion in exceptional circumstances.</p> <p><u>MOTION:</u> To retire the Non-Conferred Graduate Policy.</p>

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	<p>Moved: K. Green Seconded: D. McClure CARRIED</p> <p>ACTION: J. Hemeon to discuss the outstanding thesis scenario with Acadia educators for input and future policy development.</p>
BOARD COMMITTEE UPDATES	
10.0 Governance Committee	No updates, as the Governance Committee had not met since the previous Board meeting update.
11.0 Finance Committee 11.1 (A) Fee Schedule 11.1 (B) Reserve Fund 11.2 Financial Audit (2025)	<p><u>11.1 (A) Fee Schedule</u></p> <p>The Board reviewed the proposed fee schedule revisions, previously deferred from the April Board meeting.</p> <p>Discussion occurred regarding the rationale for proposed fee increases, including the additional administration required for applications originating from non-approved educational pathways. Members discussed the importance of ensuring fees appropriately reflect the resources required to assess applications while maintaining fairness and consistency across applicant groups.</p> <p>The Board discussed whether application fees should be differentiated based on geographic jurisdiction or the level of review required. Following discussion, the Board agreed to the amendment: that the distinction would be based on approved versus non-approved educational pathways.</p> <p><u>MOTION:</u> To approve the revised fee schedule as amended.</p>

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	<p>Moved: A. Baxter Seconded: K. Green CARRIED</p> <p><u>11.1 (B) Reserve Fund Discussion</u></p> <p>Moved to <i>In-Camera</i></p> <p><u>11.2 Financial Audits</u></p> <p>The Board reviewed the 2023–2024 and 2024–2025 financial audit statements.</p> <p><u>MOTION:</u> To approve the 2023–2024 and 2024–2025 financial audit statements as presented.</p> <p>Moved: A. Baxter Seconded: M. Slipp CARRIED</p> <p>ACTION: Audited statements to be posted to the NSCCT website.</p>
12.0 <i>In-Camera</i>	The Board moved <i>In-Camera</i> . MK. Jollymore was excused.
13.0 Adjournment	The meeting was adjourned at approximately 8:30 p.m.