Nova Scotia College of Counselling Therapists
Board of Directors Meeting Summary

June 20, 2026: 9:30AM – 11:30AM

Chair	Chris Charles
Present	Drew McClure, Alana Baxter, Maria Cain, Cherie Borden, Jennifer Hemeon (*ex-officio*),
Regrets	Kim MacDonald, Micheala, Slipp, Kelsey Green
Recorder	Mary Kate Jollymore (*Staff*)

AGENDA ITEM	INFORMATION/DISCUSSION & ACTION/DECISION
1.0 Call to order & Land Acknowledgement	C. Charles called the meeting to order at 9:38 AM and provided a land acknowledgement.
2.0 Quorum & Approval of Agenda	Quorum was confirmed. 5/8

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	<u>MOTION:</u> To approve the agenda as presented. **Moved: M. Cain** **Seconded: A. Baxter** **CARRIED**
3.0 Declaration of Conflict of Interest	None
BUSINESS ARISING	
4.0 Consent Agenda **4.1** Approval of May 2026 Board Minutes **4.2** Approval of May 2026 Board Summary **4.3** Minuted Action Items **4.4** Appointment of Public Representative for Statutory Committees	The Board received information regarding the proposed appointment of a public representative, Clare Bilek, to support the Registration and Complaints committees. A clarification was made to the May 2026 Board Minutes & Summary regarding discussion of Board appointments and recruitment for a vacant public representative position. **<u>MOTION:</u> To approve the consent agenda as amended.** **Moved: A. Baxter** **Seconded: D. McClure** **CARRIED**
5.0 Chair Report	C. Charles expressed appreciation to staff and Board committees for their work and flexibility during a period of significant transition. The Board received an update regarding ongoing discussions with the Department of Health and Wellness concerning regulatory modernization initiatives and associated planning activities. Work continues in accordance with the approved and revised Action Plan. An overview of topics planned for discussion at the upcoming registrant Town Hall were presented, including financial matters, continuing competency program updates, and the supervision program review.

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6.0 Appointment of Vice Chair and Secretary	Micheala Slipp was appointed Vice Chair by acclamation. Cherie Borden was appointed Secretary by acclamation.
7.0 Plan Updates **7.1** Revised Action Plan **7.2** Project Plan: Review Supervision Program	**7.1 Revised Action Plan** J. Hemeon presented revisions to the Action Plan reflecting current direction regarding regulatory modernization and amalgamation planning. Members were advised that several activities previously assigned to the College have been reassigned, modified, or removed as planning progresses. The Governance Committee will continue work on governance related deliverables identified within the revised Action Plan. **7.2 Supervision Program Review Project Plan** J. Hemeon presented the proposed project plan for a comprehensive review of the NSCCT Supervision Program. The review will include stakeholder consultations, focus groups, and an environmental scan of supervision models utilized by other counselling therapy regulators. Recommendations arising from the review will be presented to the Board in September 2026. **MOTION: To approve the Project Plan for the review of the Supervision Program, as pre-circulated.** **Moved: A. Baxter** **Seconded: D. McClure** **CARRIED**
8.0 Acting EDR Report	J. Hemeon presented the Acting Executive Director/Registrar Report, as pre-circulated. The Board was advised that the College's Fair Registration Practices Review had been completed and submitted, with one outstanding policy identified relating to applicant access

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	to registration records. The policy was included on the current agenda for Board consideration and approval. An update was provided regarding the College's insurance coverage. Board insurance has been renewed for the 2026–2027 fiscal year. An application for cyber insurance has also been submitted, and quotations are currently under review. J. Hemeon also provided an update on consultation activities related to the revised Continuing Competency Program (CCP). Approximately 60 consultation responses had been received from registrants and are under review. Feedback indicated a desire for a simpler, more user-friendly program while maintaining regulatory objectives. A revised CCP is anticipated to be presented to the Board at its September 2026 meeting. The Board discussed communication of the transition from the previous continuing education reporting model to the redesigned annual continuing competency framework. It was noted that the 2026 renewal represented a reporting pause only and that registrants should continue completing and retaining records of continuing competency activities during the transition period.
NEW BUSINESS	
9.0 Policies **9.1** Approval of Education Programs **9.2** Eligibility for licensure (Currency) **9.3** Access to Registration Records Requests	**9.1 Approval of Education Programs Policy** The Board reviewed a proposed policy, as pre-circulated, establishing assessment criteria and processes for recognition of non-accredited educational programs. **MOTION: To approve the Policy: Assessment Criteria and Process for Recognition of Education Programs** **Moved: C. Borden**

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	Seconded: A. Baxter **CARRIED** **<u>9.2 Eligibility for licensure (Currency)</u>** Discussion focused on establishing a definition of currency for applicants who completed their degree more than three years previously and for those applying for reinstatement. **<u>MOTION:</u> To approve the Policy: Assessment Criteria and Process for Recognition of Education Programs** **Moved: D. McClure** **Seconded: C. Borden** **CARRIED** **<u>9.3 Access to Registration Records Requests</u>** The Board reviewed the proposed **A**ccess to Registration Records Requests policy. The policy establishes a formal process for responding to applicant requests for access to registration records while ensuring confidential or legally protected information may be withheld where appropriate. Members discussed the balance between transparency and the protection of privileged or confidential information. **<u>MOTION</u>: To approve the *Access to Registration Records Requests* Policy.**

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	Moved: A. Baxter **Seconded: D. McClure** **CARRIED**
BOARD COMMITTEE UPDATES	
10.0 Governance Committee	M. Cain presented proposed revisions to the board meeting evaluation tool following a review conducted by the Governance Committee. Members discussed simplifying the evaluation, improving question clarity, distinguishing between self-reflection and evaluation of Board performance, and incorporating opportunities for more meaningful qualitative feedback. Discussion also included whether evaluations should be reviewed as a standing agenda item and the potential development of Board meeting norms to complement the Code of Conduct. It was agreed that additional revisions would be incorporated before the evaluation tool is circulated to Board members for use at the September 2026 meeting.
11.0 Finance Committee **11.1** Review of the 2024-2025 Audited Statement **11.2** Year-to-Date Financial Report	**<u>11.1 Review of the 2024–2025 Audited Financial Statements</u>** The Board reviewed the audited financial statements and accompanying financial summary comparing recent fiscal years. Discussion focused on significant increases in operating expenses, including staffing, legal, accounting, software, and audit costs, and their impact on the College's financial position. Members also discussed ongoing financial projections and the importance of rebuilding the College's reserve fund.

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	11.2 Year-to-Date Financial Report Discussion included the projected year-end financial position, anticipated complaint-related expenditures, and options for rebuilding the reserve fund through a temporary levy. Members considered the potential impact of regulatory amalgamation on future reserve requirements and agreed additional consideration would be required before making a final decision.
14.0 Adjournment	The meeting was adjourned at approximately 11:30 a.m.