Nova Scotia College of Counselling Therapists

Board of Directors

MINUTES SUMMARY

September 12, 2026 – 9:00 a.m.-12:00 p.m. (virtual)

Chair	Chris Charles
Present	Drew McClure, Alana Baxter, Maria Cain, Cherie Borden, Jennifer Hemeon (*ex-officio*),
Regrets	Micheala Slipp, Kelsey Green
Guest	Taylor Armstrong, Deputy Registrar/Practice Advisor

	Agenda Item	Discussion/Decision	Actions
1.0	Call to order & land acknowledgement	C. Charles called the meeting to order and offered a land acknowledgement.	
2.0	Approval of the agenda	An in-camera session was added to the agenda.	
3.0	Declaration of conflict of interest or bias related to agenda items	No conflict of interest or bias was declared.	
4.0	Report on the Review of the Supervision Program	Deputy Registrar/Practice Advisor, Taylor Armstrong, provided an overview of feedback from six focus groups held with RCTs and supervisors. There were 33 focus group participants. The key themes identified were:	T. Armstrong to finalize the full report on the supervision program focus groups for the October Board meeting.

		• consistency and accountability in supervision requirements, • supervision of supervisors, • impact on different practice settings, and • effectiveness assessing competence. Subject matter experts will be invited to form a working group to develop recommendations to the Board for program improvements.	
5.0	5.1 Report on the consultation of the draft Continuing Competency Program (CCP) 5.2 Determination of 2027 Renewal CCP submission requirements	5.1 Deputy Registrar/Practice Advisor, Taylor Armstrong, provided an overview of the registrant consultation feedback from the online survey on the draft CCP. T. Armstrong proposed three options to the Board, aiming for modest increases in annual requirements to align with other regulatory bodies' practices. The three options were discussed, with Option 2 receiving the most support due to its increased hours (30 hours over two years) and greater emphasis on formal professional development (20 hours) compared to non-formal development (10 hours). T. Armstrong recommended adding mandatory ethics workshops funded by the College, which would address feedback about mandatory requirements. There was discussion re. how indigenous content was categorized and need for ongoing education for supervisors.	5.1 T. Armstrong to finalize the recommendations for the Continuing Competency Program.

		Support was expressed for option two, suggesting consultation with jurisdictions that require 20 hours of formal PD per year, however a question was raised about potentially returning to an annual model rather than the current 2-3 year cycle. 5.2 Board members discussed requirements for professional development hours needed for registrant renewal in 2027. They agreed on a requirement of 10 hours of formal learning for the 2026-2027 fiscal year, with a form to be created that would include documentation guidelines and specify eligible activities such as attendance at college-offered sessions and participation in town halls. The team also discussed including volunteer board committee work in the eligible activities and noted that while 10 hours may be lower than typical annual requirements, it was an accommodation due to late communication about the change. **Motion: to approve the 2027 Annual Renewal CCP Requirement of 10 hours of formal professional development.** D. McClure / M. Cain Carried	
6.0	Consent Agenda: 6.1 Approval of August 2026 Board Minutes 6.2 Approval of August 2026 Board Meeting Summary	The appointment of public representative to Registration Committee was deferred. **Motion to approve the consent agenda.** A. Baxter / C. Borden	

	6.3 Minuted Action Items 6.4 ~~Appointment of public representative to Registration Committee~~	C. Charles provided an update on 6.3: - Awaiting form from potential new RCT to fill a board vacancy - Progress securing funds for a GIC reissue.	
7.0	Board meeting evaluation from August 13, 2026	Board members reviewed the board meeting evaluation process, with clarification that the chair and EDR would not complete the evaluation form.	J. Hemeon to update the evaluation form based on approved changes.
8.0	Chair Report	C Charles announced that Kim Macdonald had resigned from the board for personal reasons. There are three current vacancies (two registrant positions and one public member position). The board discussed the amalgamation process led by a joint steering committee of NSCCT and NSOTR board representatives. Recommendations will be established by the Steering Committee for NSCCT and NSOTR boards to approve. Due to tight timelines, there was discussion re. delegating decision-making authority to NSCCT steering committee representatives. More information is required re. scope before delegation.	
9.0	Acting EDR Report	J. Hemeon provided an update on registration processes. Despite the new policies related to currency requirements and competency mapping, there continues to be a need for the Registration Committee to rely on course mapping to determine substantial equivalency to an approved degree for individual applicants.	

10.0	Financial Year-to-Date	The financial year-to-date profit and loss report was pre-circulated and reviewed. With ~45% of the year completed, the organization is on track to break even.	
11.0	Communication Plan re. levy	Board members reviewed the draft communication to registrants re. the levy and suggested edits to provide enhanced clarity for reasons.	
12.0	12.1 Update on Migration to the RHPA actions 12.2 Terms of Reference	Board members reviewed terms of reference for a working group to address migration to the RHPA, including scope of practice and title protection. **Motion to approve the Terms of Reference: Transition to RHPA Working Group as pre-circulated with the following additions:** - **The group will function in an advisory capacity, and** - **A public representative will be invited to participate.** D McLure / M. Cain Caried	
13.0	Action Plan Updates: 13.1 Policy: Response to registrants' enquiries 13.2 Finance Policy: Budget reallocation 13.3 Policy: Volunteers' retention of NSCCT documents 13.4 Revision to Board's code of conduct	Deferred	

14.0	Adjournment	**Motion to adjourn the meeting at 12:07 p.m. and move to an in-camera session.** A Baxter/M. Cain Carried	
	Next Meeting: October 14, 2026		