



Canadian Addiction Counsellors Certification Federation

**Fédération Canadienne D'agrèment des Conseillers en
Toxicomanie**

2015 Annual Report (June 2016 AGM)

Mission Statement

The Canadian Addiction Counsellors Certification Federation strives to continuously offer the most effective and credible certifications to all addiction specific counsellors in Canada.



The CACCF is a proud member of the International Certification & Reciprocity Consortium.

<http://www.internationalcredentialing.org/>

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President's Message

David Burns ICADC

Although our work has become increasingly broad and complex over the past year, the Canadian Addiction Counsellors Certification Federation's primary goals are the same: promoting, certifying and monitoring the competency of addiction specific counsellors in Canada. The CACCF works together to foster a connected and resilient community of addiction counsellors who support each other and promote the use of current and effective practices.

Accountability and commitment to our community are our core values. Our members have delegated responsibility for governance to a Board of Directors composed of colleagues who represent a cross-section of addiction-related professionals from across Canada. The Board depends on the day-to-day work of our Executive Director, Jeff Wilbee, and a skilled and committed operations team that is passionate about supporting addiction counsellors and improving addictions care for everyone. We thank them for this challenging work.

The Board of the CACCF continues to evolve, advocating new models of governance and celebrating our achievements to date. We have yet to deliver on some of our most important priorities, but the fact that we are still here together, asking hard questions, listening with humility, and taking the risk of trying ambitious potential solutions is significant in itself. Working together and building relationships within and beyond addiction care can be a slow and challenging process. The Board supports this painstaking work by continuing to meet, trust each other and demonstrate by example that a collective of committed individuals can change a seemingly intractable system.

When I assumed the role of President I began by reaching out to our Board asking hard questions: what we did well and what did we do not so well? If we could collectively change one thing, what would that be? And where do you see the CACCF in five years? The responses received were like-minded: we placed licensure as the most important issue for our direction and our accountability.

In early January we began to formulate our direction. Our Executive Director, Jeff Wilbee, championed a “Board Retreat”. We held our first retreat in April to develop our strategic plan, set goals and create a work plan moving forward. Thank you to Jeff for spiriting this retreat. Also, to Diane Wilbee for assisting with the event. Thank you also to our Board who gave freely of their time to come together for the betterment of addiction care in Canada.

I have decided that I will not be seek a second term as president and I will be stepping down from the Board at the end of this term. Work-life balance makes this a necessary choice. I would like to thank staff and members of the Board who unselfishly helped me in this role; your assistance has been invaluable. To our members I wish you continued success. Together we are influencing a new direction of addiction care, by promoting, certifying and monitoring the competency of addiction specific counsellors in Canada and promoting current and effective practices which are internationally recognized.

Yours truly,

A handwritten signature in black ink, appearing to read 'David Burns', is written in a cursive style.

David Burns MA, CCAC, ICADC, CD2



Executive Director's Report

Jeff Wilbee

The past year has been exciting, monumental and a watershed year in our federation's development.

First, was the relocation of our office from Kitchener, Ontario to Ottawa. Through this transition CCSA (Canadian Centre on Substance Abuse) became our landlords and our offices are located in close proximity to theirs. This move makes it a little easier for us to be politically active.

Second, was the hiring of a full time Director of Operations, Crystal Smalldon. Crystal comes to us with important political knowhow and connections. Over the past year she has made inroads and raised our profile with the policy makers. Crystal is ably assisted by Stephanie Maranduik, our Executive Assistant and Shari Muraska, our Administrative Assistant. I continue to serve as your part time Executive Director from my home office in Kitchener. Unfortunately, President Tom Gabriel had to step down for personal reasons. Vice President, David Burns stepped into the breach and aptly navigated us through the last six months.

After a number of years of my harping about a "*made in Canada*" certification, it finally came to fruition in the fall of 2015 with great success. We developed the CCAC (Canadian Certified Addiction Counselor) certification. We entered a grandfathering stage until the end of 2016. This has brought in many new members and has strengthened our organization. We are currently working on creating an examination that will kick in on January 1, 2017. Please tell your colleagues about this opportunity. Details can be found on www.caccf.ca.

The Webpage Committee has fully revamped the web site. It is easier to navigate and with a number of enhanced features. One of them is the provincial/territorial sectors where you can send the office news from your area to be plotted in. If you have other ideas for the site, please inform the office.

Your Board of Directors are not managing CACCF "*by the seat of their pants*". They have developed a strategic plan that is posted on the web site. The three major goals of this plan are: (1) to continue to promote regulation of addiction services; (2) to develop provincial/territorial Chapters; (3) to become the voice of addictions across the country. Tall

orders but definitely achievable. CACCF will raise the reality of recovery by taking a leadership role in Recovery Awareness Month (September) and the Silver Ribbon campaign. We are looking forward to a future with great promise.

Last fall saw a new Liberal federal government installed with part of their platform being the legalization of Marijuana. This will have an impact on the profession and our counsellors. What is of paramount importance is that substance abuse will be a topic within much of the media chatter. Your board and staff will keep an eye on the proceedings and what that means for us, and take every opportunity to have our voice heard.

But here is the bottom line. I have been in the field for over 38 years and never have I experienced so much opportunity to move the profession forward to better serve our clients and their families. However, we are only as strong as the membership involvement. There are committees to serve on, chapters to develop, Recovery Awareness events to participate in or simply passing on your pride of CACCF membership to your colleagues.

We are financially solid, we have a plan and with your help the human resources to make significant strides.

I thank the board, staff and you the members for the opportunity to continue to exercise my passion.

Executive Director

A handwritten signature in black ink, appearing to read "J. Wilbee", is displayed on a light gray rectangular background.

Jeff Wilbee

Board Approved Strategic Plan

The CACCF Board of Directors has produced a strategic plan to guide its decision making and staff activity.

Goal One:

CACCF needs to continue to work towards regulation and licensure.

Goal Two:

CACCF must immediately develop provincial/territorial Chapters.

Goal Three:

CACCF needs to have a stronger voice in Canada. That CACCF should be poised to respond to reports or media reports, such as the legalization of marijuana.

Goal Four:

CACCF needs to network with other disciplines and associations such as CSAM, social workers etc.

Goal Five:

There is a need to revisit what form of education/training, face on and online, will be approved for certification and CEUs.

Goal Six:

CACCF should ensure that educational instructors at colleges and universities, have CACCF approved curriculum, and are qualified.

Goal Seven:

There is a need to revise CACCF's outdated policies and procedures.

Goal Eight:

CACCF should review and revise its Code of Ethics and Professional Conduct Review Process.

Goal Nine:

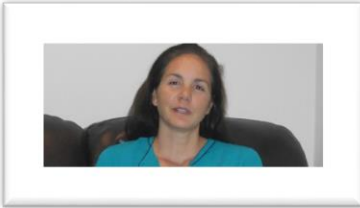
There needs to be a board orientation package created.

Goal Ten:

An operations plan, with time frames, needs to be developed to implement the above Strategic Plan, including another board retreat in the autumn 2016.

Goal Eleven:

There is a need for a staff succession plan.



Treasurers Report Jessica Cooksey, ICADC

2013, 2014 and 2015 Reviewed Financial Reports, with adjustments conducted by the accounting firm of Graham Mathew, Kitchener, Ontario.

2013

Total Assets	\$107,504
Total Liabilities	\$48,892
Fund Balance	\$108,161

2014

Total Assets	\$123,125
Total Liabilities	\$60,521
Fund Balance	\$123,585

2015 Unreviewed and Unadjusted Financial Position

2015

Total Assets	\$185,501.13
Total Liabilities	\$26,293.82
Fund Balance	\$185,501.13

Profit and Loss Statement

2013

Total Revenue	\$208,367
Total Expenses	\$181,785
Margin	\$26,582

2014

Total Revenue	\$163,364
Total Expenses	\$159,571
Margin	\$3,793

2015 Unreviewed and Unadjusted Revenue and Expenses

2015

Total Revenue	\$373,667.45
Total Expenses	\$268,830.83
Margin	\$104,836.62

Cash on hand as of June 10, 2016 is 36, 859.16 in our bank account and a \$150 000 GIC for a total cash access of \$186,859.13.

Summary of Information:

The increase in revenue in 2015 is due to the introduction of the new CCAC Certification. This not only resulted in certification income but an increase in new memberships. This will result in continued revenue annually in membership renewals. Revenue will increase bi-annually with recertification income.

The increase in expenses is due to an increase in staff members and staff compensation. There are also other expenses related to generating revenue. These expenses include conferences and travel related to CACCF business. There is also an increase in expenses to administer the growth in members.

There have been no major acquisitions by CACCF in 2015.

There has been a deposit of **\$150, 000** into a GIC account. The interest earned on the GIC will be redeposited back into CACCF and matures in 2017.

Of particular importance is the notation of our current financial standing. In 2015, our income increased by more than \$210, 000 from the previous year. We are on solid financial ground.



Personnel Committee Report Jo Ann Cooney CCAC, ICADC

- A contract with the Director of Operations has been reached.
- A draft employee Handbook is being discussed.
- The Committee will be revising the current personnel policy.

Jo Ann Cooney CCAC, ICADC



**Recertification Committee Report
David Burns MA, ICADC, CD2**

It has been a positive year for re-certification and by all indications most were approved without delay; those that required extra attention received it. Thank you to our members who provided staff ample time to process the applications in a timely manner.

CACCF members belong to an international consortium that recognizes your certification in fourteen countries including the USA. Our certifications ensure the public of a progressive, competent counsellor trained to a standard that is recognized internationally.

To maintain the certifications each of our practitioners must acquire forty hours of Continuing Education Units from approved courses, workshops or lectures every two years. Of course supporting documentation must be submitted with your recertification application. If you are unsure that your material meets the minimum standards and guidelines, please contact us before you take the course. If the course has not been pre-approved we will require an additional sixty days to audit the course to determine its acceptability and course value. This sixty day period should be well before your recertification date.

With a very special thank you to our members, staff and executive I respectfully submit the report of the Recertification Chair for 2016.



David Burns MA, ICADC, CD2
Chair of Recertification
CACCF



Curriculum Review Committee Report
Kaylie Rodriguez
MA, R.Psych, CRHSP, ICCDPD, SAP, CCH

2015-2016 has been a year of continued development and growth. The Curricula Review Committee would first like to welcome Stephanie Kehoe. Stephanie joined the Committee in March and has been a valuable asset offering additional perspective and input. The Committee currently consists of Barb Robinson, Cheryl Russell-Julien, Christie McGaghan, Stephanie Kehoe, and myself.

The Committee has continued to respond to inquiries both nationally and internationally about the Curricula Review process. Application forms have been sent nationally to various institutions that are in the process of collecting information to apply to the process. We received a completed application from Emmanuel Bible College. In March, after extensive review, the Committee has recognized the course “Teen Challenge” that is offered through this College.

The Committee has had all of its formal paperwork and process approved by the Executive Committee. All of this information is now accessible online. This allows institutions that are interested in the review process to access application documents directly from the website allowing for a more efficient process.

We are excited and motivated to maintain and ensure that a high level of standard continues to manifest through the Curriculum Review process itself and the projects we are engaged in.

Warm regards,

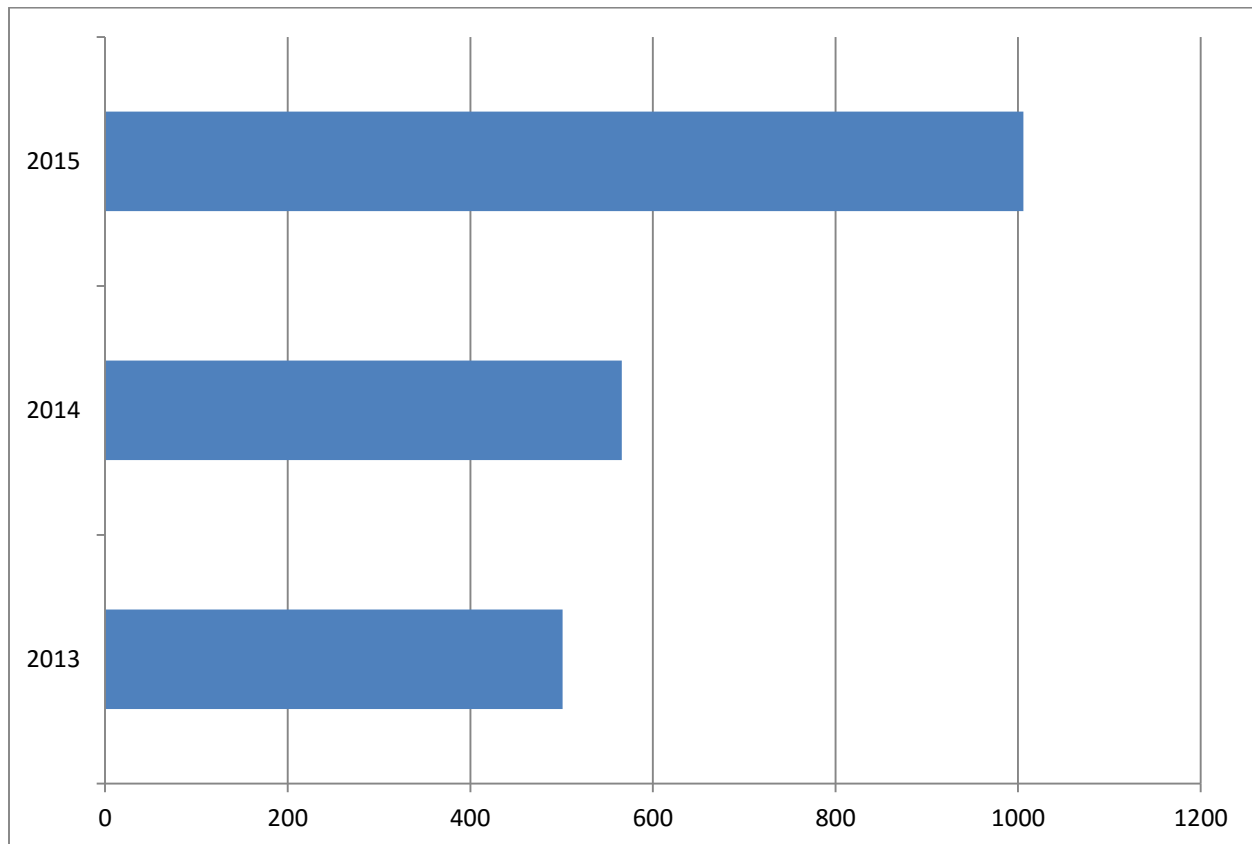
Kaylie Rodriguez, M.A., R.Psych, ICCDPD, SAP, CCH

June 2016

Membership Numbers by Province (2015)

Canada	
Alberta	193
British Columbia	145
Manitoba	16
New Brunswick	18
Newfoundland/Labrador	1
Nova Scotia	101
Ontario	540
Prince Edward Island	2
Quebec	40
Saskatchewan	96
Yukon/NWT/Nunavut	8
Total	1,160

Membership Growth from 2013 to 2015



The CCAC certification is the most prominent certification as it is recognized by most organizations as the standard that not only meets minimum standards for a competency in the field of Addictions, but it often exceeds most organizational requirements.

The CCAC was launched September 2015 and has exceeded our initial expectations. We are working diligently getting the exam ready for 2017.

The following certifications: ICADC, ICCS, ICPS, ICCAC, ICCDP and ICCDPD are fully reciprocal with the International Certification & Reciprocity Consortium (IC&RC). The IC&RC located in the USA, sets the standards for governing boards that adhere to their standards. In addition, are two non-reciprocal certifications the CSS and CCAC.

CACCF Board of Directors 2015-2016

President

Tom Gabriel (June to December)
David Burns, ICADC (January to June)
British Columbia

Vice President

Paul Laurie ICADC
Ontario

Treasurer

Jessica Cooksey ICADC
British Columbia

Corporate Secretary

Barb Robinson B.Ed, B.M.Sc, ICADC, LSC
Saskatchewan

Member

James Ingram BA, DipCounsel, ICADC, RPC
Nova Scotia

Member

Susan Raphael HBA (Psych.), ICADC, ICCDP
Ontario

Member

Sherry-Lynn Deschamps ICADC
Ontario

Greg Purvis M.Sc
Nova Scotia

Member

Jo Ann Cooney CCAC, ICADC
Quebec

Member

Stephanie Kehoe CCAC, ICADC
Ontario

Past President

Tom Tuppenney (resigned)

Executive Director/Consultant

Jeff Wilbee

**** Note: There were two Member positions vacated during this term. Advisors, the Past President and Executive Director do not have voting privileges.****

Canadian Addiction Counsellors Certification Federation
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