# Annual Report

## 2023 / 24

nscda
NOVA SCOTIA
Career Development Association

# Annual General Report 2023 – 2024

## Agenda

1. Welcome by Chair: Carley Gloade
2. Minutes of the AGM September 21, 2023
3. Consideration of the Financial Report
4. Consideration of the Annual Report
5. Appointment of the Auditor
6. Presentation of Directors for 2024 / 25
7. Adjournment

## Location & Time

VIRTUAL AGM 2023 / 24
Thursday, September 26, 2024
2:00 pm - 4 pm VIA ZOOM

## Board of Directors

**Carley Gloade, CHAIR**,
Millbrook First Nation Truro, NS

**Marcus Jamieson, VICE CHAIR**,
TEAM Work Cooperative Halifax, NS

**Tricia Crease, SECRETARY**, College of Physicians & Surgeons of NS, Halifax, NS

**David Chipp, DIRECTOR**, Dept. of Emergency Medicine, Dalhousie University, Halifax, NS

**Tyler Gould, DIRECTOR**, Mi'kmaw Economic Benefits Office of NS, Membertou, NS

**Linden Mattie, DIRECTOR**,
Digital Nova Scotia, Halifax, NS

**Chika Chiekwe, DIRECTOR**,
Cox & Palmer Halifax, NS

**Angelique LeBlanc, DIRECTOR**, Western Regional Enterprise Network, Yarmouth, NS

**Hadear Marzooque, DIRECTOR**,
H.M. Immigratr, Halifax, NS

**Whitney Bagnell, DIRECTOR,** The Inland Group of Companies, Truro, NS

## NSCDA Staff

**Kathy McKee**, Executive Director
**Chantelle Marshall**, Finance Manager
**Connie Corse**, Training Manager
**Lindsay Guitard**, Certification Manager and Registrar
**Teresa Francis**, Director of Learning and Professional Practice
**Chris Shupe**, Project Manager
**Michael Bohan**, Training Team Lead
**Caitlin Parkinson**, Content Developer
**Junior Moaku**, Training Developer
**Mitchell Tempro**, Training Developer
**Tara Deveau**, Certification Program Assessor
**Ashley Halverson**, Certification Program Advisor
**Cathi Stevenson**, Communications Coordinator
**Lisa Strong**, Career Services Specialist
**Shila Hamilton**, Executive Assistant
**Isaac Lungu**, IT Support Specialist

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# 2023 AGM MINUTES

Thursday, September 21, 2023
2:00 p.m. to 3:30 p.m.
Online Meeting via Zoom

**PRESIDING:** Carley Gloade, Chair

**BOARD MEMBERS:** Carley Gloade, Tyler Gould, Tricia Crease, Angelique LeBlanc, Marcus Jamieson.

**STAFF:** Kathy McKee, Michael Bohan, Lindsay Guitard, Connie Corse, Tara Deveau, Teresa Francis, Chantelle Marshall, Mitchell Tempro, Caitlin Parkinson, Cathi Stevenson, Christopher Shupe, Shila Hamilton, Ashley Halverson, Lisa Strong and Isaac Lungu.

**MEMBERS:** Andrew Cutten, Elizabeth Fitzner, Bassma Bseso, Blair Cameron, Charity DeLeon, Daniel Riley, Haley Walton, Joanna Hilchie, Jude Turner, Julie Bibby-MacNabb, Kim Marsmen, Leslie Blois, Meagan Kuhn, Nada Borden, Rhonda Zasitko, Ronda Spears, Sheila MacAulay, Tanya McCullough, Tara Webb, Ursula Kellum, and Sandra Martin.

**GUEST:** Courtney Grantham

**Call to Order** by Carley Gloade at 2:00 PM.

## SUMMARY

Lindsay Guitard, the manager and registrar for certification, opened the meeting with a land acknowledgement and shared insights from a recent regional event on the importance of understanding Mi'kmaq spirituality and leadership. Kathy McKee welcomed attendees and provided an overview of the meeting's agenda, which included presentations on the organization's performance and strategic direction. The meeting covered the approval of the agenda, minutes from the AGM, and the financial report, as well as updates on membership, professional development, and training.

Andrew Cutten presented the findings of a survey conducted among members, which revealed that members are generally satisfied with their certification and professional development, but some face challenges with the re-certification process and finding relevant training programs. Michael Bohan and Tara Deveau presented the Field Guide website, which aims to attract new people to the profession, provide information on career growth, and explain the roles and qualifications of career professionals. Tara Deveau provided an overview of the competency evaluation tool in the Field Guide, which serves a crucial purpose in standardizing and professionalizing the field of career development. Tara Deveau also introduced the fall marketing campaign for the association, which uses popular culture references and humour to encourage youth and students to consider a career as a CDP.

The meeting ended with the appointment of the auditor and the presentation of directors for the years 2023-2024. Kathy McKee noted that if any member had anything to bring up, they were happy to hear it, but if not, the presentation was a fulsome one. The meeting was adjourned, with thanks given to all attendees and staff.

Overall, the meeting highlighted the commitment of the team to providing high-quality training and learning experiences to members, as well as their dedication to staying at the forefront of industry standards. The organization's achievements and vision for the future were emphasized, along with the importance of member engagement and feedback.

## WELCOME/INTRODUCTION

Kathy McKee welcomes attendees to the Annual General Meeting of the NSCDA and provides an overview of the meeting's agenda. She emphasizes the organization's achievements and the importance of member engagement and feedback.

## LAND ACKNOWLEDGEMENT

Lindsay Guitard acknowledged the traditional territory of the Mi'kma'ki people and shared insights from a recent regional event on Mi'kmaq spirituality and leadership. Jeff Ward, the General Manager of Membertou Heritage Park, spoke about the importance of education to remove fear and indifference towards treaties and indigenous culture. As National Day for Truth and Reconciliation approaches, Lindsay encourages reflection on the significance of the land acknowledgement and support for the rights, sovereignty, and self-determination of the Mi'kmaq people and all indigenous people.

## WELCOME BY CHAIR

Carley Gloade, the Chair of the Board, reports on the NSCDA's success over the past year, including its financial health, commitment to excellence, and innovative projects.

## MOTION: TO APPROVE AGENDA WITH AMENDMENT

Motion to approve the agenda with amendment to change order of items. *Consideration of the Financial Report* to immediately follow the approval of the agenda.

Moved: Caitlin Parkinson Seconded: Tricia Crease
All in Favour: Yes Contrary Minded: None
Motion Carried

## MOTION: TO APPROVE THE AGM SEPTEMBER 22, 2022, MINUTES

Moved: Shila Hamilton Seconded: Angelique LeBlanc
All in Favour: Yes Contrary Minded: None
Motion Carried

## CONSIDERATION OF THE FINANCIAL REPORT

Courtney Grantham of Baker Tilly presented the audited financial statement in a shared screen format, highlighting the increase in revenue and expenses, the cash balance, net asset balance, and current ratio. She also explained the purpose of the statement of cash flows and notes to the financial statements. Courtney noted that overall NSCDA is in a healthy financial position.

## CONSIDERATION OF THE ANNUAL REPORT

It was noted that the Annual Report was attached in the Chat section of Zoom for downloading as a .pdf file and that the document is available on the NSCDA website.

### Membership

Chantelle Marshall gave updates on membership and professional development. She provided an overview of the membership status, highlighting all the different group of active members. Chantelle discussed the value-added options available to members, including workspaces, job boards, and group benefit plans.

### Professional Development Updates

Teresa Francis presented on quality assurance and the achievements of the Learning and Professional Practice team.

### Certification Update

Lindsay Guitard discussed the statistics for Certification and the team's focus on continuing education of recognition of prior learning (RPL) and exploring different models and approaches for career pathways.

### Training Update

Connie Corse highlighted the progress made in training over the past year, including the development of e-learning and partnerships with organizations. She also announced the new training initiatives that will be launched soon.

### Member Survey Results and Feedback

Andrew Cutten presented the latest member survey results, which were positive but had fewer respondents than previous years. The team will be looking at new ways to gather member input. Andrew shared the results of a recent member survey, highlighting the areas where members are satisfied and where

improvements can be made. Members are generally happy with their certification and professional development, but some struggle with the re-certification process and finding relevant training programs. They also express interest in attending regional events and accessing member benefits but need more information and guidance on how to do so.

Introduction to the Field Guide and Fall Campaign
Michael Bohan and Tara Deveau introduced the Field Guide website, which aims to attract new people to the career development profession, provide information on career growth, and explain the roles and qualifications of career professionals. The website has two main options: "Find Your Place" for those new to the profession and "Further Your Career" for those familiar with the sector. The website also offers tools for career professionals to use in their work.

Overview of the Competency Evaluation Tool in the Field Guide
Tara Deveau explained that the competency evaluation tool in the field guide offers assurance to the public, funders, and the profession by standardizing and professionalizing the field of career development. The tool helps career services managers assess and rank their staff skills based on the new pan Canadian competency framework for career development professionals, and it can be used by professionals to evaluate their own skills and competencies. The tool maintains excellence, ensures high quality work within organizations, and provides links and resources for further learning and professional development opportunities.

Fall Marketing Campaign
Michael Bohan explains how the marketing campaign works and how it connects to the Field Guide. The ads are bright, simple, and light-hearted, and are in HRM on both billboards and transit shelters. The goal is to drive a greater population to the website and get them interested in the career development profession.

## MOTION: APPOINTMENT OF AUDITOR

Carley Gloade asks for a motion to retain Baker Tilly as the NSCDA Auditors for the current fiscal year.

| | |
|---|---|
| Moved: Connie Corse | Seconded: Caitlin Parkinson |
| All in Favour: Yes | Contrary Minded: None |
| Motion Carried | |

## PRESENTATION OF DIRECTORS

The presentation of directors for the years 2023-2024 is then given, with Carley Gloade as Chair and various other individuals in different positions.

**Carley Gloade CHAIR, CCDP**
Millbrook First Nation

**Marcus Jamieson VICE CHAIR, CCDP**
TEAM Work Cooperative

**David Chipp**
Dept. of Emergency Medicine, Dalhousie University

**Tricia Crease**
College of Physicians & Surgeons of NS

**Hadear Marzooque**
H.M. Immigratr

**Linden Mattie**
Strongest Families Institute

**Chika Chiekwe**
Cox & Palmer

**Angelique LeBlanc**
Western Regional Enterprise Network

**Tyler Gould, CCDP**
Mi'kmaw Economic Benefits Office of NS

**Whitney Bagnell**
The Inland Group of Companies

**ADJOURNMENT:** Call for adjournment at 3:34 PM. Tricia Crease

# MESSAGE FROM THE BOARD CHAIR

Dear Members,

As we gather for our Annual General Meeting, I am both delighted and proud to reflect on what has been another outstanding year for our association. I am happy to address such a dedicated and dynamic group of professionals who share a commitment to career development and lifelong learning.

First, I want to highlight our successful financial stewardship. This year, we have continued to manage our resources with the utmost responsibility, ensuring that every dollar is invested wisely to further our mission. Our recent audit reaffirmed the soundness of our financial practices, a testament to the diligent work of staff and their commitment to transparency and accountability.

Our professional board members have demonstrated exceptional engagement and dedication throughout the year. Their expertise and strategic vision have been instrumental in guiding our association through a period of significant growth and transformation. Their contributions have not only ensured effective governance but also fostered a collaborative environment that supports innovation and progress.

Equally commendable is the competency and commitment of our staff. This year, our team has continued to excel in their roles, pursuing their own professional learning journeys with enthusiasm. They have embraced opportunities to deepen their knowledge in areas critical to our sector, including AI, advanced project management, and Recognition of Prior Learning. Their engagement with these leading-edge topics is vital as we strive to stay at the forefront of career development.

Our efforts to align with emerging standards have been particularly noteworthy. Staff members have engaged in competency-based learning and mapped our

training programs to new benchmarks, ensuring that we continue to offer relevant and impactful professional development opportunities. This dedication reflects our commitment to providing high-quality, accessible resources for our members.

In terms of stakeholder engagement, we have made significant strides this year. Our growing membership is a testament to the value we provide, and our successful partnerships have been instrumental in expanding our reach and impact. We are setting a high benchmark for membership benefits and supports, continuously working to enhance the value we deliver to each member.

One of our most exciting achievements has been the launch of our National Certification pilot program. With 22 participants from across Canada, this initiative represents a major step forward in our mission to establish a national certification program and standard for career development. We are looking forward to the full launch of this certification in early 2025, which will further solidify our role as a leader in the field.

Additionally, we have made significant progress in foundational areas such as human resources, policy development, strategic planning, and business planning. These efforts are laying a strong groundwork for sustained success and growth, positioning us well for the future.

As I look back on the past year, I am filled with gratitude for the exceptional work of our Executive Director and staff. Their dedication, expertise, and tireless efforts have been key to our success. Their passion and commitment continue to drive our association forward, and I am excited about the future we are building together.

Thank you for your ongoing support and for being an integral part of our community. Here's to another great year ahead as we continue to advance our mission and achieve new milestones.

Warm regards,
Carley Gloade
Chair, Nova Scotia Career Development Association

# GOVERNANCE

## NSCDA Board of Directors

Two new Board members were added this year bringing valuable Human Resource perspective to the Board. Select advertisements were placed, candidates were selected, interviewed and shortlisted for a second interview before final appointment.

- Whitney Bagnell, Inland Technologies, Truro, NS
- Hadear Marzooque, Human Resources and Immigration Consultant, Lower Sackville, NS

## Governance

Governance can be defined as the combination of policies, systems, structures and a strategic/operational framework, which the governing body puts in place to ensure the leadership of the organization makes appropriate decisions and takes appropriate actions to deliver services in an effective and accountable manner. This includes transparent and equitable stewardship or resources that will sustain the organization and keep it relevant to both the community in which it operates and the clients/customers it serves.

Competency is defined as the combination of knowledge, skills, personal characteristics, and individual and social behaviours needed to effectively perform a job. Competencies, when understood and appropriately applied, are more than the sum of their parts.

The following knowledge and skills competencies have been identified as critical for NSCDA:

- Knowledge of the Career Development Sector
- Business and Finance
- Legal
- Human Resources
- Economic Development

At the beginning of 2023, the board identified a skills gap related to Human Resources. Thus, this was the focus of Board recruitment activities that successfully cumulated with the addition of Whitney Bagnell and Hadear Marzooque to the Board. Both have their Chartered Professional in Human Resources (CPHR) designations, and they assisted with the engagement of human resource

consultants who have started to work with NSCDA and with the development of staff generally, a key current area of activity for NSCDA.

NSCDA now has a full complement of 10 directors.

## Board Education and Activity

NSCDA is committed to continuous education for both staff and Board Members. The focus in 2023 was on the ability to look into the future for NSCDA to help set the direction for the association.

On September 7, 2023, the Board and the senior Management Team, held a Visioning session. It was a stimulating and provocative meeting, and outcomes included the following:

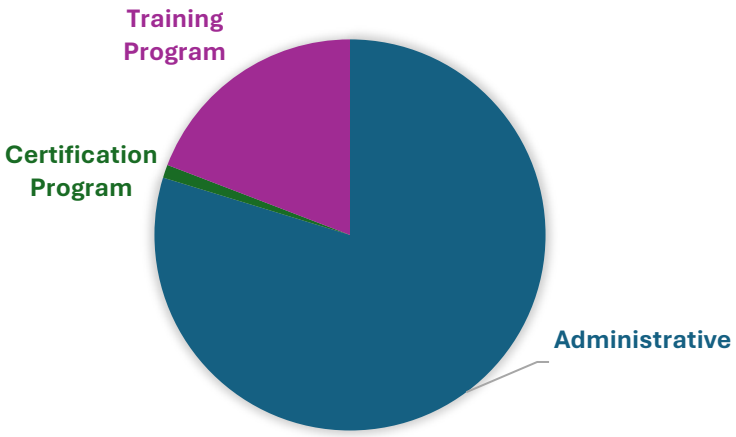
- The need for a new Strategic Plan
    - Draft in place and approval scheduled for the December Board Meeting
- NSCDA should expand its focus from the career development practitioners, job seekers portion of the workplace to include employers and workplace initiatives.
- That NSCDA has a significant body of knowledge related to the Recognition of Prior Knowledge (RPL) that could represent a meaningful business opportunity.
    - The Province of Nova Scotia – LSI, has provided funding to NSCDA to put on a two-and-a-half-day conference at the Halifax Convention Centre focusing on the role of RPL to help meet the needs of the workforce on the future in Nova Scotia. The conference is to take place October 15-17, 2024.
- The need for a Business Development Plan to research and implement activity to expand new revenue streams for NSCDA.
- Draft plan to be in place in December and approval of final plan scheduled for March 2025.

Respectfully submitted:
Andy Cutten
Halifax Global Inc.

# FINANCIAL

The Nova Scotia Career Development Association (NSCDA) began the year with $971,459 in retained earnings and will end the year with net assets of $1,031,289. Revenue was generated during the year through project funding, membership fees, event fees, online course fees, certification program fees, and provincial funding. Total revenue for the year is $2,809,098. Expenses are attributed to five (5) main areas: administrative, certification program, Event (conference) revenue, training program, and external projects. Total expense for the year is $2,749,263. Year-end assets are a $32,899 cashable GIC as security against the organizational credit cards. Monies are kept in low-risk bank accounts accruing as much interest as possible while ensuring that funds are secure.

We continue to be committed to providing value to our membership by growing all parts of the organization through increasing membership and providing opportunities for professional development such as the certification program, case management training, online and in person training opportunities (webinars and additional training opportunities) and regional conferences.

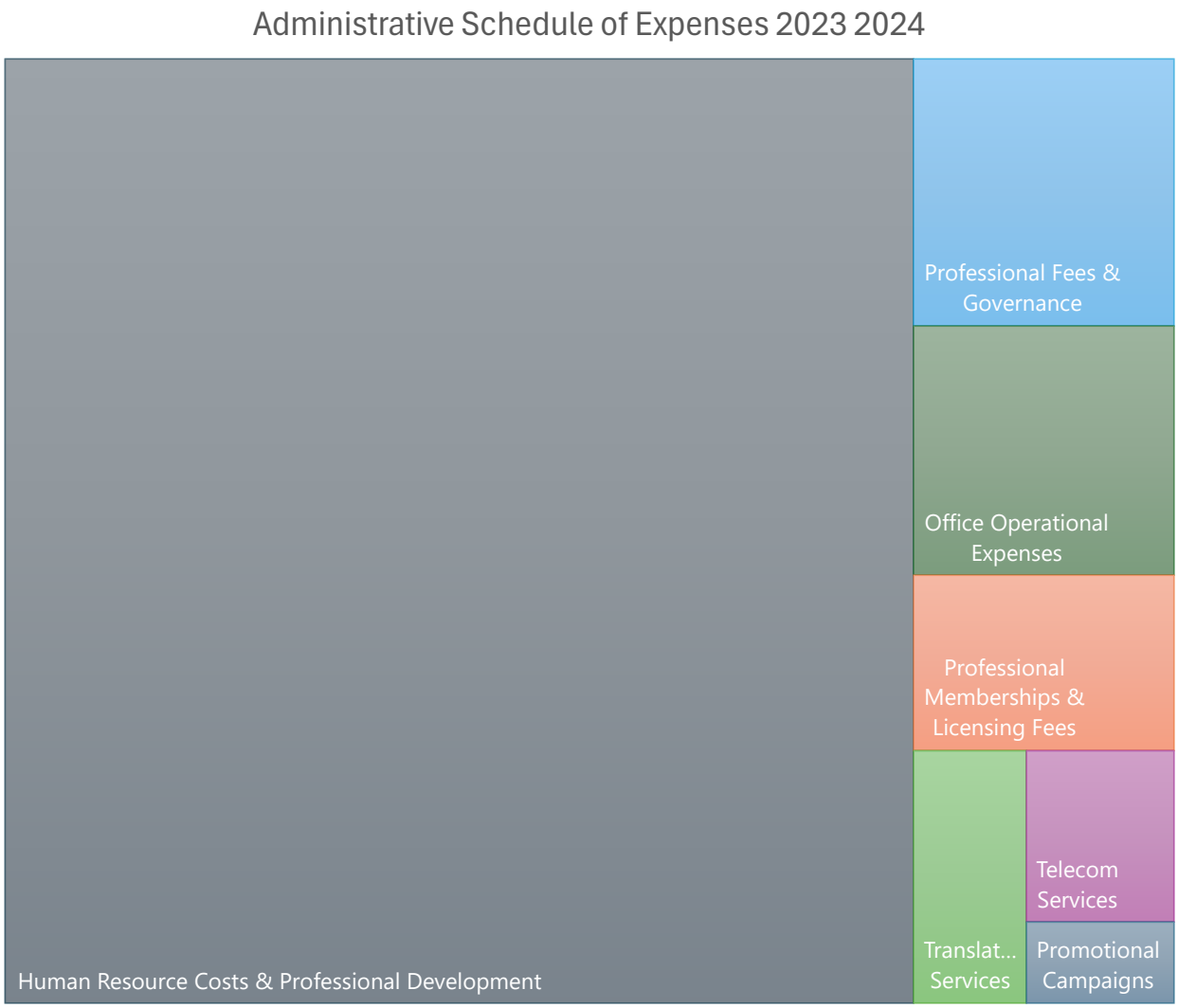



The NSCDA remains committed to using our revenue to strengthen the professionalism of the career development sector through a variety of key projects. This year, we've made significant progress with initiatives like the Career Practitioner Certification (RPL): Building on Success, which focuses on expanding and improving the certification process for career practitioners, making it more accessible for those seeking recognition through the RPL process. We've also continued to grow the National Certification Program, responding to new opportunities for career development professionals to gain recognition. By broadening its scope, the program continues to set a high standard for professionalism. Additionally, the "Timestamps" campaign creatively engages the next generation, promoting the Certified Career Development Professional (CCDP) role to attract young talent. Our Field Guide has become an invaluable resource for individuals exploring careers in the field of career development, while we remain

committed to fostering diversity, inclusion, and belonging across all our initiatives. Through these efforts, the NSCDA continues to drive meaningful progress and growth within the career development sector.

The NSCDA has completed our financial audit undertaken by Baker Tilly, Chartered Professional Accountants. All financial transactions have been handled appropriately with the goal of protecting our assets, increasing revenue, and meeting our contractual commitments. Printed and pdf copies of the statements are available upon request and can be downloaded from the NSCDA website; nscda.ca.

Respectfully submitted:
Chantelle Marshall, Finance



# LEARNING AND PROFESSIONAL PRACTICE

For L&PP, 2023-24 brought a renewed (and welcome!) focus on the Recognition of Prior Learning. The big news is that we have partnered with the Nova Scotia Government to plan and co-ordinate **RPL in Nova Scotia: Here to Stay!** – an event to celebrate the great work in RPL that's happening here at home. While this event won't take place until fiscal 2025 (October 15-17), much of the groundwork was laid this year. This event is funded through the RPL Unit, Adult Education Division, Nova Scotia Department of Labour, Skills and Immigration.

Also, on the RPL front, we are ready for a relaunch of portfolio development, renewed and renamed. This seven-session program will be launched with a group of our Cape Breton practitioners in Fall 2024.

Still with RPL, this year we completed the second phase of a project to map our training to the National Competency Framework for Career Development Professionals. Four NSCDA staff have been trained in the competency mapping process and have begun this work. What does this mean for CDPs? It means that, down the road, you'll be able to see exactly which competencies (and to what extent) are addressed by a piece of NSCDA training. Even better, you'll be able to search our resources by competency to see what pieces of training might help you fill a specific learning gap.

We look forward to continuing to grow our RPL work in the coming year. Join us at **RPL in Nova Scotia: Here to Stay!** to learn more about what we've been up to.

Other L&PP Achievements in fiscal 2023-24 included:

### Microcredentials

- 54 *Needs Assessment Foundations* microcredentials have been awarded, bringing our total awarded to 154. This microcrdential is a co-branded offering of Dalhousie University and the NSCDA.

### Career Development School

- NSCDA staff, as a team, completed the NSCDA's Case Management training, with debriefing sessions at scheduled intervals and a final group assignment.

It was great for us to go through the process as learners – there were lots of 'aha' moments!

- Seven partner visits to NSW and other Career Services Centres were carried out.
- The 'What is Career Development?' unit, developed last year, is now offered within Onboarding.

### Career Practitioner Certification: Leveraging Success to Respond to New Opportunities

This project, funded through the RPL Unit of Labour, Skills and Immigration, Nova Scotia Government, is supporting the NSCDA to adapt Certification tools and processes to the new National Competency Framework, in preparation for a move to National Certification. Fiscal 23-24 saw some delays in this work as we took the necessary time to negotiate partner agreements; with those in place, things began moving quickly and we are on track to complete this project in early Fall 2024.

### Marketing and Promotions

The first in a series of CDP videos was launched in September 2023. CDP Alva Bourque from Job Junction is featured in our first video: https://fieldguide.nscda.ca/become-a-ccdp/

Another 'first' happened during Career Month (November), when L&PP Director Teresa Francis was a guest on a morning TV show (Global Halifax Morning), a podcast (The Sheldon MacLeod Show, Saltwire Network), and a radio show (The Todd Veinotte Show).

### Mi'kmaw Kina'matnewey Initiative

The Mi'kmaw Kina'matnewey (MK) Career Navigator initiative, led by the Mi'kmaw Economic Benefits Office (MEBO) in partnership with Mi'kmaw Kina'matnewey (MK), Mi'kmaq Employment and Training Secretariat (METS), NSCDA and the Nova Scotia Department of Labour Skills & Immigration (LSI), supports MK schools in understanding and preparing for the needs of the province's job market. Through this initiative, five Career Navigators have been hired and are providing career development support in MK schools.

NSCDA is supporting the Mi'kmaw Kina'matnewey (MK) Career Navigator initiative through offering training and membership to five Career Navigators. All are enrolled in the Case Management Training, LMI Training and have been oriented to the Certification process and program.

We look forward to new adventures in the coming months and year!

Respectfully submitted:
Teresa Francis
Director of Learning and Professional Practice

# TRAINING

### Introduction

The Nova Scotia Career Development Association (NSCDA) remains steadfast in its mission to enhance the professional capacity of career development practitioners throughout the province. Over the past year, we have focused on developing, revising, and delivering a range of high-quality training programs and resources that address the dynamic needs of our members. This report provides an overview of our key training initiatives, advancements in instructional design, staff professional development, and the ongoing positive impact these efforts have had on the career development community.

### Training Released

#### 1. Revised Case Management and Case Management Supervision

One of the most significant accomplishments this year was the release of the revised Case Management and Case Management Supervision training programs. These updates reflect the latest best practices in the field, ensuring that career practitioners can effectively support their clients. The revised content focuses on client-centred approaches, advanced communication strategies, and integrating modern tools and technologies into case management processes.

#### 2. LaMPSS Training Suite

The comprehensive LaMPSS (Labour Market Program Support System) training suite, introduced this year, has been a major milestone. This suite includes modules designed to enhance practitioners' proficiency using LaMPSS for reporting, data management, and program administration. By mastering these skills, career practitioners can manage program delivery and reporting more effectively, leading to better client outcomes.

### 3. Mental Health and Addictions Training

In response to the growing need for mental health support within career development, the NSCDA developed and delivered specialized Mental Health and Addictions training. This program equips practitioners with the knowledge and tools necessary to identify, understand, and address mental health and addiction issues that may impact their clients' career trajectories.

### 4. Revision of Nova Scotia Works Workshop Materials

This year, we also completed a comprehensive revision of the Nova Scotia Works workshop materials. These updates ensure the materials align with the latest labour market trends and educational methodologies. The revised workshops are more engaging, practical, and relevant, providing career practitioners with improved resources to deliver high-quality client services.

### 5. The Foundations of Belonging in the Workplace Training

A notable addition to our training offerings this year was the release of The Foundations of Belonging in the Workplace training program. This program provides practitioners with a solid understanding of essential workplace inclusion practices and critical competencies for fostering a sense of belonging. The training covers key topics such as diversity, equity, inclusion, and creating supportive work environments. The introduction of this training has been met with enthusiasm, as it equips practitioners with the tools needed to better prepare their clients for successful workplace integration and inclusivity.

**"I just finished the "Foundations of Belonging in the Workplace" course, and I wanted to say "Bravo! "It was well done. As someone who is part of a multicultural family and has lived experiences as a foreign worker, I found myself challenged to truly engage more in the dialogue that my partner and I often keep to ourselves. During my progression through this course, Lunar New Year is approaching and as a family that celebrates this holiday, we do find it discouraging at times when in Nova Scotia it is called Chinese New Year, and the Chinese traditions dominate the general perception of the holiday. I noticed a local non-profit agency had used the term Chinese New Year on a Facebook post and I decided after completing this course to reach out privately and gently point out that it might be more inclusive to use the term Lunar New Year, and I was met with a positive response! Normally my partner tries to deter me from "causing trouble" but it met with a positive response, and it opened his mind to the possibilities as well."** NSCDA Member

### 6. Disability Management Training

Another key training program released this year is the Disability Management training. This program is designed to help practitioners develop the skills and knowledge necessary to support clients with disabilities in their career development and workplace integration. The training covers essential topics such as legal considerations, workplace accommodations, and effective communication and support strategies.

### 7. Employer Engagement Specialized Training: HR Fundamental, Business Basics and Client Relationship Management

The NSCDA continued its partnership with Workplace Initiatives and Debbie Lawrence Consulting to offer HR Fundamentals and Business Basics training for Employer engagement specialists within the Nova Scotia Works system. This partnership has led to the development of three specialized learning plans that cover topics around business basics, HR fundamentals, and building a client relationship with employers.

## Ongoing Initiatives

### Wellness Wednesday Webinar Series

The Wellness Wednesday webinar series, an ongoing initiative, continues to be a valuable resource for career practitioners. These webinars focus on various aspects of personal and professional well-being, providing practitioners with practical strategies to manage stress, maintain work-life balance, and enhance overall wellness. The continuation of this series reflects our commitment to supporting the holistic well-being of our members. The positive feedback from attendees demonstrates this initiative's ongoing relevance and importance in promoting a healthy, sustainable career development practice. Webinar examples include Managing Emotions, Meditation, The Value of Breath, Unlocking Financial Literacy, Addressing Compassion Fatigue, Accessible Movement, A Holistic Approach to Managing Workplace Stress, and Vision and Goal Setting.

### Additional Webinars Offered:

Additional webinars focused on topics such as Addressing Sexual Harassment in the Workplace, Cultural Appropriation and Tokenism, Accommodating Illness and Disability in the Workplace, Creating a Welcoming Place for the 2SLGBTQAI+ Community, Anti-Oppressive Practice, Psychological Health and Safety in the Workplace, Establishing a Culture of Inclusive Space, Racism in the Workplace,

Environment Literature and Indigenous Worldviews, Implementing Truth and Reconciliation Calls to Action, Indigenous Storytelling and Colonization.

## Events and In-Person Training

### Regional Events/Conferences:

The NSCDA has successfully organized several regional events and in-person training sessions this year. These events provided valuable opportunities for networking, knowledge sharing, and professional growth. The in-person training sessions have been particularly beneficial in fostering a sense of community among practitioners and offering hands-on learning experiences that are difficult to replicate in a virtual environment. The positive feedback from attendees underscores the importance of maintaining a balance between online and in-person training opportunities. Each regional event included a variety of speakers and topics, including Sareena Hopkins and Tannis Goddard on Career Development Across Canada and Around the World, Marquis Murray on Process Over Perfect: Scale your Operations through Measurable Continual Improvement, Eddie LeMoine on Mastering Performers and the Changing Workforce, Gleen Rogers and Lindsay Miller on Mental Health in the Workplace, Placemaking 4 Good on The Foundations of Belonging in the Workplace, Jeff Ward on A Decolonizing Perspective at The Intersection of Management, Education and Indigenous Ideas and Traditional Wisdom, and many more.

Before each regional event, a pre-conference in person-centred de-escalation was held, facilitated by Amanda Leigh. The workshop equipped practitioners with strategies to understand and manage escalated behaviours, emphasizing professional boundaries and compassionate care.

### Navigating The Client Experience: Tools to Support Case Management

Five comprehensive in-person training sessions across the province for Nova Scotia Works (NSW) staff from September 2023 to February 2024. The training's main goal was to provide NSW staff with a thorough understanding of the Case Management lifecycle and the evident gaps observed by LSI/ENS. The training included the components of Level One Assessment, Streaming, Interventions, Case Notes, Employability Dimensions, Employment Barriers, and the Case Manager's Statement. It also emphasized the importance of translating the case management process into LaMPPS to ensure a thorough understanding of the client's story.

## Partnerships

Over the past year, we have strengthened and forged new partnerships. Autism Nova Scotia's training enterprise, Exploring the Spectrum, successfully delivered Autism and Employment Training to members across the province. This training was made accessible in both in-person and online formats, with curriculum on autism spectrum disorder and best practices for supporting individuals on the spectrum in employment service settings.

Additionally, our collaboration with the Department of Community Services progressed with the continued delivery of their certificate training. Moreover, we partnered with the Department of Education to deliver the Let's Talk Careers program training to School Liaison staff.

**"I wanted to send a little note this morning to thank you for yesterday's training. It was really effective! I am feeling so much better about using the material in different ways now. I used to be really intimidated by it, but now I am looking forward to planning my next workshop with my own spin on it. You rock! Thanks for the motivation!"** School Liaison Training Participant

## Advancements in Instructional Design Techniques

The NSCDA has remained at the forefront of instructional design by incorporating innovative technologies and methodologies into our training programs. This year, our offerings have integrated interactive e-learning modules and scenario-based training. These advancements have made our training programs more engaging, flexible, and adaptable to the diverse learning needs of career practitioners. As a result, we have seen higher engagement rates, improved information retention, and a more dynamic learning experience for participants.

**"I am not sure who to "high-five" regarding the new style and format for the SL onboarding modules- perhaps this style has been around a while - but its so awesome! Well, done. I feel much more engaged than I did with previous trainings! Just wanted to share some positive feedback!"** NSCDA Member

## Staff Professional Development

Staff professional development continues to be a priority at the NSCDA. Over the past year, our staff members have participated in various professional development opportunities, including workshops, conferences, and certifications.

These experiences have enabled our team to stay current with the latest trends and developments in career development, which in turn informs the design and delivery of our training programs. The continuous professional growth of our staff ensures that they are well-equipped to support the evolving needs of career practitioners and the clients they serve.

### Conclusion

The past year has seen significant growth and achievement for the NSCDA in training. Our commitment to providing high-quality, relevant, and accessible training programs has yielded positive results, enhancing the capacity of career practitioners across the province. As we look ahead, the NSCDA will continue to innovate and adapt our training offerings to meet our members' and partners' evolving needs. We are proud of our training programs' impact and remain dedicated to supporting the professional development of career practitioners in Nova Scotia.

Respectfully submitted:
Connie Corse
Training Manager

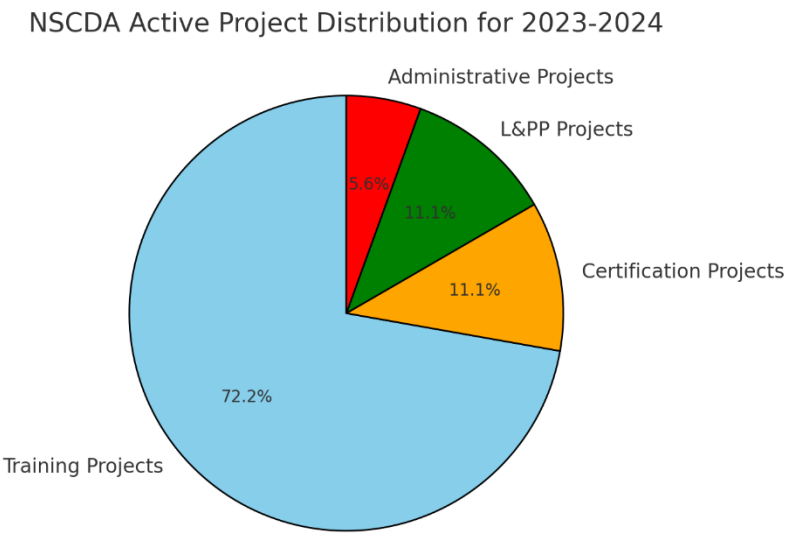
## PROJECTS

Project management enhances our ability to monitor the progress and health of projects while also implementing organizational and workflow management practices. This will ensure that as the NSCDA continues to grow and explore new service opportunities, we maintain a high level of accountability to our members and clients.

Throughout the 2023/24 fiscal year, we have made significant strides in refining our operational processes. We've broadened the scope of our products and services, enabling us to better meet the needs of our diverse and expanding clientele. In addition, we've successfully expanded our membership base, further solidifying our position as a leading organization committed to growth and excellence in the work we do.

## Project Portfolios:

During the 2023/24 fiscal year, the NSCDA initiated and/or completed several key, high-profile projects, including both deliverables included in our ongoing contract with the Nova Scotia government and work for non-member clients. As of the end of March 2023, our project inventory remains strong and stable, with significant progress made on key deliverables slated for completion and delivery to our members and clients.




Since the introduction of project management practices in 2020, The NSCDA has reported on 107 projects and activities. Project status is tracked and updated monthly by Managers during scheduled Projects Review meetings. This information is also included in the quarterly reports to the NSCDA's Board of Directors.

At the close of the 2023/24 fiscal year, our project management system (Asana) was tracking **18 active projects** and activities across our four portfolios: Training, Certification, Learning & Professional Practice (L&PP), and Administration. Staff supporting these portfolios are engaged in several large, strategic, priority projects, which are schedule-driven and require higher levels of management, resource commitment, and reporting. These projects, often spanning multiple fiscal years, also carry a greater risk exposure for the NSCDA and demand ongoing support from staff, management, and external resources.

Examples of priority projects initiated, worked on, or completed during the 2023/24 fiscal year include:

- Navigating LaMPSS for External Case Management
- Navigating the Client Experience: Tools to Support Case Management
- LaMPSS Employer Case Management: A Vital Tool for Employer Case Management (
- LaMPSS Employer Case Management: Navigating Intake
- Nova Scotia Works Online: Intake for EES
- Nova Scotia Works Online: Employer Supports

- Self-Employment Program eLearning Companion
- Foundations of Belonging in the Workplace
- Disability Management
- Employment Support Practitioner Essentials
- The Arc of Empathy
- National Certification (program development and initiation)
- Career Pathways for CCDP Certification
- Professional and Leadership Studies for Career Development Professionals
- Mentorship in Career Pathways
- National Competency Framework Mapping Project
- RPL Best Practices Forum – Event Planning
- and more…

### Risk Management:

The NSCDA's Board of Directors and staff remain committed to identifying and managing critical risks, focusing on their potential impacts on both operations and services. To effectively address these risks, the NSCDA maintains a Risk Framework Policy, which outlines the processes for keeping identified risks within acceptable limits. This policy is integrated with the organization's governance and strategic planning efforts, ensuring that risk management is aligned with our broader goals. Identified risks are documented and monitored within the NSCDA's Risk Registry. These risks are regularly evaluated, updated, and included in the NSCDA's quarterly reports to the Board of Directors, ensuring ongoing oversight and proactive risk management.

### Standards, Best Practices, and Policy:

While accountability is ensured through effective project and risk management, these efforts are supported by standards, best practices, and policies. We rely on organizational policies to manage our daily activities and operational policies to guide the development and quality assurance of our training, certification, and support services. Achieving accountability requires ongoing evaluation, improvement, and documentation of the way we work.

During the 2023/24 fiscal year, the NSCDA advanced its commitment to accountability by developing or expanding standard practices and policies for various activities. This includes standardizing data management and storage, refining eLearning training development processes as well as Instructor Lead learning, and enhancing support for our Francophone members by offering a French language option across all appropriate products and services. Additionally,

we are creating a comprehensive set of operational policies to govern client interactions and support within our Training and Certification services.

### Closing Out the Year:

Over the past year, the NSCDA's Training, Certification, and Learning & Professional Practice teams have made significant progress in managing a substantial project portfolio. This effort has involved bringing numerous complex initiatives under control and ensuring that our project inventory remains strong, stable, and effectively managed.

As we move through the 2023/24 fiscal year, our project inventory is in excellent shape. Among the 18 active priority projects, many remained on track and concluded within the fiscal year, demonstrating our ability to deliver results on schedule. At the same time, several new projects are just beginning, strategically positioned to sustain and advance our work over the next few years. This balanced approach ensures that we maintain a steady pipeline of initiatives, supporting the ongoing growth and development of the NSCDA.

Respectfully submitted:
Chris Shupe
Project Manager

# MEMBERSHIP

### Membership Overview (as of March 31, 2024):

Our membership continues to be a dynamic mix of professionals dedicated to career development across Nova Scotia. Here's how it breaks down:

- Certified Career Development Practitioners (CCDP) - Nova Scotia Works: 132 members
- Certified Career Development Practitioners (Non-NS Works): 47 members
- Honorarium Members: 29 members
- Annual Renewal Members: 82 members
- Nova Scotia Works Members (Non-CCDP): 272 members
- Nova Scotia Apprenticeship Agency (NSAA) Members: 31 members
- Department of Community Services (DCS) Members: 141 members
- Provincial Stakeholders: 140 members
- Student Members: 6 members

- Staff: 15 members

Total Membership: 895 members

### Membership Highlights:

- Our membership includes 404 professionals linked to Nova Scotia Works, many of whom hold the CCDP designation. These centres, funded by the NSEAS program, are essential in connecting job seekers and businesses across the province. Through a network of service providers, they deliver customized services that help Nova Scotians achieve their career goals while supporting business growth.
- Certified Career Development Practitioners (CCDPs): We have a total of 179 CCDPs, a testament to our commitment to professional standards and expertise in the field.
- Annual Renewal Members: 135 members have renewed their commitment this year, reflecting ongoing engagement and professional development within our community.

Our diverse and growing membership reflects a shared commitment to advancing career development in Nova Scotia. Whether through certification, specialized training, or active participation in industry initiatives, our members are at the forefront of supporting workforce development across the province.

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### Membership Growth and Engagement:

In the 2023-2024 fiscal year, NSCDA continued to support and expand our membership base through targeted initiatives and engagement strategies. Our focus on professional development, networking, and customized training led to the addition of 145 new members across all categories, bringing our total membership to 895.

### Professional Development and Events:

NSCDA hosted 53 events in 2023-2024, offering a mix of in-person and virtual opportunities. Popular programs included "Wellness Wednesday," regional networking events, and the Indigenous Culture and Awareness webinar series. Our online learning platform, the HUB, was accessed extensively by members, with over 543 self-paced courses accessed. Top courses included Self Employment Benefits, Canadian Immigration, and Labour Market Information.

## Membership Communication:

We maintained regular communication with our members through nine membership mailouts in 2023-2024, with an average open rate of 36%. These updates included information on upcoming events, new course offerings, CCDP certifications, and job postings. Our communications are delivered through multiple channels, including email, social media, and direct phone outreach.

## Member Benefits and Professional Growth:

NSCDA membership provides extensive benefits to support the career development journey, including:

- Access to exclusive networking opportunities within a community of over 800 career professionals across Nova Scotia.
- In-person events featuring world-class speakers and professional development sessions.
- Specialized training through our HUB, offering live and self-paced sessions in both official languages.
- Certification and specialized programs, including the CCDP designation, Case Management Specialization, and Mental Health Champions Program.
- Connections with national and provincial career development associations.
- Member-exclusive discounts on training programs, webinars, and conferences like Cannexus.

Memberships are categorized by type and rate, with fees adjusted based on the member's role and affiliation, ensuring that each member receives tailored support relevant to their professional needs.

## Strategic Partnerships and Initiatives:

In 2023-2024, NSCDA collaborated with key partners on several initiatives:

- Customized training for NSAA staff transitioning to a digital client management system.
- Updating the Level One Assessment tool for Nova Scotia Works centres in partnership with the Department of Labour, Skills, and Immigration (LSI).
- Translating over 125 training documents into French, including CCDP materials.
- Developing a Career Development Standards and Competencies Certificate for DCS caseworkers and supervisors.

### Looking Ahead:

As we move forward, NSCDA remains committed to advancing the career development profession in Nova Scotia. Our focus will continue to be on enhancing professional standards, expanding member services, and advocating for the field. Through strategic initiatives, professional development, and member engagement, we are building a stronger, more connected community of career development professionals.

Thank you for your continued support and dedication to growing our profession.

Respectfully submitted:
Chantelle Marshall
Finance Manager

# CERTIFICATION

Office of the Registrar (OOR)

### Registrar Statistics (as of March 31, 2024)

Total candidates conferred designation – 307
Total candidates actively maintaining designation – 209
Current candidates processing through Assessment – 28
Current candidates processing through Career Pathways – 30

The OOR has had a successful year filled with significant partner engagements focused on raising awareness of the Certified Career Development Practitioner (CCDP®) designation and launching a nationally recognized certification program. From working with WUNDER to create impactful branding to providing tailored presentations to associations, we have been diligently expanding our knowledge of the career development sector and its service providers.

The OOR actively engaged in professional development activities independently and as a team, participating in workshops and attending conferences. These activities focused on Recognition of Prior Learning (RPL), soft skills, employment services, Indigenous Reconciliation, and policies and governance. Attending CERIC's annual Cannexus Conference (2024) was a significant milestone. Utilizing a

professionally designed booth, this was the certification team's first opportunity to showcase Career Certification and its branding and launch the informatic website to the public.

## Collaborative Work and Highlights

1. Competency Mapping Framework Project – Mapping NSCDA training offerings to the National Competency Framework for Career Development Professionals.
2. National certification information sessions: Nova Scotia Works Executive Leadership; Valley African Nova Scotia Development Association (VANSDA); Career Development Practitioners Certification Board of Ontario (CDPCBO); Mi'kmaq Employment Training Secretariat (METS), National Stakeholders Committee (NSC); British Columbia Career Development Association (BCCDA); Saskatchewan Career Development Association (SKCDA); and Career Development Association of Prince Edward Island (CDAPEI).
3. Conference attendance: British Columbia Career Development Association Conference (April 2023); Recognition of Prior Learning Conference, hosted by Loyalist College and the International Indigenous RPL Collective (May 2023); WorkForward Conference, hosted by the Association of Industry Sector Councils (November 2023); New Brunswick Career Development Association (NBCDA) conference (November 2023); Online Educa Berlin (OEB) annual conference (November 2023); and Cannexus conference, hosted by CERIC (January 2024).
4. National Technical Working Group – Mapping and validating certification assessment tools and forms to the National Competency Framework for Career Development Professionals.
5. Development of branding and launching of Career Certification, the assessment agency for the Trademarked CCDP® designation program. www.careercertifcation.ca

Respectfully submitted:
Lindsay Guitard
Registrar and Manager of Certification

# COMMUNICATIONS

*The NSCDA's résumé project was published in December of 2023. The 65-page report featured significant projects and achievements from 2020 to 2022.*

Communication activities for Nova Scotia Career Development Association (NSCDA) remained consistent throughout the 2023/24 fiscal year. Membership updates were done by Chantelle Marshall via email, and Mitchell Tempro managed social media.

### Communications Coordinator Duties

The designated Communications Coordinator's duties included website management, editing courses and documents as required, and designing and laying out infographics, documents, and graphic assets for internal use, members, and partners in print and digital formats.

### Plain Language, Design, and Accessibility

Two short communications-related courses are currently in production, Plain Language: A Superpower of Communication and Plain Design for Accessibility. They will be available on the Member Hub in 2025.

### Magazine Article

In July 2023, the NSCDA published an online article in Atlantic Business Magazine featuring our new DEIB training developed in collaboration with P4G.

### Résumé Project

In December 2023, a 65-page magazine was created and offered in print and digital formats. Similar to the Year in Review project of 2019, résumé (spelled with a lowercase "r") was a glossy, full-colour publication that detailed many of NSCDA's achievements and projects from 2020 to 2022.

Résumé took 100s of cumulative hours to complete with staff and contractors providing more than 40 articles and blurbs, some in both official languages.

### Website

A website revision is planned for 2025. The first stage of the redesign was presented in April 2024. The new design will have a very simple layout, a fresh colour palette, and a focus on accessibility and User Interface (UI).

The Training Catalogue page was updated with a new layout, more detailed course descriptions, and a full catalogue that includes many new training opportunities. The Training Team reviewed the UI, and a search feature that allows content to shuffle according to category was included. The project was eventually moved to the NSCDA Member Hub to allow users to take advantage of that platform's shopping cart and payment system.

Respectfully submitted:
Cathi Stevenson
Communications Coordinator

# NDIC: NSCDA DIVERSITY AND INCLUSION COMMITTEE

In August 2022, Nova Scotia Career Development Association (NSCDA) divided $60,000 in funding among nine groups and organizations throughout Nova Scotia. Applications were received through the NSCDA's Diversity and Inclusion Committee (NDIC). NSCDA recently contacted several of these organizations for updates and was overwhelmed by the stories they shared. To have played even a small role in the successes and ongoing work of these deserving community-focused projects has been a privilege.

Suchinta Arif, Co-founder of Diversity of Nature, Department of Biology, Dalhousie University, K'jipuktuk (Halifax), says the money her project received was "instrumental in launching many of our immersive outreach activities over the past few years. In particular, we ran several snorkeling expeditions as well as a shark tagging event. These events gave BIPOC and underrepresented youth in Nova Scotia a chance to gain valuable and direct experience working with marine ecosystems, as well as build mentorship with early career researchers in the area. Our plans for the future are to expand our programming across Canada, as we now have leaders in Ontario, Nova Scotia, and New Brunswick ready to create their own Diversity of Nature chapters."

The Back-to-School Project of the Immigrant Parents Network used the money they received to provide backpacks and school supplies to more than 70 new immigrant families and relieve the financial burdens of those in need. The organization also presented an education session attended by 55 parents online and in person. This event offered a space to connect, learn, and share with other parents.

Christina Carter, Executive Director of Chebucto Connections, says their funding was used for Chebucto Connections Community Produce Packs and "enabled us to distribute 2,400 produce packs during the 2022-2023 fiscal year." The organization is growing its efforts, and Carter added, "We now provide 100 produce packs every two weeks, with 35 packs being delivered to individuals facing mobility challenges. Our food assistance extends beyond distribution; we are introducing initiatives to connect communities through food. One of our latest programs is the English as an Additional Language Conversation Club."

Art of Disability Festival was held on August 14, 2022. "We were able to ensure the in-person festival was free for the 30+ vendors who attended, and there was no entrance fee for the 350+ attendees. This funding covered the cost of an accessible venue and ASL interpreters, it also allowed us to purchase more promotional items for the festival. The success of this festival would not have been possible without the generous support of the NSCDA," says Meaghan Ernst, ILNS Peer Support Coordinator / Program Facilitator.

NSCDA Executive Director Kathy McKee says she's proud NSCDA had the opportunity to support these groups.

***' There are so many deserving programs and projects in Nova Scotia that it was nearly impossible to choose just a few from so many deserving applicants. We hope to be able to oÏ er similar programs in the future.,*** Kathy McKee

*NSCDA Diversity and Inclusion Committee 2022*

# CLOSING STATEMENT FROM THE EXECUTIVE DIRECTOR

As we close out the 2023-2024 fiscal year, I want to take a moment to reflect on the incredible work our association has accomplished. This past year has been one of growth, adaptation, and collaboration. We've strengthened our membership, launched new initiatives, and continued to build upon the core values that make the NSCDA a leader in career development.

Our financial stability, as reaffirmed by our auditors, has allowed us to reinvest in our members, offering expanded training programs, including the development of online self-paced professional development courses, in-person training opportunities, and certification resources. The progress we've made in advancing the National Certification program is particularly exciting, as it elevates career development professionals and sets a new standard across the country. From the launch of our Field Guide website to the continued expansion of these offerings, we remain committed to innovation and professional excellence.

I would also like to highlight our successful collaboration with Halifax-based agency Wunder, whose creative "Timestamps" campaign was designed to engage the next generation of Certified Career Development Professionals (CCDPs). By cleverly embedding career messages into popular TV shows, this campaign has sparked interest among young talent, showing them the rewarding possibilities of a career in career development. We're proud to be part of such an innovative project, which aligns with our mission of advancing career development in Nova Scotia.

Looking ahead, I am excited for the opportunities on the horizon. We will continue to enhance member support, expand partnerships, and provide valuable opportunities for both personal and professional growth. With your continued engagement, I'm confident we will meet these goals and set new benchmarks for success.

*Cultural Trip to Black Loyalist Heritage Centre*

Thank you for being an integral part of this journey. Here's to another year of progress and collaboration.

Warm regards,
Kathy McKee
Executive Director, NSCDA

# NOVA SCOTIA CAREER DEVELOPMENT ASSOCIATION

## FINANCIAL STATEMENTS

## MARCH 31, 2024

bakertilly

**NOVA SCOTIA CAREER DEVELOPMENT ASSOCIATION**
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**MARCH 31, 2024**

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# INDEPENDENT AUDITORS' REPORT

To the Board of Directors of:
**Nova Scotia Career Development Association**

*Opinion*

We have audited the financial statements of **Nova Scotia Career Development Association** ("the Association"), which comprise the statement of financial position as at March 31, 2024, and the statements of operations and changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies and supplementary schedule.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at March 31, 2024, and results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

*Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

*Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

*Baker Tilly Nova Scotia is a member of Baker Tilly Canada Cooperative, which is a member of the global network of Baker Tilly International Limited. All Members of Baker Tilly Canada Cooperative and Baker Tilly International Limited are separate and independent legal entities.*

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

*Auditors' Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Association to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Baker Tilly Nova Scotia Inc

Dartmouth, Nova Scotia
September 17, 2024

**Chartered Professional Accountants**

# NOVA SCOTIA CAREER DEVELOPMENT ASSOCIATION
# STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS
# FOR THE YEAR ENDED MARCH 31, 2024

| | **2024** | 2023 |
|---|---|---|
| | **$** | $ |
| **REVENUES** | | |
| Employment Nova Scotia | **2,654,740** | 3,827,349 |
| Module sales | **46,276** | - |
| Special project funding | **32,468** | 408,933 |
| Interest | **29,157** | 7,675 |
| Membership fees | **21,006** | 20,621 |
| Conference | **11,845** | 11,605 |
| Certification | **7,040** | 60,093 |
| Course fees | **4,735** | 10,371 |
| Gain on disposal of capital assets | **1,831** | 17,159 |
| | **2,809,098** | 4,363,806 |
| **OPERATING EXPENSES** | | |
| Administrative (Schedule) | **2,051,455** | 2,834,115 |
| Amortization | **82,539** | 79,796 |
| Certification program (Schedule) | **28,000** | 154,314 |
| Conference | **61,460** | 100,395 |
| Special projects | **32,468** | 249,354 |
| Training program (Schedule) | **493,346** | 730,901 |
| | **2,749,268** | 4,148,875 |
| **EXCESS OF REVENUES OVER EXPENSES** | **59,830** | 214,931 |
| NET ASSETS - beginning of year | **971,459** | 756,528 |
| NET ASSETS - end of year | **1,031,289** | 971,459 |

# NOVA SCOTIA CAREER DEVELOPMENT ASSOCIATION
## STATEMENT OF FINANCIAL POSITION
## AS AT MARCH 31, 2024

| | 2024 | 2023 |
|---|---|---|
| | $ | $ |
| **ASSETS** | | |
| **CURRENT** | | |
| Cash | **1,250,407** | 775,810 |
| Accounts receivable | **50,971** | 3,400 |
| HST recoverable | **53,021** | 178,144 |
| Prepaids | **4,414** | 28,982 |
| | **1,358,813** | 986,336 |
| **INVESTMENTS** | **32,899** | 32,105 |
| **CAPITAL ASSETS (Note 3)** | **154,499** | 232,613 |
| **CERTIFICATION PROGRAM TRADEMARK** | **8,540** | 8,540 |
| | **1,554,751** | 1,259,594 |
| **LIABILITIES** | | |
| **CURRENT** | | |
| Accounts payable and accrued liabilities | **208,867** | 95,270 |
| Deferred revenue - special project funding (Note 4) | **210,200** | 27,569 |
| | **419,067** | 122,839 |
| **DEFERRED CAPITAL CONTRIBUTIONS (Note 5)** | **104,395** | 165,296 |
| | **523,462** | 288,135 |
| **NET ASSETS** | | |
| **UNRESTRICTED** | **1,031,289** | 971,459 |
| | **1,554,751** | 1,259,594 |

**COMMITMENT (Note 7)**

**Approved by the Board**

_____ **Director** _____ **Director**

# NOVA SCOTIA CAREER DEVELOPMENT ASSOCIATION
## STATEMENT OF CASH FLOWS
## FOR THE YEAR ENDED MARCH 31, 2024

| | 2024 | 2023 |
|---|---|---|
| | $ | $ |
| **CASH PROVIDED BY (USED FOR):** | | |
| **OPERATING** | | |
| Excess of revenues over expenses | **59,830** | 214,931 |
| Items not affecting cash | | |
| Amortization of deferred capital contributions | **( 69,982)** | ( 59,730) |
| Gain on disposal of capital assets | **( 1,831)** | ( 17,159) |
| Amortization | **82,539** | 79,796 |
| | **70,556** | 217,838 |
| Changes in non-cash working capital items | | |
| Accounts receivable | **( 47,571)** | ( 1,435) |
| HST recoverable | **125,123** | ( 38,911) |
| Prepaids | **24,568** | 63,656 |
| Accounts payable and accrued liabilities | **113,597** | 52,893 |
| Deferred revenue - special project funding | **182,631** | ( 1,218,202) |
| Deferred capital contributions | **9,081** | 146,633 |
| | **477,985** | ( 777,528) |
| **INVESTING** | | |
| Acquisition of investments | **( 794)** | ( 414) |
| Proceeds on disposal of capital assets | **6,487** | 17,159 |
| Acquisition of capital assets | **( 9,081)** | ( 146,633) |
| | **( 3,388)** | ( 129,888) |
| **CHANGE IN CASH** | **474,597** | ( 907,416) |
| **CASH - beginning of year** | **775,810** | 1,683,226 |
| **CASH - end of year** | **1,250,407** | 775,810 |
| Cash consists of: | | |
| Cash | **276,405** | 142,197 |
| Cashable guaranteed investment certificate | **974,002** | 633,613 |
| | **1,250,407** | 775,810 |

## 1. NATURE OF OPERATIONS

Nova Scotia Career Development Association ("the Association") is incorporated under the Societies Act of Nova Scotia. The Association is a non-profit society that provides strategic leadership to career developers in all areas of the field, in Nova Scotia.

## 2. SIGNIFICANT ACCOUNTING POLICIES

Basis of accounting

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

Cash

Cash consists of a bank balance held with a financial institution and cashable guaranteed investment certificates.

Investments

Investments consist of a non-redeemable guaranteed investment certificates.

Capital assets

Capital assets are recorded at cost. Amortization is provided for using the following rates and method over the estimated useful lives as follows:

| | | |
|---|---|---|
| Computer equipment | 55% | Diminishing balance |
| Furniture and equipment | 20% | Diminishing balance |

One half year's amortization is taken in the year of acquisition.

Impairment of long-lived assets

Long-lived assets are tested for impairment when conditions indicate that long-lived assets no longer contribute to the Association's ability to provide services or that the value of future economic benefits or services potential associated with the capital asset is less than its net carrying amount, its net carrying amount is written down to its fair value or replacement cost.

## 2. SIGNIFICANT ACCOUNTING POLICIES (Continued)

Intangible assets

Intangible assets, consisting of the certification program trademark, are not subject to amortization and tested for impairment whenever events or changes in circumstances indicate that it might be impaired. The impairment test consists of a comparison of the fair value of the reporting unit with its carrying amount. Any impairment loss in the carrying amount compared with the fair value is charged to excess of revenues over expenses in the year in which the loss is recognized.

Revenue recognition

The Association follows the deferral method of accounting for contributions.

Employment Nova Scotia, module sales, special project funding, conference, certification, and course fees are recognized when the services are provided, the amount can be reasonably estimated and collection is reasonably assured.

Membership fees are paid annually in advance, and recognized on a proportionate basis during the year to which they relate when the amount is fixed and determinable, and when collection is reasonably assured.

Deferred revenue consists of funding received in advance of the project to which it relates. Deferred revenue is recognized as revenue when the expenses to which the funding relates are incurred.

Government funding for acquisition of capital assets is recorded as deferred revenue and is amortized into excess of revenues over expenses on the same basis and according to the same rates as the related capital assets.

Contributed goods and services

The Association benefits from donated services in the form of volunteer time for various programs and objectives of the Association. Due to the difficulty of determining their fair value, these contributed services are not recognized in these financial statements.

Income taxes

The Association is a non-profit organization under Section 149.1(1) of the Income Tax Act, and, as such, is exempt from income taxes. Accordingly, no provision has been made in the accounts for income taxes.

## 2. SIGNIFICANT ACCOUNTING POLICIES (Continued)

Use of estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingencies at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Estimates are used when accounting for items and matters such as uncollectible accounts receivable, useful lives of capital assets and certain accrued liabilities. Actual results could differ from those estimates.

Financial instruments

*Measurement of financial instruments*

The Association initially measures its financial assets and financial liabilities at fair value.

The Association subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash, accounts receivable and investments.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

*Impairment*

Financial assets measured at amortized cost are tested for impairment when there are indicators of impairment. The amount of any write down is recognized in excess of revenues over expenses. Any previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of any reversal is recognized in excess of revenues over expenses.

## 3. CAPITAL ASSETS

| | Cost | Accumulated Amortization | **Net 2024** | Net 2023 |
|---|---|---|---|---|
| | $ | $ | **$** | $ |
| Computer equipment | 230,955 | 180,559 | **50,396** | 102,162 |
| Furniture and equipment | 270,286 | 166,183 | **104,103** | 130,451 |
| | 501,241 | 346,742 | **154,499** | 232,613 |

## 4. DEFERRED REVENUE - SPECIAL PROJECT FUNDING

| | **2024** | 2023 |
|---|---|---|
| | **$** | $ |
| Career Practitioner Certification | **26,603** | 27,569 |
| Department of Community Services | **82,500** | - |
| RPL Best Practices Forum | **101,097** | - |
| | **210,200** | 27,569 |

| *Changes in deferred revenue - special project funding are as follows:* | **2024** **$** | 2023 $ |
|---|---|---|
| Balance - beginning of year | **27,569** | 1,245,771 |
| Amount recognized as revenue | **( 27,569)** | (1,245,771) |
| Amounts received related to future periods | **210,200** | 27,569 |
| Balance - end of year | **210,200** | 27,569 |

## 5. DEFERRED CAPITAL CONTRIBUTIONS

| *Changes in deferred capital contributions are as follows:* | **2024** **$** | 2023 $ |
|---|---|---|
| Balance - beginning of year | **165,296** | 78,393 |
| Amortization of deferred capital contributions | **( 69,982)** | ( 59,730) |
| Amounts received related to future periods | **9,081** | 146,633 |
| Balance - end of year | **104,395** | 165,296 |

## 6. ECONOMIC DEPENDENCE

The Association's ability to continue operations is dependent on continuing government funding from Employment Nova Scotia ("ENS").

Funding has been secured until March 31, 2026 under the terms of the agreement with ENS.

## 7. COMMITMENT

The Association has committed to an office lease until May 31, 2025. The minimum lease payments for each of the next two years are as follows:

| | $ |
|---|---|
| 2025 | 95,222 |
| 2026 | 15,870 |

## 8. FINANCIAL INSTRUMENTS

*Risks and concentrations*

The Association is exposed to various risks through its financial instruments. The following analysis provides a measure of the Association's risk exposure and concentrations at March 31, 2024.

It is management's opinion that the Association is not exposed to significant currency, interest rate or price risks from its financial instruments. The risks arising on financial instruments are limited to the following:

*Credit risk*

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. Financial instruments that potentially subject the Association to concentrations of credit risk consist of cash and investments. The Association deposits its cash and investments in a reputable financial institution and therefore believes the risk of loss to be remote.

*Liquidity risk*

Liquidity risk is the risk that the Association will encounter difficulty in meeting obligations associated with financial liabilities. The Association is exposed to this risk mainly in respect of its accounts payable and accrued liabilities. The Association has sufficient cash reserves and generates sufficient cash from operations to meet obligations as they come due.

# NOVA SCOTIA CAREER DEVELOPMENT ASSOCIATION
## SCHEDULE OF EXPENSES
## FOR THE YEAR ENDED MARCH 31, 2024

| | **2024** | 2023 |
|---|---|---|
| | **$** | $ |
| **ADMINISTRATIVE** | | |
| Advertising and promotion | **22,309** | 211,666 |
| Bank charges | **3,443** | 1,586 |
| Board meetings | **3,898** | 4,565 |
| Computer software, IT support and web-hosting | **6,163** | 6,072 |
| Diversity and inclusion community giving fund | **-** | 60,000 |
| Insurance | **4,076** | 3,884 |
| Memberships and licenses | **84,853** | 142,780 |
| Occupancy | **88,071** | 155,745 |
| Office | **25,100** | 68,641 |
| Professional development | **31,202** | 75,542 |
| Professional fees | **125,448** | 291,449 |
| Telephone | **40,914** | 45,257 |
| Translation services | **52,944** | 65,435 |
| Travel | **137,318** | 172,302 |
| Wages and benefits | **1,425,716** | 1,529,191 |
| | **2,051,455** | 2,834,115 |
| **CERTIFICATION PROGRAM** | | |
| Assessors and mentors | **4,700** | 12,100 |
| Revision tools and process | **23,300** | 142,214 |
| | **28,000** | 154,314 |
| **TRAINING PROGRAM** | | |
| Professional development (external) | **239,252** | 203,867 |
| Program development & delivery | **254,094** | 527,034 |
| | **493,346** | 730,901 |