



Students in the second-year Creative Programming course at Sheridan College engaged in the One Heart Rock Installation initiative and created three art instalments, in honour of Truth and Reconciliation Day. Led by Professor Julie Jaglowitz, a team of professors (Denise Halliday, Crystal Shepherd, and Sharon Hall) worked with CYC students to bring this initiative to life.

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CHILD AND YOUTH CARE EDUCATIONAL ACCREDITATION  
BOARD OF CANADA (CYCEAB)

# ANNUAL REPORT

[admin@cycaccreditation.ca](mailto:admin@cycaccreditation.ca)

<https://cycaccreditation.ca>



**CACEJ** | **CYCEA**

311 D'AGRÈMENT DES CONSEILLERS AUPRÈS  
L'ENFANCE ET DE LA JEUNESSE DU CANADA

CHILD AND YOUTH CARE EDUCATIONAL  
ACCREDITATION BOARD OF CANADA

# CHILD AND YOUTH CARE EDUCATIONAL ACCREDITATION BOARD OF CANADA 2022/2023

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Monica Pauls

Directors at Large:

Shemine Gulamhusein

Sheva Leon

Andrew MacLaine

Charlene Robert

Christine Slavik

# TO THE MEMBERS OF CYCEAB

## A Message from the President

It is hard to believe that it is time for our Annual General Meeting. The past year went by very quickly as we emerged from the impacts of the pandemic and returned to the classroom and the students to in-person practicums. Again, this year I am profoundly grateful for our members and your support and commitment to quality post-secondary Child and Youth Care education. Our Board of Directors, staff, reviewers, and volunteers have demonstrated ongoing commitment and passion for the work we do and strive to ensure that work will have a positive impact on students as well as the children, youth, and families they will work with in the future.

None of the work done by the CYCEAB would be possible if it were not for our Accreditation Coordinator Wendy Weninger and Dianne Marcellus-Kerr, whose title we recently changed from Office Manager to Operations Manager and Senior Governance Officer. This title better represents all that she does for CYCEAB. We are so lucky to have them. Both continue to move us forward and deliver quality services to the board and our membership.

Currently there are 26 members and 18 accredited Child and Youth Care programs; one of which is the CYC Advanced Diploma program from Seneca College who received accreditation on June 15, 2023. We have four diploma programs and one degree program currently moving through the accreditation process.

In spring 2023, the board dedicated two half days to their annual planning process. On these two days, the board, Accreditation Coordinator, and Operations Manager worked on the following:

- We invited a guest expert to help the board explore value and what could be involved in the development of a strategic plan. Subsequently, on June 15, the board agreed to advance a process to develop a strategic plan. We are currently in the process of finding a consultant who can lead us through this important project. It was also decided that we will redesign the agenda for our regular board meetings, in part to add an increased strategic focus.
- We discussed possible quality enhancement measures for our accreditation process which resulted in changes to the process and related documentation, e.g., Self-Study Guide, Site Review Guide, Accreditation Process Flowchart, and the Applications Form.
- The board also discussed necessary changes to the bylaws, and these proposed changes will be presented for discussion and approval by the membership at the AGM.
- The board approved operational goals for 2023/24 and goals and objectives for our committees. We also agreed to clarify the mandate of the Research Committee which is in process.

- It was decided that a Past President position would be added to the board. This position would act as an advisor to the board with no voting privileges. My current president's term ends in November 2024.

As you read through our committee highlights, you will see much of the work that is being done by volunteers, board directors, and staff. This includes:

- Publishing seasonal newsletters. These can be found at: [PUBLICATIONS | Child and Youth Care Educational Accreditation Board of Canada \(cycaccreditation.ca\)](#). Increasing social media presence on both Facebook and Instagram.
- Enhancing the CYCEAB website and changes to our mailing and email addresses.
- Developing new policies and transitioning to a new policy format.
- Holding monthly meetups for members to provide a forum for discussion and questions about accreditation.
- Organizing and hosting webinars on relevant CYC topics.
- Preparing for Education Day at the next national conference and attending provincial CYC organization meetings when possible.
- Recruiting new board and committee members.

I'm also happy to report that we completed the review engagement with the accounting firm appointed at the last AGM, and that based on the CPA's review, nothing has come to their attention that causes them to believe that the financial statements do not present fairly, in all material respects. The CPA who worked with us is attending the AGM, and we are happy to answer any questions you may have.

Finally, I would like to recognize directors Kim Ann Laush, Andrew MacLaine, and Christine Slavik for everything they have brought to their director roles. Kim Ann has been a director for the central northern region since late 2019, Andrew a director for the eastern region since late 2018, and Christine for the western region since early 2018. They have each provided great perspective in board and committee discussions. Their dedication, insight, and willingness to lead or engage in projects and sometimes challenging work will be missed. All three chaired or participated on committees during their term as board members.

If any of you would like to join one of our committees, or consider a board position for next November, please contact Dianne at [admin@cycaccreditation.ca](mailto:admin@cycaccreditation.ca). Accreditation inquiries can be forwarded to Wendy at [wendy.weninger@outlook.com](mailto:wendy.weninger@outlook.com).

I look forward to serving another year as President for CYCEAB and its members, and we wish all of you the best in the months ahead.

Charlotte Serpa, MEd, CYC  
President, CYCEAB

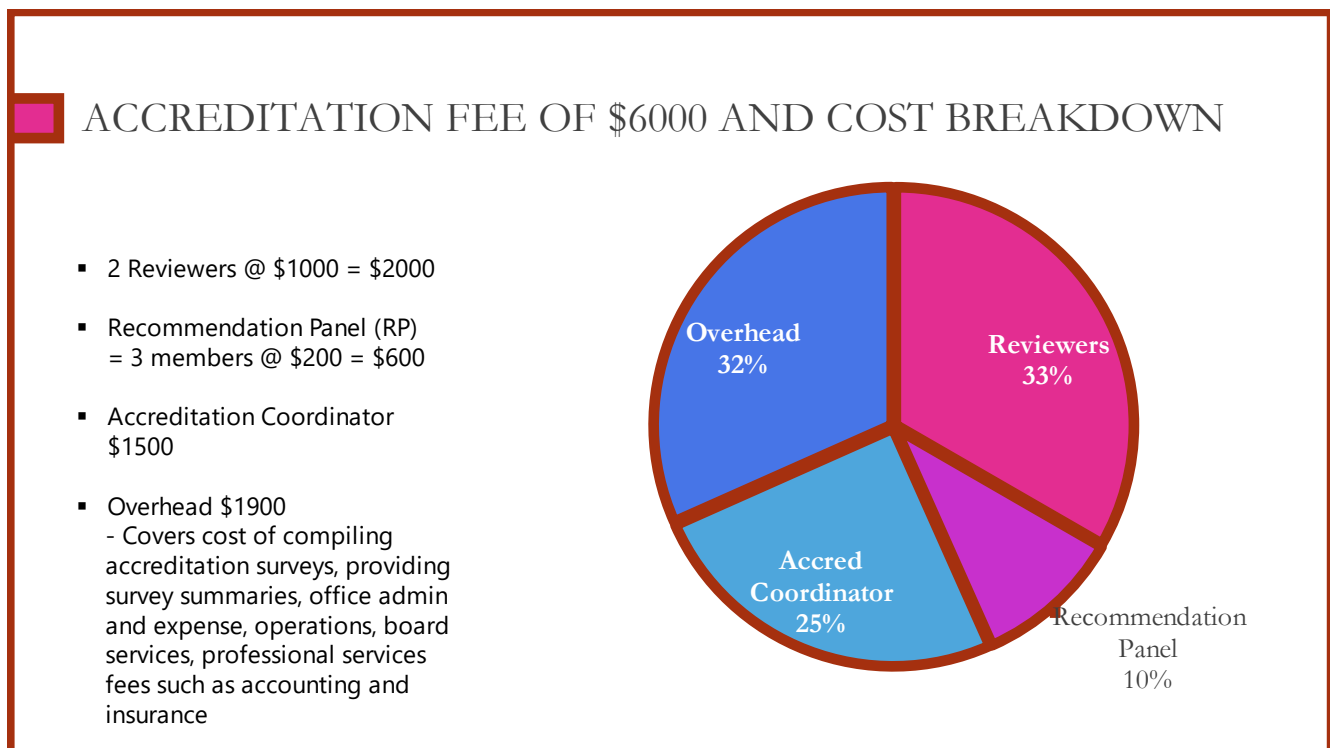
# FINANCIAL HIGHLIGHTS

## Review Engagement for 2022/23

Sustainability continues to be one of our priority goals, and the Finance Committee and the Board of Directors work to keep costs down for our membership while covering necessary operational expenses.

A review engagement by the member-appointed accounting firm, Avail CPA, delivered services on time for the year ending June 30, 2023, and you will find the results of this engagement and the financial statements in the following pages.

Accreditation fees remain the same as in recent years and below you will find a cost breakdown of those fees.





## INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To: The board of directors of  
Child and Youth Care Educational Accreditation Board of Canada

We have reviewed the accompanying financial statements of Child and Youth Care Educational Accreditation Board of Canada that comprise the statement of financial position as at June 30, 2023 and the statements of operations and changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these 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.

### Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

### Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Child and Youth Care Educational Accreditation Board of Canada as at June 30, 2023, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### Other Matter

The financial statements of Child and Youth Care Educational Accreditation Board of Canada for the year ended June 30, 2022 were neither audited nor reviewed. Prior year figures have been included with these financial statements for comparative purposes only.

A handwritten signature in black ink that reads "Avail LLP". The signature is written in a cursive, flowing style.

Fort Macleod, Alberta

September 21, 2023

Chartered Professional Accountants

## Financial Statements for Year Ending June 30, 2023

(Avail Chartered Professional Accountants)

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations.

### Statement of Financial Position

As at June 30, 2023

	2023	2022
<b>ASSETS</b>		
<b>Current</b>		
Cash	\$ 10,238	\$ 16,898
Accounts receivable	400	-
Prepaid expenses	218	203
	<b>\$ 10,856</b>	<b>\$ 17,101</b>
<b>LIABILITY AND FUND BALANCES</b>		
<b>Current</b>		
Deferred revenue	\$ 6,608	\$ 6,591
<b>Net assets</b>	<b>4,248</b>	<b>10,510</b>
	<b>\$ 10,856</b>	<b>\$ 17,101</b>

## Statement of Operations and Changes in Net Assets

For the year ended June 30, 2023

...	2023	2022
<b>Revenue</b>		
Memberships	\$ 13,199	\$ 13,183
Accreditation	7,000	11,750
Webinar registration	1,190	1,526
	<u>21,389</u>	<u>26,459</u>
<b>Expenses</b>		
Contract fees and stipends	22,784	20,766
Bad debts	1,200	-
Website	1,175	373
Subscriptions	1,088	671
Insurance	1,023	988
Office	179	144
Advertising and promotion	124	-
Interest and bank charges	78	58
Professional fees	-	2,486
	<u>27,651</u>	<u>25,486</u>
<b>(Deficiency) excess of revenue over expenses</b>	(6,262)	973
<b>Net assets, beginning of year</b>	<u>10,510</u>	<u>9,537</u>
<b>Net assets, end of year</b>	<u>\$ 4,248</u>	<u>\$ 10,510</u>

## Statement of Cash Flows

For the year ended June 30, 2023

	2023	2022
<b>Cash flows from operating activities</b>		
(Deficiency) excess of revenue over expenses	\$ (6,262)	\$ 973
Change in non-cash working capital items		
Accounts receivable	(400)	-
Prepaid expenses	(15)	(203)
Deferred revenue	17	6,591
	<u>(6,660)</u>	<u>7,361</u>
<b>Net (decrease) increase in cash and cash equivalents</b>	(6,660)	7,361
<b>Cash and cash equivalents, beginning of year</b>	<u>16,898</u>	<u>9,537</u>
<b>Cash and cash equivalents, end of year</b>	<u>\$ 10,238</u>	<u>\$ 16,898</u>



## Notes to the Financial Statements

For the year ended June 30, 2023

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1. **Nature of operations**

Child and Youth Care Educational Accreditation Board of Canada is a not-for-profit organization incorporated under the Canada Not-for-profit Corporations Act. The Child and Youth Care Educational Accreditation Board of Canada (CYCEAB) is charged with the accreditation of child and youth care post-secondary programs.

2. **Significant accounting policies**

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The significant accounting policies are detailed as follows:

(a) Revenue recognition

The organization records membership revenues equally throughout the year. Accreditation and webinar revenues are recognized as the services are performed.

(b) Cash and cash equivalents

Cash and cash equivalents consist of balances held with financial institutions.

(c) Measurement uncertainty

The preparation of financial statements in conformity 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 disclosures of contingent liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reported period. Actual results could differ from those estimates.

3. **Comparative figures**

The financial statements have been reclassified, where applicable, to conform to the presentation used in the current year. The changes do not affect prior year earnings.

# COMMITTEES

## Communications Committee

Members: Paola Ostinelli and Charlotte Serpa (co-chairs), Nicole Murray, Sheva Leon, Shelly Currie.

**Mandate:** The Communications Committee supports the internal and external communications priorities of CYCEAB, including web-based communications and public relations.

The Communications Committee is a small group with representation from the Central and Eastern regions. We are always looking for others to join our group. This year we welcomed Sheva Leon and Shelly Currie to the committee!

For the 2022-2023 year, we continued to increase our social media presence. Our Facebook and Instagram accounts are active, and we are always looking for content. We would love to highlight CYC student success stories, innovative assignments and projects, and other accomplishments of our membership.

This year the committee piloted a national photo contest for students and faculty, to gather content for use on the CYCEAB website and social media platforms. We received submissions from Mohawk College, St. Clair College, and Sheridan College. Winners of the contest received gift cards for their submissions. Lots of great CYC projects are in action!

We have published a spring/summer and a fall newsletter this year as well as a Special Edition highlighting Education Day 2022 and the results of the 2022 photo contest. Both have been sent out to the membership, shared on social media, and posted on our updated website. If you did not receive an email containing the newsletters, please email [admin@cycaccreditation.ca](mailto:admin@cycaccreditation.ca) and request addition to the mailing list.

The Communications Committee worked with the Operations Manager and Senior Governance Officer to make some updates to the website including the use of photos from the photo contest. This year we will run another photo contest to increase our library of photos that depict accurate images of CYC students and classrooms across the country.

We will continue to look for opportunities to highlight and share the work of the CYCEAB and its members throughout the coming year.

## Education Committee

Members: Christine Slavik (chair), Charlotte Serpa (incoming chair), Heather Snell, Wolfgang Vachon, Mary Ventrella, Heather Modlin

Subcommittee: Charlotte Serpa and Wendy Weninger

**Mandate:** The Education Committee works collaboratively with the National CYC Conference Organizing Committee to facilitate the pre-conference Education Day and develops ongoing professional development opportunities through feedback collected from CYCEAB membership and Education Day participants. This Committee serves as a liaison for feedback relating to professional development opportunities from all of those involved in CYC education be they post-secondary educators, students, young people, agency partners, or CYC practitioners, to ensure a vibrant and dynamic educational accreditation process.

The Education Committee is also available to provide insight and feedback to the CYCEAB regarding themes and trends in CYC education to ensure the accreditation process is current and aligned with quality enhancement needs of the membership and accredited programs.

The Education Committee works collaboratively with the Ontario Association of Child and Youth Care and National CYC Conference Organizing Committee to facilitate pre-conference Education Days. The subcommittee plans virtual professional development opportunities for CYCEAB members and others at a nominal cost. Education Day 2023 at the OACYC Provincial Conference was held Oct. 25, 2023. There were approximately 30 participants. We were fortunate to participate in three interactive presentations:

- Teaching and Learning Anti-Racism in CYC Education - facilitated by Shaheen Ariefdien
- The Use of and Possible Impacts of Artificial Intelligence (AI) on CYC Education - facilitated by Shannon Brown
- Engagement and Teaching Relational Practices Online - facilitated by Paola Ostinelli and Heather Snell

Another theme emerged from this event regarding support and curriculum considerations for international students in CYC education. The Education Committee will follow up with participants of Education Day and continue this conversation. We hope to facilitate a webinar / professional development opportunity in early 2023 dedicated to this topic.

On November 30 at 1:00 pm (EST), the CYCEAB will host a professional development opportunity "Learning and Teaching about Suicide in CYC Education" facilitated by Sheva Leon. This event is free for CYCEAB members.

## Finance Committee

Members: Monica Pauls (Treasurer and chair), Suong Polley, Dianne Marcellus-Kerr

**Mandate:** The Finance Committee assists the CYCEAB Board of Directors in fulfilling its governance responsibilities with respect to the overall financial planning and sustainability of CYCEAB. Its role is primarily to provide financial oversight for the organization.

The committee has a formalized structure including an action plan with priorities and goals which are approved by the Board of Directors. The committee and Board of Directors continue to focus on the challenge of organizational sustainability, which we understand is common for many small not-for-profit organizations.

Avail CPA, which was the accounting firm appointed at the last AGM, completed the review engagement and they provided financial statements for the year ending June 30, 2023, and which were prepared in accordance with Canadian accounting standards for not-for-profit organizations.

The committee has also reviewed the bylaws and are recommending changes at the 2023 AGM to remove the requirement of an audit which is cost-prohibitive even if done every three years. We will discuss with our members at the AGM what level of affordable assurance they require in our financial reporting.

## Human Resources Committee

Members: Christine Slavik (chair), Charlotte Serpa, Kim Ann Laush

**Mandate:** The Human Resources Committee oversees and administers the human resource policies, plans, and procedures.

The Human Resources Committee, in collaboration with the Policies and Procedures Committee, participated in the development of a Human Resources policy which refers to an event wherein an individual engaged in the work of CYCEAB ceases to be a part of CYCEAB.

The committee also provided feedback on the draft Service Feedback and Complaints Resolution Policy. This policy sets out a mechanism for members and others to provide feedback on CYCEAB's service, its policies and procedures, its systems and processes, and its people. Formal complaints may be launched when issues cannot be resolved at the point of origin. Both policies were approved by the Board of Directors and can be found on the CYCEAB website.

Development and implementation of a board orientation program is underway. A board orientation slide presentation was completed, and mentors from the Board of Directors for each new board member will be identified.

## Nominating Committee

Members: Charlotte Serpa (chair), Kim Ann Laush, Dianne Marcellus-Kerr, Wendy Weninger

**Mandate:** The Nominating Committee acts as an advisor to the CYCEAB Board of Directors on board succession planning and manages nominations for board positions from start to finish. The committee is responsible for identifying and recommending candidates for election, based on the required board-approved competencies.

Board recruitment efforts have been ongoing through email, social media, and speaking at CYC organizational meetings or conferences. Three applications for board positions were received, and all three candidates meet eligibility criteria to serve as directors-at-large. They will be introduced at the AGM, and they will begin serving their first three-year term.

Efforts continue to recruit the next President of CYCEAB since Charlotte Serpa completes her second term in November 2024. The board agreed to add a past-president role to the board. This position will not have voting privileges, but it is hoped that this will ease the transition of a new President as they take on the responsibilities of that position.

Board directors Kim Ann Laush, Andrew MacLaine, and Christine Slavik whose board terms are ending at the AGM, have shown a passion and commitment for CYCEAB and its work of accreditation, and they will be missed.

## Policies and Procedures Committee

Members: Christine Slavik and Andrea Christensen (co-chairs), Gillian Claybourne, Jonathan Medrano, Fernando Nunes, Jillian Thompson, Wendy Weninger, Dianne Marcellus-Kerr

**Mandate:** The Policies and Procedures Committee creates and updates policies and procedures, for approval by the Board of Directors, to facilitate CYCEAB operations in accordance with CYCEAB bylaws.

Two co-chairs for the Policies and Procedures Committee led the work of the committee in 2022/23 resulting in a new policy and procedure template and the development of two policies using the new format. The two policies were approved by the board in September 2023, and they are as follows:

1. Service Feedback and Complaints Resolution
2. Human Resources Removal

The committee is also putting its finishing touches to a Reviewers policy which will be presented to the board for approval in 2024. The transition to the new style format is ongoing so for the present time, the existing manual which was revised during the summary is on the website along with the two new approved policies.

Thank you to Christine Slavik and Andrea Christensen for their leadership and commitment, and we wish them well as they leave for other pursuits. Membership recruitment is underway, and the appointment of a new chair or two co-chairs will be made in early 2024.

## Practicum Committee

Members: Shemine Gulamhusein (chair), Charlotte Serpa, Carys Cragg, Shelly Currie, Matthew Halton, Kim Ann Laush, Rachelle Coleman, Chelan McCallion, Jenny McGrath, Christine Pope

**Mandate:** The Practicum Committee promotes and supports CYC field work as a core component of CYC education. This committee is dedicated to ongoing review of CYC practicum design and delivery to continually promote the development of CYC excellence.

Following an invigorating conversation at the 2022 CYC conference, the practicum committee began work on renewing the language associated with practicum and practicum pedagogy. The intention is to unpack the language used in the CYCEAB's current self-study guide, alongside emerging literature in the field. Doing so, we intend to provide further clarity on what constitutes effective practical learning environments and how to best support early career practitioners.

Additionally, the practicum committee remains committed to maintaining the Child and Youth Care practicum resource page for educators, supervisors, students, and other people intersecting with CYC practicum. As a committee, we hope to collectively publish on practicum pedagogy and continue to bring light to the critical nature of centering practicum.

The committee is dedicated to unpacking language, provoking creative and innovative approaches to pedagogically enriched practice, and hearing from community supervisors, educators, and students about their practicum experiences. If you'd like to share stories, anonymous feedback, or scholarship related to enhancing CYC practicum pedagogy, we encourage you to reach out to any committee member. Your voice matters!



## Standards Development and Implementation Committee

Members: Andrew MacLaine (chair for first half of year), Wendy Weninger (chair), Kelly Cassano, Theresa Fraser, Heather Sago, Charlotte Serpa, Mary Ventrella, Brenda Webb

**Mandate:** The Standards Development and Implementation Committee provides direction to the CYCEAB Board of Directors on the accreditation requirements for post-secondary Child and Youth Care (CYC) programs.

The Standards Development and Implementation Committee completed the annual review of the accreditation documents; specifically, the Application Form, Self-Study Guide, Site Review Guide, and the Accreditation Process Flowchart. The focus was specific to providing clarity regarding the required supporting documents and questions asked in the Self-Study Guide, and in all documents, reviewing terminology, and identifying missing, repetitious, and inconsistent information.

Standard statements were also developed for inclusion in each of the eight sections of the Self-Study Guide. Proposed revisions and points for discussion were presented to the Board of Directors at their spring strategy sessions. Upon board approval, revisions were made to the 2023 accreditation documents, and they were posted to the website in August for use by the 2023 accreditation applicants.

# CYCEAB Photo Contest

[See more Photo Content Winning Entries from 2022/23](#)



Figure 1 and 2: Mohawk College's CYC Advanced Therapeutic Programming Semester 3 class at Circle Square Ranch participating in Outdoor Adventure Programming.



Figure 2



Figure 3 - Sheridan College



Figure 3: St. Clair CYC Accelerated Program class celebrating the National Day of Truth and Reconciliation (Orange Shirt Day) at the Chatham Campus of St Clair College.



Figure 1: Second year students in the Creative Programming course at Sheridan College.