

# CoDA Canada Service Manual Supplement

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***This manual is not a replacement for the [CoDA World Fellowship Service Manual](#)***

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## **CoDA Canada Steering Committee (CCSC) Mission Statement**

(Approved July 18, 2020)

The CoDA Canada Steering Committee (CCSC) serves all registered groups affiliated with Co-Dependents Anonymous across Canada. CoDA's spiritual principles: the Twelve Steps, the Twelve Traditions, and the Twelve Service Concepts guide us in our primary purpose to carry the message to other codependents who still suffer. The CCSC, as the Voting Entity, is the bridge between our Fellowship and the World CoDA Service Conference (CSC).

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# CoDA Canada Steering Committee (CCSC) Roles and Responsibilities

(Approved June 19, 2021)

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## **Part 1: Preface**

The CoDA Canada Steering Committee is a committee by its very nature. As stated in our Tradition Nine, “CoDA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve”.

The following guidelines (procedures) are agreed upon by the members of the CoDA Canada Steering Committee’s Group Conscience. Since no one governs or is responsible, we do not have rules. Instead, we provide clear, orderly direction pertaining to the necessary tasks that help the continuation of our National Voting Entity. These are the Guidelines indicated below.

Our members, representatives of various Groups in the Fellowship, are Trusted Servants encouraged to volunteer to take on the necessary tasks. They accept to serve in various capacities. These Guidelines will hopefully provide direction for all. The Guidelines are flexible and open to change at any time to meet the particular needs of those we serve, the CoDA Fellowship.

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## **Part 2: Qualifications**

### **Qualifications to Become a CCSC Member**

#### **Officer (Positions 1-13)**

- Has a minimum of 1 year of active service on the CCSC
- Attends monthly CCSC meetings regularly (minimum of 6 meetings per year)
- Attends CoDA meetings regularly
- Does service work in a CoDA home group meeting
- Has either a sponsor/co-sponsor or is actively looking for a sponsor/co-sponsor
- Is actively working all Twelve Steps, Twelve Traditions, and Twelve Service Concepts of the CoDA program and applies them to service work
- Willing and available to participate in the CCSC through service projects
- Understands how the group conscience process works
- Displays courage to express oneself and has the willingness to listen and communicate effectively with others
- Is committed to the health of the CoDA fellowship
- Has a desire to carry the message to the codependent who still suffers

#### **Mediator (Position 14 - recommended but not mandatory)**

- Has a minimum of 1 year of active service
- Has a minimum of 2 years of active program recovery in CoDA
- Attends monthly CCSC meetings regularly (minimum of 6 meetings per year)
- Demonstrates comprehensive knowledge of the CoDA Twelve Steps, Twelve Traditions, and Twelve Service Concepts while applying them to their recovery and service work
- Is actively working steps and traditions with a sponsor/co-sponsor or others in recovery
- Has a clear understanding of how the group conscience process works
- Displays courage to express oneself and has the willingness to listen and communicate effectively with others
- Is committed to the health of the CoDA fellowship
- Has the desire to carry the message to the codependent who still suffers
- Provides guidance and support when requested, by members of the CCSC
- Is actively aware of the various service positions on the CCSC and who holds those positions
- Is familiar with "Communications within CoDA" (Section 03, Pt 1 of the FSM) which includes: Healthy Communications Guidelines, the Limits on Communication within CoDA, the Group Conscience Process, and Resolving Communication Issues.
- Is familiar with the following two documents as provided by the Issues Mediation Committee (IMC):
  - <https://coda.org/wp-content/uploads/2018/09/Dealing-With-Disagreements-TriFold.pdf>
  - <https://coda.org/wp-content/uploads/2018/09/IMC-Disagreement-Process.pdf>
- Is familiar with the following document as approved by the CCSC:
  - [https://docs.google.com/document/d/12cvLeBaG4IOP\\_R69DaoS8pfFkX5H7xkXg6ebfkxvJT8/edit](https://docs.google.com/document/d/12cvLeBaG4IOP_R69DaoS8pfFkX5H7xkXg6ebfkxvJT8/edit)

## **Member at Large (Position 16)**

- Recognized by their home group as a Group Service Representative (GSR) or Contact Person
- Attends CoDA meetings regularly
- The following attributes would be an asset:
  - Does service work in a CoDA home group meeting
  - Has either a sponsor/co-sponsor or is actively looking for a sponsor/co-sponsor
  - Is actively working all Twelve Steps, Twelve Traditions, and Twelve Service Concepts of the CoDA program and applies them to service work
  - Willing and available to participate in the CCSC through service projects
  - Understands how the group conscience process works
  - Displays courage to express oneself and has the willingness to listen and communicate effectively with others
  - Is committed to the health of the CoDA fellowship
  - Has a desire to carry the message to the codependent who still suffers

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## **Part 3: Positions & Contact Information**

### **Current CCSC Positions and Contact Information**

All CCSC members on this page can be reached at [ccsc@codacanada.ca](mailto:ccsc@codacanada.ca)

1. **Chair:** [chair@codacanada.ca](mailto:chair@codacanada.ca)
2. **Vice-Chair:** [vicechair@codacanada.ca](mailto:vicechair@codacanada.ca)
3. **Secretary:** [secretary@codacanada.ca](mailto:secretary@codacanada.ca)
4. **Co-Secretary:** [secretary@codacanada.ca](mailto:secretary@codacanada.ca)
5. **Treasurer:** [treasurer@codacanada.ca](mailto:treasurer@codacanada.ca)
6. **Co-Dependents Recovery Society (CDRS) Liaison:** [cdrsliaison@codacanada.ca](mailto:cdrsliaison@codacanada.ca)
7. **French Translation Liaison:** [traductions@codacanada.ca](mailto:traductions@codacanada.ca)
8. **Webmaster:** [webmaster@codacanada.ca](mailto:webmaster@codacanada.ca)
9. **Web Developer:** [webdeveloper@codacanada.ca](mailto:webdeveloper@codacanada.ca)
10. **Outreach:** [outreach@codacanada.ca](mailto:outreach@codacanada.ca)
11. **Sponsorship Registrar:** [sponsorshipregistry@codacanada.ca](mailto:sponsorshipregistry@codacanada.ca)
12. **Delegate:** [delegates@codacanada.ca](mailto:delegates@codacanada.ca)
13. **Alternate Delegate:** [delegates@codacanada.ca](mailto:delegates@codacanada.ca)
14. **Mediator/CCSC Mediation Committee:** [mediators@codacanada.ca](mailto:mediators@codacanada.ca)
15. **Host City Liaison (temp position):** n/a
16. **Member at Large:** n/a

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## **Part 4: Roles & Responsibilities**

### **Current CCSC Roles & Responsibilities**

#### **1. Chair**

**Term: 2 years, renewable for a maximum of 1 term (a further 2 years)**

- Attends monthly CCSC business meetings and provides a report
- Plans and conducts monthly CCSC business meetings following CoDA principles and any guidelines developed by the CCSC
- Prepares agenda and corresponding documents and then sends to all members at least 5 days prior to the upcoming CCSC business meeting.
- Accepts Ad Hoc Committee documents for distribution for CCSC meetings, as needed
- Adds any new business items to the agenda submitted to the chair on or before the Monday before the Saturday CCSC meeting
- Provides guidance and support when requested, by members of the CCSC; collaborates with other CoDA groups or committees at any level of the Service Structure, regarding the needs of CoDA Canada. (i.e. assigning tasks, encouraging members to volunteer, etc.)
- Consults with Delegates and Alternates to ensure they are adequately prepared regarding Motions and VE Issues before the next CSC and request written and verbal reports within 2 months of the CSC
- Calls and conducts special meetings regarding pressing issues of the CCSC, as necessary
- Conducts elections when necessary to fill the following positions of the CCSC: Chair, Vice-Chair, Secretary, Treasurer, Delegate, Alternate Delegate
- Contacts any committees on the progress of their work before the next CCSC meeting
- Provides information and guidance to the new Chair at the end of the term

**Note:** As a courtesy, if any member cannot meet his or her responsibilities please advise the members concerned in a timely manner.

## 2. Vice-Chair

**Term: 2 years, renewable for a maximum of 1 term (a further 2 years)**

- Attends monthly CCSC business meetings
- Stands in for the Chair in his or her absence, or upon request, to chair a CCSC business meeting
- Confers with the Chair between meetings regarding difficult decisions or issues within the committee or CoDA Canada as a whole
- Helps the Chair to complete responsibilities as needed
- Provides information and guidance to the new Vice-Chair at the end of the term

**Note:** As a courtesy, if any member cannot meet his or her responsibilities please advise the members concerned in a timely manner.

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## 3. Secretary

**Term: 2 years, renewable for a maximum of 1 term (a further 2 years)**

- Attends monthly CCSC business meetings and provides a report
- Ensures that the monthly CCSC meeting is being recorded and that he/she has access to the recording to produce accurate minutes
- Takes minutes, types them up and ensures they are proofread
- Uploads the CCSC minutes to a shared platform for storage and easy access by all members
- Emails minutes to the CCSC Chair within 2 weeks after the meeting to permit the Chair to prepare the agenda for the next meeting
- Provides a list of Action Items within the minutes of each meeting
- Updates the CCSC Group Members List, as required
- Passes on information and guidance to the new Secretary at the end of the term

**Note:** As a courtesy, if any member cannot meet his or her responsibilities please advise the members concerned in a timely manner.

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## 4. Co-Secretary

**Term: 2 years, renewable for a maximum of 1 term (a further 2 years)**

- Attends monthly CCSC business meetings
- Stands in for the Secretary in his or her absence
- Confers with the Secretary between meetings regarding Secretarial duties if necessary
- Helps the Secretary complete responsibilities as needed
- Provides information and guidance to the new Co-Secretary at the end of the term

**Note:** As a courtesy, if any member cannot meet his or her responsibilities please advise the members concerned in a timely manner.

## 5. Treasurer

**Term: 2 years, renewable for a maximum of 1 term (a further 2 years)**

- Attends monthly CCSC business meetings and provides a report
- Processes 7th Tradition donations sent to CoDA Canada and deposits the money in the CoDA Canada bank account
- Keeps accurate financial records for CoDA Canada regarding income & expenses
- Has signing authority for cheques written, along with one other member of the CCSC
- Passes on information and guidance to the new Treasurer at the end of the term

**Note:** As a courtesy, if any member cannot meet his or her responsibilities please advise the members concerned in a timely manner.

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## 6. Co-Dependents Recovery Society (CDRS) Liaison

**Term: not specified**

- Is invited to attend monthly CCSC business meetings to keep the CCSC informed about developments at CDRS
- Ensures that CoDA literature is distributed to CoDA members in Canada as needed
- Collaborates with CoDA Canada on developing new literature for CoDA in Canada
- Informs CCSC of any changes in our contract with the Translation Management Committee (TMC), regarding the publication and translation of CoDA literature
- Passes on information and guidance to the new CDRS Liaison at the end of the term

**Note:** As a courtesy, if any member cannot meet his or her responsibilities please advise the members concerned in a timely manner.

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## 7. French Translation Liaison

**Term: not specified**

- Attends monthly CCSC business meetings and provides a report
- Works with other CoDA members to translate CoDA literature into French
- Works closely with CDRS and CCSC in developing a list of CoDA literature for French translation and publication
- Recruits volunteers to help with the translation of CoDA materials
- Passes on information and guidance to the new French Translation Liaison at the end of the term

**Note:** As a courtesy, if any member cannot meet his or her responsibilities please advise the members concerned in a timely manner.

## 8. Webmaster

**Term: not specified**

- Attends monthly CCSC business meetings and provides a report
- Maintains the front end of the website including meeting updates, document updates, and overall design
- Updates the CCSC Email Aliases Lists, as required
- Passes on information and guidance to the new Webmaster at the end of the term

**Note:** As a courtesy, if any member cannot meet his or her responsibilities please advise the members concerned in a timely manner.

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## 9. Web Developer

**Term: not specified**

- Attends monthly CCSC business meetings and provides a report (if this person is a CoDA member)
- Maintains the back end of the website including writing codes and adding functional software
- Passes on information and guidance to the new Web Developer at the end of the term

**Note:** As a courtesy, if any member cannot meet his or her responsibilities please advise the members concerned in a timely manner (does not apply if the Web Developer is someone hired outside of CoDA).

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## 10. Outreach

**Term: 2 years, renewable for a maximum of 1 term (a further 2 years)**

- Attends monthly CCSC business meetings and provides a report
- Works with the Provincial and Territorial Outreach Representatives to provide information to members, groups, or organizations looking for information on CoDA and codependency
- Guides new Outreach Representatives
- Provides resources and templates useful for representatives as needed
- Sets up a meeting of outreach volunteers in Canada
- Passes on information and guidance to the new Outreach Chair at the end of the term

**Note:** As a courtesy, if any member cannot meet his or her responsibilities please advise the members concerned in a timely manner.

### 9.1. Phone Outreach Representative for 604-239-1042

**Term: not specified**

- Attends monthly CCSC business meetings
- Answers CoDA telephone line inquiries, in both French and English (if possible), regarding CoDA and codependency
- Passes on information and guidance to the new Phone Outreach Representative at the end of the term

**Note:** As a courtesy, if any member cannot meet his or her responsibilities please advise the members concerned in a timely manner.

### 9.2. Provincial / Territorial Outreach Representative

**Term: 2 years, renewable for a maximum of 1 term (a further 2 years)**

- Attends monthly CCSC business meetings
- Answers email inquiries about CoDA and codependency
- Assists in the start-up of new meetings
- Supports meetings within their Province or Territory
- Contacts meetings to confirm that their information is up to date
- Collaborates with other outreach volunteers to reach/help codependents and support groups across Canada
- Passes on information and guidance to the new Provincial/Territorial Outreach Representative at the end of the term

**Note:** As a courtesy, if any member cannot meet his or her responsibilities please advise the members concerned in a timely manner.

## 11. Sponsorship Registrar

**Term: 2 years, renewable for a maximum of 1 term (a further 2 years)**

- Maintains the Sponsorship Registry
  - Adds sponsors to Sponsor List as they are received
  - Adds sponsees to Sponsee List as they are received
  - Sends Sponsor List to sponsees within 1 week of registration
  - Sends updated Sponsor List to all sponsees monthly
  - Responds to inquiries
- Maintains the Sponsorship Support Speaker List
  - Responds to group requests for sponsorship speakers
  - Arranges sponsorship speakers per group request

**Note:** As a courtesy, if any member cannot meet his or her responsibilities please advise the members concerned in a timely manner.

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## 12. Delegate

**Term: elected yearly (approx. 3 months before the CSC takes place)**

**Note: Delegate can volunteer or nominate another CCSC member on a rotational basis**

- Is elected yearly to represent CoDA Canada at the CoDA Service Conference (CSC)
- Reviews all Motions to ascertain the CCSC group conscience before attending the CSC
- Prepares a Delegate's Report after returning from the CSC and emails it to the CCSC members within 2 months of the CSC
- Continues to be an active member of the CCSC for one additional year after attending a CSC
- Becomes familiar with the CCSC's Guidelines for Delegates
- Passes on information and guidance to the new Delegate at the end of the term

**Note:** As a courtesy, if any member cannot meet his or her responsibilities please advise the members concerned in a timely manner.

### 13. Alternate Delegate

**Term: elected yearly (approx. 3 months before the CSC takes place)**

**Note: Alternate Delegate can volunteer or nominate another CCSC member on a rotational basis**

- Is elected yearly to represent CoDA Canada at the CoDA Service Conference (CSC)
- Stands in for either of the 2 Delegates during the CSC if a Delegate needs to leave the room for any reason
- Continues to be an active member of the CCSC for one additional year after attending a CSC
- Becomes familiar with the CCSC's Guidelines for Delegates
- Passes on information and guidance to the new Alternate Delegate at the end of the term

**Note:** As a courtesy, if any member cannot meet his or her responsibilities please advise the members concerned in a timely manner.

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### 14. Mediator/CCSC Mediation Committee (CMC): (interaction with all parties should be documented; these remain anonymous unless further required in Steps 4 & 5 of the CCSC Mediation process)

**Term: 2 years, renewable for a maximum of 2 terms (a further 4 years)**

- Attends monthly CCSC meetings regularly (minimum of 6 meetings per year)
- Maintains an email alias specifically for addressing CMC requests and communications
- Is available to support members in Step 3 of the Conflict Resolution Process
- Accepts, or recuses from, a mediation request from the CCSC Mediation Committee (CMC); the CMC will advise the complainant of the recusal
- Mediators accept or recuse from a specific request for mediation if the complainant has a reasonable concern regarding a conflict of interest
- Responds within 7 days, to a member's request for mediation by email
- Meets with the applicant to be assured that Steps 1, 2, & 3 have been attempted
- Discusses the issue at hand with the applicant
- Offers alternate solutions, to the applicant
- Meets with the respondent only to find solutions (if necessary)
- Meets with both parties together to find solutions (if necessary)
- Proposes a recommendation to the CMC, for group conscience approval, and then to both parties (if necessary)
- Presents recommendations to the CCSC group conscience, if no resolution is possible

**Note:** As a courtesy, if any member cannot meet his or her responsibilities please advise the members concerned in a timely manner.



**15. Host City Liaison (begins when CoDA World identifies a city in Canada as the host city for the annual CSC/ICC)****Term: usually one year, temporary position**

- Attends monthly CCSC business meetings and provides Host City report
- Works with the CoDA Events Committee (CEC) to plan, organize, and implement the International CoDA Conference and Convention, when it is held in Canada, as outlined in the CEC Policies & Procedures Manual,
- Passes on information and guidance to the new Host City Liaison when required

**Note:** As a courtesy, if any member cannot meet his or her responsibilities please advise the members concerned in a timely manner.

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**16. Member at Large (a CCSC member who has not been assigned or volunteered for a specific trusted servant position)****Term: not specified, since a Member at Large is chosen by their group. Only the group is permitted to replace the member.**

- Attends monthly CCSC business meetings as a representative of their Homegroup
- Acts as a conduit between their Homegroup, groups, and/or Intergroups in their area, and CoDA Canada
- Participates on projects and committees within CCSC as needed
- Reports to their Homegroups about events, volunteer opportunities, and work done for CCSC
- Represents the perspective of their home group, but participates in decisions based on the good of CoDA as a whole (see Tradition 1)
- Acts as a resource to new CCSC members

**Note:** As a courtesy, if any member cannot meet his or her responsibilities please advise the members concerned in a timely manner.

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## **Right to Vote and Voice at the CoDA Canada Steering Committee (CCSC) Meeting**

(Approved June 19, 2021)

Every member within CoDA has a voice and is encouraged to use it.

Only one member from each registered CoDA Group has the right to vote. In addition to those members, the CCSC Officers also have the right to vote. These Officers include Chair, Vice-Chair, Secretary, Treasurer, CDRS Liaison, French Translation Liaison, Webmaster, and Web Developer. This also includes the Chair of any Standing Committee (ex. Outreach), or any Ad Hoc Committee.

The Delegate and Alternate Delegate have the right to vote for the length of their term in these positions and up to 1 year after the CoDA Service Conference (CSC).

The Host City Liaison has the right to vote for the length of their term in this position.

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## CCSC AD HOC COMMITTEE GUIDELINES

(Approved December 18, 2021)

**Ad hoc committees are formed for a limited period of time to address a specific need.**

1. Develop a clear mission/purpose and goals to be included in CCSC Service Manual Supplement.
2. The CCSC approves the scope (extent/range) of a committee.
3. Welcome, a minimum of 3 active members, as per CCSC criteria.
4. Advise CCSC of the committee's membership and subsequent changes.
5. Determines the frequency of meetings.
6. Post mission, goals, membership criteria, and meeting schedule on the website.
7. Present committee group conscience approved proposals, to the CCSC for endorsement (as per Service Concept #3).
8. Follow the guidelines, if not, the Ad Hoc Committee may become a Workgroup.

Sources: CoDA FSM GUIDELINES, Pt 1, Pg 18 & Pt 1, Pg 16  
CoDA Service Concept 9  
CoDA Tradition 9

## CCSC STANDING COMMITTEE GUIDELINES

(Approved December 18, 2021)

**Standing committees are those committees that are formed on a continual basis.**

1. Develop a clear mission/purpose and goals to be included in CCSC Service Manual Supplement.
2. The CCSC approves the scope (extent/range) of a committee.
3. Welcome a minimum of 3 active members, as per CCSC criteria.
4. Advise CCSC of the committee's membership and subsequent changes.
5. Conduct meetings, at minimum, every other month.
6. Post mission, goals, membership criteria, and meeting schedule on the website.
7. Present committee group conscience approved proposals, to the CCSC for endorsement (as per Service Concept #3).
8. Posts approved redacted minutes on the website.
9. Follow the above guidelines, if not, the Standing Committee may become a Workgroup.

Sources: CoDA FSM GUIDELINES, Pt 5, Pg 7 & Pt 1, Pg 16  
CoDA Service Concept 9  
CoDA Tradition 9

### WORKGROUP GUIDELINES:

(<https://coda.org/outreach/contact/workgroup-information>)

Workgroup members can be actively engaged in an ongoing basis, or play consultant-type roles, sharing their experience on specific aspects of a topic.

Groups may be created for shorter or longer periods. The creation of additional workgroups depends on members' interests and fellowship needs. A workgroup can be an integral part of an existing committee with a minor or short-term task (i.e. Workshop, Intergroup, Literature (CDRS), etc. It is thus possible to suggest a project proposal to the committee as a whole for consideration and approval. This may be an option for members who prefer limited service work.

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# **CoDA Canada Steering Committee (CCSC) Standing Committees**

## **CoDA Canada Steering Committee (CCSC) Service Structure Committee (SSC)**

(Approved March 19, 2022)

### **Mission**

The Purpose of the Service Structure Committee (SSC) is to serve the will of the Fellowship and to serve in an advisory capacity to the CoDA Canada Steering Committee (CCSC). The SSC provides guidelines that offer structure, direction, and guidance to the CCSC and all its members.

### **Responsibilities**

- Maintains the official copy of the CoDA Canada Service Manual Supplement and related documents (i.e. CCSC Guidelines) current and historical
- Updates current material and archives culled material in a separate folder in the Service Structure Shared Folder
- Produces revised documents in a timely manner, after changes are approved by the CCSC
- Follows the Steps, Traditions, and Service Concepts in all dealings to aid the committee in our internal communications with each other and the CCSC
- Provides information/guidelines in order to improve the ongoing structure & functions of the CCSC and its members

### **Contact Information**

[servicestructure@codacanada.ca](mailto:servicestructure@codacanada.ca)

### **Meeting Schedule**

Bi-Monthly, typically on the first Thursday of the month

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## **CoDA Canada Steering Committee (CCSC) Sponsorship Registrar**

### **Contact Information**

[sponsorshipregistry@codacanada.ca](mailto:sponsorshipregistry@codacanada.ca)

# **CoDA Canada Steering Committee (CCSC) Ad Hoc Committees**

## **CoDA Canada Steering Committee (CCSC) Communications Ad Hoc Committee**

### **Contact Information**

[communications@codacanada.ca](mailto:communications@codacanada.ca)

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## **CoDA Canada Steering Committee (CCSC) Mediation Ad Hoc Committee**

### **Contact Information**

[mediators@codacanada.ca](mailto:mediators@codacanada.ca)

## **CoDA Canada Steering Committee (CCSC) Outreach Ad Hoc Committee**

### **Contact Information**

[outreach@codacanada.ca](mailto:outreach@codacanada.ca)

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## **CCSC Delegate Guidelines**

### **Suggestions for Delegates to Prepare for the In-Person or Virtual CoDA Service Conference (CSC)**

(Approved October 17, 2020)

The following suggestions and thoughts are, for the most part, presented in various CoDA endorsed literature. Additional personal experience, strength, and hope - from members of the CCSC who have been to a CSC - have also been added. If any delegate/alternate wishes to add information for the benefit of others, please do so. These guidelines are the message that is passed on to future delegates; this is, in part, the service work that delegates have an opportunity to accomplish for the CCSC.

All future candidates are always encouraged to **undertake their own preparatory work before** the annual CSC – the more extensive, the better! These 30+ suggestions (some are repetitive) are exactly that ... suggestions. The **highlighted phrases** provide the essence of each item. If any other information would be of benefit, please advise the CCSC where it will be considered and possibly added to this list. Please submit to [ccsc@codacanada.ca](mailto:ccsc@codacanada.ca).

#### **General points regarding Delegates and Alternates and the CSC**

- First and foremost, a delegate is responsible for being a **conduit for communication** between the CSC and the fellowship. “VE Delegates carry the will of their fellowship to CoDA’s annual business meeting - the CSC - as well as vote for their VE fellowship’s group conscience at CSC.” The delegate is the VE’s representative at the CSC to facilitate communication between the Voting Entity and CoDA.
- Being a delegate may carry certain respect but it certainly bears **serious responsibility**. **Informing oneself** as much as possible is highly recommended! The CSC is actually an international group conscience. The motions presented may affect our home group and/or CoDA worldwide. A delegate should attempt to inform themselves with sponsors, other members of the VE/CCSC, and members of an Intergroup (if applicable), get a pulse of groups nearby or across the country, doing research in various CoDA documents (i.e. Fellowship Service Manual & CoDA bylaws – links at the end) and following their own HP/conscience.
- Participation of delegates at the CSC and on other committees is only possible because of **Tradition 7**. The **participation of all members worldwide makes the CSC possible**.

- All delegates probably understand that service work is challenging; recovery is a necessity at this level of service work. The CSC is a perfect opportunity to practice recovery in order to handle the stress of the proceedings; the business may get somewhat passionate. **Being prepared beforehand is the best way to avoid stress while at CSC.** Delegates should also strive to learn as much about how CoDA works as possible in order to be aware. Ask members who have participated at the CoDA International level; many members of the CCSC have participated in some functions at the Conference. The FSM, Part IV, is excellent to inform oneself to prepare.
- **Check with the CCSC as to the Travel Reimbursement Guidelines.** Reimbursement is for the Conference only; a delegate is responsible for his/her own expenses for the ICC. Keep all receipts! Delegates should coordinate these matters with the CCSC and the 'Guideline for Delegate Reimbursement', before departing, to determine the details of travel costs that are covered. Read the guidelines, at the end of this document, and verify with a knowledgeable member of the CCSC for details [i.e.: meals, lodging, travel (auto, plane, other) car rental, shuttle, etc.]
- Delegates **can use computers or electronic devices during the CSC sessions.** This may facilitate a review of motions found in the 'Delegates' Package. No audible disruptions are permitted either from these devices or phones. Of course, this will depend if the hotel provides wi-fi in the Conference room; if not, all material required could be saved beforehand in order to be accessed. Be assured that all devices are fully-charged and **inform yourself if electrical outlets are accessible** in the Conference room of the establishment/hotel. The Conference room is usually prepared with tables to accommodate devices & notes.
- Be aware of **time-zone changes** from point of departure to the location of the CSC. Assure your local time of arrival and the beginning of CSC activities (i.e. Delegate Orientation on the Sunday preceding the beginning of the CSC and 1<sup>st</sup> CSC session on Monday)
- Delegates cover their own expense for **phone usage**; check with your provider.
- Be sure **to register for the CSC/ICC as soon as you are confirmed as a delegate.** The CoDA flyer, [coda.org](http://coda.org) and [codacanada.ca](http://codacanada.ca) all have the information necessary to register for the CSC/ICC and the hotel. 'Early bird' rates apply to the ICC.

### To consider before the CSC

- Don't forget to register as soon as you have been elected. This is the delegate's/alternate's responsibility. From one year to the next, the most convenient site to use to register is the CoDA International website; this would be: [www.coda.org](http://www.coda.org). Search the home page for the upcoming CSC flyer to register (in 2022, this would be: <https://coda.org/world-service-events>). Although the CSC is free to all delegates, alternates, and observers, registering for the ICC incurs a cost.

- All motions that will be considered at the CSC are available on the [www.coda.org](http://www.coda.org) website before the CSC; these are usually posted approximately 3 months before the actual CSC. These motions, as well as the 'Delegate Package' and any guidelines for virtual participation, are accessible via the Flyer. **It is incumbent on the delegates/alternates to access these motions and content as well as any CSC relevant information.** Since the motions can be revised afterward, delegates need to **verify possible changes.** Although emails are sent to make delegates aware of changes; it is suggested to verify regularly.
- Although most members of the CCSC may be aware of these motions, **the delegates should share available information with the CCSC.**
- The Canada Voting Entity (CCSC) will usually schedule meetings – before the CSC - for the delegates and members of the CCSC to discuss the motions. These **'Motions Meetings' will be scheduled to inform delegates.** This will provide guidance as to how the motions may affect our Voting Entity (VE) and/or the Fellowship in general. By thus considering the collective group conscience of our VE, the delegates will be better prepared before the actual vote. Each delegate should consider their own spiritual conscience, with their Higher Power, to determine the vote.
- It is a good idea **to keep notes** (on a computer, paper, etc.) on each of the motions: this includes personal ideas & questions as well as any information that may come to your attention while at the CSC which may help you understand the motion. What is important **to be assured of is the VE's position regarding those most important motions.**
- All delegates can access the Fellowship Service Manual (FSM), Part IV to get a **detailed description of the 'Service Conference Procedures'.** Many of these will be presented at the CSC; however, **knowing these procedures beforehand is an appropriate means to prepare.** References will be made to CoDA's Bylaws. The Corporation, through the Board of Trustees, is responsible for the legal and business needs of the Fellowship; these are the bylaws. These can be found on a link at the end of this list. To be proactive!
- Delegates will thus have the time **to share relative motions to CoDA groups in the vicinity** so that as many CoDA members are aware and are able to share their thoughts. This way, **the voice of the CoDA membership may be heard** possibly affecting a delegate's vote at the CSC. The motions may change before the beginning of the CSC. **Keep checking the delegate's pkg.**
- **Delegates should be ensured that any items the CCSC [Our Voting Entity (VE)] wishes be brought forward to the Conference.**

- A full 4-day **CSC agenda will be provided in the 'Delegates' Package'**. The agenda lists the various groups of motions (Outreach, Service Structure, Board, etc), VE presentations (CCSC, Israel, Guatemala, etc), and committee reports (Finance, Issues Mediation, etc.) Those 4 days are scheduled from morning to late afternoon before supper. A break for lunch is provided as well as shorter daily breaks. Let it be said, those 4 days are intense. **A delegate can choose to sit out a session and present their 'delegate tag', or 'pass the badge', to the alternate delegate** who will vote in their place. It is important that the CCSC maintain its two votes at all times.
- Delegates may wish to **consider self-care** & their comfort during the CSC. This may include layered clothing, a sweater or jacket, etc. Also consider bringing water and snacks plus any medications that you might need during the day (including something for headaches, nausea, etc).

### To consider during the CSC 4-day session

- After arrival at the location of the CSC, look out for the 'registration table' where your **'delegate card'** will be available. This may be near the entrance to the Conference room. The local group/Intergroup welcoming attendees may be able to help out.
- In the evening or late afternoon (possibly 4 pm) of the Sunday preceding the beginning of the Conference, an **Orientation meeting for all delegates** takes place which is usually 2 hrs in length. At the Orientation, all delegates – especially 1<sup>st</sup> time - are asked to be present to be prepared for the Conference and the voting procedure. A detailed explanation, including a mock motion, is presented and all delegates are able to see exactly what will happen when the actual motions are presented, vetted and voted on the following day. This process includes questions, pros and cons, and crafting for each and every motion; each of these elements is carefully timed. Every part of this process will be explained at the Orientation meeting. The motion-vetting process is intense but exciting especially if a delegate wishes to participate; this is being part of CoDA history! This is the CSC group conscience!
- All the **notes that were taken before the CSC may now become more meaningful** as other delegates or people in attendance share their concerns about a particular motion. Anything that a delegate discovers may help in the final decision-making before the actual vote.
- If our VE has submitted issues or motions that were given to a committee to decide, be sure to acquire and **maintain contact with that committee** so that you can monitor progress on your issues and perhaps initiate a motion from that committee.

- On the first Monday morning of the CSC, it is of the utmost importance that delegates be present in order to determine the '**delegate count**' or the number of delegates present at the CSC and who will be able to vote. This count determines the required **quorum (2/3 of total delegates)**; only if this quorum is present may the business of the CSC continue. No quorum, no business! This has occurred in the past for a brief length of time. A motion thus passes if a simple majority votes accordingly. If the result is a minimum of 2/3 (67%) in favour, the motion is binding on the Trustees/Board; the Board can still choose to be bound by a motion with a simple majority.
- The CSC occurs over a 4-day period. **Delegates should attend this 4-day session**; if not, a quorum could be affected and a delegate would not be completing their commitment to their VE. In regards to the ICC, delegates are not bound although they attend at their own expense.
- Generally, speaking privileges (also known as "**voice**" **privileges**) are for people who have voting privileges as well as Chairs of World Committees although the Chairs cannot vote. However, the Conference may grant voice and/or vote as they determine appropriate. It is customary that other participants such as observers are permitted speaking privileges by means of a motion. Nonetheless, other than members of the CoDA Board & CORE, **only delegates have the right to vote**. Again, the FSM, Part IV, Section 1 speaks to CSC procedures; it is recommended to be familiar with the complete Part IV.
- Be aware of all other members of the **Canadian delegation**; it may be beneficial to sit close to each other to maintain communication. The support/common welfare of all VE members is important throughout the CSC.
- It is also interesting and advantageous **to sit next to experienced delegates** from other VEs in order to get a different perspective on motions or proceedings. Being close to others may prove to be beneficial for social and/or informative reasons. This valuable participation builds important relationships at the World level, therefore **fostering communication within the whole Fellowship**.
- At the CSC, a '**hospitality suite**' is prepared for CoDA members to engage in Fellowship. The Suite is normally open each day from early morning to late evening providing a specific place where much Fellowship – with other CoDA members across the world - occurs while food and beverage are available. It is at the hospitality suite that delegates can meet members of the various Standing Committees to discuss any issue they deem important or to seek additional information about a Committee's activities. **Please ask where the suite is located**.

- It is often customary for members and groups **to engage in fellowship during mealtime and supper hours** inside or outside of the Conference hotel. This may be with members of our VE and/or including members of various VEs or committees. This is quite beneficial for all. The more one extends their wings, so to speak, the greater is the experience of the CSC/ICC. **To meet and engage with CoDA members from around the world is fellowship** at another level!
- Amongst the **VE reports**, is Canada's. The delegates are asked to participate in this national report with other members of the Canadian delegation. This usually includes a slide show of Canada's accomplishments as a member of CoDA International. In 2019, Canada had a record number of participants for its presentation.
- Although there are few disagreements per se during the Conference, the FSM, Part IV covers most details in regards to the procedure during deliberation of motions. **The Community Problem Solving Method**, to conduct the business of the Conference, is quite effective. This method ensures participation in the CSC group conscience.
- Disruptive behaviour may occur and those who participate may be asked to leave after a group conscience decision. Often, when there seems to be a lull in the proceedings, members begin speaking to each other and order needs to be restored. To help bring this about, a **'30-second' rule** may be applied where the facilitator will ask everyone to be quiet for 30 seconds followed by the Serenity Prayer; this is very effective. Afterward, the proceedings continue.
- **For a delegate's vote to be counted, he/she must be present from the moment that the motion is presented until the actual vote occurs.** Even if a delegate arrives late, that vote will not be counted. If at any time a delegate needs to leave the room before the actual vote occurs, he/she should present their **'Delegate Tag'** to the Alternate to ensure that their vote is counted.
- During their time at the Conference, delegates are encouraged to mingle and learn about the various **standing committees** (SSC, IMC, TMC, WCC, etc). Information on these committees is found in the FSM, Part V, section 3; reading this before attending the CSC is highly recommended. A delegate may discover a certain affinity for one or two of these committees. It can be said that a delegate who participates actively may be approached by a member of one of these committees to join their ranks. By simply going to the 'hospitality suite' or sitting with a committee, or other CoDA members, during meals or breaks **encourages fellowship. Being proactive** is encouraged. If a delegate feels **a call to serve**, this is an opportunity to become more visible!



**To consider after the CSC**

- The CCSC VE will ask its delegates to **submit a report**. This will usually include impressions, experience, strength, and hope. A delegate is free to express whatever he/she feels was outstanding and what may have been a disappointment; to be honest and authentic!
- A delegate may wish to share their experience with the same groups they visited before the Conference while preparing to gather information. To return with final results on motions that may have an **impact on CoDA groups** allows groups to feel they have **contributed to this international group conscience**.
- **A delegate commits to remain an active member of the CCSC for a full year after attending the CSC**. The delegate can then share acquired experience, strength, and hope with the CCSC and its members for the benefit of the CCSC. The benefit is also for the delegate to add to their experience in service work at a national level. Please ask the CCSC to see how a delegate may serve.
- **Although a delegate may attend a 2<sup>nd</sup> consecutive term (year), it is not compulsory**.
- Once a delegate returns home, he/she will need to consider **the Travel Reimbursement Guide**. Receipts will be required.

**Although some of the following links may not be current, they are certainly worthwhile reading to be fully prepared; any updates are indicated.**

### **CoDA Delegates' Checklist**

Please read the following CoDA Delegates' checklist link, most current, 2018 (updated Apr 2020):

<https://coda.org/wp-content/uploads/2018/09/Delegate-Checklist.pdf>

### **The Fellowship Service Manual**

The 2019 edition of the Fellowship Service Manual does address the **role of Delegates** as well as **expectations and responsibilities**. These are found on pages 13 and 14, of the following link. These are essential for all delegates from all Voting Entities. It is always important to be as informed as possible. Delegates and all members of a VE or Intergroup should be familiar with the complete FSM, not only as Group Representatives for their local CoDA group but as members of their VE/Intergroup.

<https://coda.org/wp-content/uploads/2020/01/FSM-Part-3-Guidelines-for-Other-Service-Levels.pdf>

### **FAQs**

The following document contains information regarding the CSC (CODA SERVICE CONFERENCE), for all VEs (VOTING ENTITY), and delegates – especially first-time delegates. (updated Apr 19, 2020).

[http://coda.org/default/assets/File/2017%20CSC/FINAL%2006\\_01Frequently%20Asked%20Question%20FAQ%20-%20Delegates.pdf](http://coda.org/default/assets/File/2017%20CSC/FINAL%2006_01Frequently%20Asked%20Question%20FAQ%20-%20Delegates.pdf)

### **CoDA International Service Info**

CoDA Int'l provides service info available on the [www.coda.org](http://www.coda.org) website / Service Info / Blue Box 'CoDA Service Conference Info'. The information within can be accessed via the following link; the included information is updated on a yearly basis

<https://coda.org/service-info/> (most current revision: November 3, 2021)

### **FSM link**

This is the link to the full FSM, including all 5 parts. (updated November 3, 2021)

<http://coda.org/index.cfm/service-info/fellowship-services-manual-fsm/>

### **Bylaws link**

(updated Apr 2020)

<https://coda.org/wp-content/uploads/2020/02/Bylaws-revised-Sept-2019-CSC-FINAL.pdf>

## Guidelines for Delegate Reimbursement

(As accepted by the CoDA Canada Steering Committee, July 15, 2017)

(It would be recommended to confirm with the CCSC that these guidelines are still in effect)

The following CCSC guidelines are not the same as CoDA International, in regards to reimbursement.

**Purpose:** To be prepared to reimburse all reasonable expenses associated with the duties of the Delegate in order to ensure that cost is not a barrier for our trusted servants to perform service to the CoDA fellowship.

CoDA Canada will reimburse elected Delegates for the following expenses related to participation in the annual CoDA Service Conference.

1. Return, economy airfare to the CSC host city, including trip interruption/cancellation insurance and health insurance, if required. Reimbursement will be available upon purchase of valid airline tickets and provision of documentation to the CCSC chairperson.
2. Necessary parking expenses incurred for long-term parking at the originating airport. This will be based on submitted receipts. If this rate is to be claimed, it is helpful to research it in advance, so that CCSC may include it in the Delegate's estimated travel budget.
3. Ground transfers to the originating airport and return ground transfers from the host city airport to the hotel (taxi, shuttle, etc.), based on submitted receipts. Automobile rental will not be reimbursed, but the CCSC may vote, if asked in advance, to subsidize the rental of an automobile by the rate that would otherwise be reimbursed for the applicable shuttle between the airport and hotel. If a Delegate wishes to rent an automobile and be reimbursed to this extent, it is the responsibility of the Delegate to research shuttle rates in advance and to bring the request to a CCSC meeting prior to leaving for CSC.
4. Hotel accommodations for the night before CSC begins through to the day that CSC ends. Please note that if the Delegate chooses to attend the International Convention, accommodations are not provided for those nights. Actual expenses will be reimbursed up to a maximum amount equivalent to the "Convention Rate" offered by the host hotel. Where possible, Delegates are asked to save CoDA Canada money by staying in suitable, nearby lodgings at a lower rate, or by sharing a room with another CSC attendee. Reimbursement for accommodations will be based on submitted receipts up to the maximum level.

5. Meals will be reimbursed based on a per diem rate equivalent to CoDA Inc.'s policy for convention speakers. This rate is pegged to the US government's GSA guidelines, which vary by location (and time of year), but is published well in advance of the CSC dates (usually at the beginning of the year). This rate is published in US dollars, which is convenient for expenses incurred for CSC in a city in the USA. If CSC is held in a Canadian city, then an equivalent Government of Canada rate will apply, in Canadian dollars.

This policy sets out a maximum reimbursement rate. Delegates may, for any reason, choose to claim a lower amount than they might otherwise be entitled to claim or they may choose to donate any portion of their reimbursement claim as a contribution under the 7th Tradition.

In incurring expenses that will be reimbursed, trusted servants are urged to bear in mind the following principles:

**Stewardship** – The resources entrusted to CoDA Canada do not belong to us. We are stewards or trustees of those resources. Ultimately, we recognize that all of the resources placed at our disposal belong to God, and we are accountable to God for how we use them.

**Accountability** – We have a responsibility to our groups and members to use resources appropriately.

**Moderation** – CoDA Canada believes in being frugal with our expenses. How we spend our members' contributions needs to reflect the principle of moderation, ensuring that we are neither lavish nor cheap, but obtain good value for money.

**Integrity** – We are who we say we are. Nowhere is this principle more important, as Trusted Servants, than in the way we conduct ourselves with respect to our expenses.

In some years, CoDA Canada Steering Committee may also opt to fully or partially fund travel for one or more Alternate Delegates. The level of reimbursement available to Alternate Delegates may vary, depending on the resources available to CoDA Canada at that time. The specific level of reimbursement for Alternate Delegate(s) in a given year will be determined by the CoDA Canada Steering Committee prior to the selection of Alternate Delegate(s). In any event, Alternate Delegates will be subject to the same maximum reimbursement levels listed above.

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**CoDA Service Conference (CSC)  
Travel Reimbursement Opportunity (TRO)  
(Financial Assistance Program)  
Instructions and Policy**

To access this document on [coda.org](https://coda.org) please click [HERE](#)

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## CoDA Canada Steering Committee (CCSC) Delegates List

(Updated May 16, 2022)

YEAR	DELEGATE #1	DELEGATE #2	ALT DELEGATE	NOTES
2023	Janaya K	Jocelyn K	Kelly C	Report presented
2022	Angela F	Jocelyn K	Krysta Z	Report presented
2021	Krysta Z	Shannon O	Dan R	Report presented
2020	Debbie M	Paula G	Shannon O	Report presented
2019	Dan R	Paula G	Sharon B	Report presented
2018	Debbie M	Nancy O	n/a	Report presented
2017	Nancy O	Ritchard I	Sharon B	Report presented
2016	Nancy O	Sharon B	?	Report presented
2015	Joe B	Luc B	?	Report presented
2014	Deborah	Ritchard I	?	Report presented
2013	Deb R	Wayne W	n/a	Report presented
2012	Dianne B	Luc B	Deborah & Patrick part of delegation	Report presented
2011	?	?	?	Two CDRS reps: Motion #11008; Report was presented for French Canada; Update on Canada Literature
2010	n/a	n/a	n/a	Three participants spoke of their esh

### LEGEND

**n/a = no one attended**

**? = insufficient data**

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## Process for Conflict Resolution at the CCSC

(Approved May 14, 2022)

“Disagreements in CoDA are opportunities for growth since healthy resolution requires us to act with courage, humility and honesty. Winning should not be the goal.”

*[From, Dealing With Disagreements” trifold - Issues Mediation Committee (IMC)]*

### Step 1 - Take a Personal Inventory with the help of others

- Step 11 connect with HP, sponsor, a personal support network, etc.
- Take a personal inventory: Either a Step 10 or a Step 4
- Determine what your part is in the disagreement

### Step 2 - Try to Solve with the person or group directly

- Be aware of Boundaries
- Listen
- Be open
- Be clear, concise and honest
- Use “I” statements
- Take responsibility for your actions and words
- Make amends if necessary

### Step 3 - Parties seek help from a mutually agreed-upon mediator

- If no resolution, ask a person you both trust to assist  
(e.g. sponsor, family member, spiritual advisor, mutual friend, another CoDA member or a CCSC member)

### Step 4 - Request a meeting with the CCSC Mediation Committee

- The Committee will meet with all parties, individually and/or jointly, to offer support in resolving the concerns of all parties
- The Committee will provide suggestions for a fair and equitable resolution, through the lens of the CoDA principles of recovery and service
- Should the parties not find a mutual resolution, the Mediation Committee will present suggested recommendations to the CCSC as appropriate
- A group conscience, if necessary, may be taken to determine if the CCSC supports the recommendations being offered
- Should the parties be unwilling to adhere to the group conscience, the CCSC may choose to take action to ensure the health and safety of the group as per Tradition One.

### Step 5 - Seeking Help from IMC

- If any party still feels resolution is required, seek help from the Issues Mediation Committee of CoDA World Service (imc@coda.org)

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# **CoDA Canada**

## **Our National Voting Entity**

### The History of CoDA Canada and the CoDA Canada Steering Committee (CCSC)

(Updated February 18, 2021)

*This historical account is only possible due to the sharing of information and experience from various members of the CCSC during a one-year period from 2020 to 2021. There is definitely more documentation that will hopefully be made available in the future. It would be much appreciated to receive such contributions to help fill in the gaps. Emails, provided at the end, are always open to receiving your help to supplement this essay.*



## **1998 to 2010 - OUR ORIGINS**

CoDA Canada has its roots in the Co-Dependents Recovery Society (CDRS) as it was formed in the late 1990's. This is undeniable. During the early formative years, and still, to this day, the primary purpose of the 'Society' has been to carry the CoDA message by taking on the responsibility of purchase of CoDA Literature from CoDA World Service and then distributing this Literature throughout Canada. By meeting the task, the desire was to facilitate the creation of a healthy and vibrant CoDA Community. The vision of the Co-Dependents Recovery Society (CDRS) eventually became the foundation of the current CoDA Canada Steering Committee (CCSC).

In the beginning, the CoDA Community – made up of groups and their members - was, for the most part, situated in one geographical area. Where Canada, our nation, had its beginning on the east coast, CoDA Canada had its beginning on the west coast in southern British Columbia in the Metro Vancouver and the Fraser Valley – also known as the Lower Mainland. As early as 1997, the Lower Mainland CoDA Community Group (LMCCG) had formed and established a set of bylaws. The following year, In 1998, a one-person committee -- with one specific service task in mind -- began to undertake the distribution of literature to the CoDA groups in this area. This process of growth in the CoDA Fellowship which began in 1986 and spread suddenly from Arizona to the southwest U.S., now continued into British Columbia. Trusted servants of the CoDA Fellowship in western Canada felt the same need to help the ever-increasing number of groups, and their members of the Fellowship, across the country.

As the Fellowship grew, there was a dual purpose for the creation of the Intergroup which eventually became LMCI: to carry the message to other codependents and to serve groups within the Intergroup. By making CoDA Literature accessible to its CoDA Groups, the LMCI, was Canada's only Intergroup eventually made up of approximately 40 regional delegates.

This initial sole committee grew as the need for literature spread throughout western Canada. The subsequent increase in the need for literature and the resulting volume led to the creation of what was called the 'Co-Dependents Recovery Society' (CDRS). In 1999, this led to the need to negotiate with CoDA World Services (CoDAWS) to publish CoDA material in Canada, save on its cost, and thus improve the distribution of CoDA material across the country. The CoDA message, in Canada, spread. Interesting to note: the CoDA World Services suggests the transformation of Co-Dependents-Anonymous to an International Fellowship & Service; [www.codaws.org](http://www.codaws.org) was the website, at the time. Although it did take 10 years, the CDRS did acquire the legal rights to publish CoDA Literature.

The CDRS Mission taken from their 2002 webpage, was clear: “Our mission is to supply, translate and distribute Co-Dependents Anonymous copyrighted material to English-speaking CoDA groups in Canada to reduce costs, using the Twelve Traditions as our foundation. Foremost, our mission is to assist and nurture the growth of Co-Dependents Anonymous in Canada and to promote the healing and growth of codependents.”

In September of 2002, the CDRS was permitted to present a report to the CSC (motion #0240); this 20-minute report was presented by Ernie F. This was only possible when the two previous motions paved the way: the first of these motions (#0238) specifically indicated, “in the interest of CoDA Unity we want to hear about Canadian CoDA activity” (shades of Tradition One), and the next motion (#0239) was made to, “grant Voice to a Canadian CoDA member to make a report”.

As seemingly slow was Canada’s presence made on the International CoDA scene at the beginning of the decade, the evolution of CoDA throughout Canada led to CDRS having representation at the CSC as well as incorporating in 2010 in B.C. & Canada. It became apparent that the need to Incorporate was required to separate the ‘business matters’ (legal & financial) from the ‘Fellowship matters’ (recovery & service). Very similar circumstances that happened in 1987 with CoDA, Inc.

In no time, the literature was then made accessible country-wide with the help of a national website. The CDRS began sending delegates to the CSC; at this time, these delegates were only permitted as such, based on a verbal agreement. This ever-growing Fellowship in Canada led to the need of having a country-wide meeting list which was made available on our national website.

In the latter part of the decade, the CDRS did express its vision of seeing Canada within the CoDA Service Structure. It was important, in their view, to develop a healthy CoDA Community within Canada hoping that future CoDA members would join their ranks. The plan to approach CoDA Inc. & the International Fellowship included developing a ‘bursary’ to assist in organizing a CoDA structure in Canada. This was done with the goal of developing growth and expansion at home and worldwide, and encouraging the growth of CoDA meetings with the help of long-standing members in Canada.

## **2010 to 2013 - PRELUDE TO THE CCSC**

What began as a CDRS national vision statement in 2008, Canada's presence at the CSC was growing and thus recognized on a greater scale. Canada was to be granted permission to have three representatives introduce themselves and speak of their experience, strength, and hope in CoDA.

In 2010, three CoDA members, representing Canada presented their personal experience, strength, and hope at the 2010 CSC. One member represented the CDRS and the other two spoke, each in one of our two official languages, French & English. The next year in May of 2011, the chair of CDRS proposed choosing delegates to attend the CSC and discuss the establishment of a national board of trustees to expand the development of CoDA across Canada – CoDA Canada. What happened at the CSC was a giant step. The original motion (#11008) to permit the two CDRS members to have a voice was amended to read “to give voice and vote from two members of CDRS for the 2011 CSC”. It is worthy to note that the vote to carry this motion was not overwhelming, rather, it was indicative of this slow but strong growth process of CoDA in Canada. The results were: 22 ayes, 17 nays, and 2 abstentions.

As in 2010, these two delegates, each represented one of our two official languages. The motion states that the CDRS represented the English language publishing arm of CoDA in Canada and the D.A.A. [(Dépendants Affectifs Anonymes) a french-language equivalent of CoDA] the French-language publishing arm of CoDA in Canada. Much was made, within Canada, to acknowledge the representation of our Fellowship in our two official languages. This proved to be a sign of what was forthcoming for Canada - the desire and need to translate and publish French-language literature for francophone CoDA members and their meetings. This decision, at the time, to publish CoDA literature in French became ever-more meaningful in how CoDA Canada reached out to carry the message to codependents worldwide who still suffer.

While at the 2011 CSC, Canada was one of many countries (Germany, UK, etc.) that the CSC permitted to present an International report. This was a first. The vision amongst CoDA members and their groups, which had become part of the national CoDA Canada, the community was now being carried to the worldwide Fellowship.

Meanwhile, at home, CoDA members from across the country began to join the ranks of the new CoDA Canada. The actual year of formation of CoDA Canada is not clear. Nonetheless, members of the Fellowship from Alberta, Ontario, and Saskatchewan joined in 2011 along with the members of the LMCCG in British Columbia. Also, the first edition of a Newsletter was made available to CoDA groups and members in June. This was accomplished by utilizing the meeting list already established by CDRS.

2012 saw more CoDA members from Quebec, Alberta, and B.C. join the community. The following year saw the CoDA Canada Board develop and adopt its Bylaws. Canada is now one of 56 countries, in 2013, that have CoDA groups.

### **2014 to PRESENT - THE CCSC IS BORN**

2014 sees the CCSC come into being as the members of the CoDA Canada Board vote to reorganize. The purpose is to hopefully make the new entity more flexible at the organization and membership levels.

In 2015, additional members from Manitoba & New Brunswick joined the CCSC. The CCSC was able to send an alternate to the CSC because of sufficient funds. Despite the CCSC being the new CoDA Canada Committee, members were often absent at meetings and the growing pains were felt. Much of the problem stemmed from a lack of structure and guidelines. In the next few years, the CCSC was struggling with its difficulties but continued to promote the participation of CoDA groups on the Committee.

To encourage prudent use of the available funds, the CCSC adopted the Reimbursement Policy in 2017. On the literature front, the Twelve-Piece Relationship Toolkit, a booklet prepared in Canada, was submitted and endorsed by the CSC. The importance of the translation of CoDA material, from English to French, became more significant. Although pieces were available from France, the CCSC was finding that many trusted servant volunteers were ready to participate in their task of translating.

Many of the service and meeting documents became available as free downloads from the [codacanada.ca](http://codacanada.ca) website; some of the more comprehensive documents such as the Blue Book & the Workbook became available for purchase on the Estore via CDRS.

The 2019 CSC saw a motion being accepted which opened the door for many existing Voting Entities, such as Canada, to split along geographical boundaries to create more Voting Entities that could be recognized. The main intent of this was to increase the delegate base worldwide thus creating a more inclusive world structure. This became a source of discussion within our VE as it now permitted various areas of the country to split from the current CCSC Voting Entity and thus send more delegates representing the Fellowship in Canada. To date, no such Intergroups or Voting Entities have emerged.

Beginning in 2019, as the Service Roster, an official list of representatives from CoDA groups across Canada was being put together, and many new GSRs/Group Representatives began joining the ranks of the CCSC. The number of groups across Canada grew to almost 100.

The CCSC and Ottawa prepare to receive the International Fellowship at the 2020 CSC. However, due to the COVID-19 pandemic, the CSC is held virtually and succeeds well. At the virtual conference, the CCSC presents the 'Service Concepts: Alive & Strong', another booklet prepared in Canada, for CSC endorsement. It is then posted on the CoDA International website for 1 year to allow the piece to be examined more closely by the Fellowship, waiting for possible endorsement at the 2021 CSC in Ottawa. At the writing of this essay, we await the outcome of how the 2021 CSC will be held and the endorsement of the booklet.

2020 also saw the advent of Ad-Hoc committees: The Service Structure Ad-Hoc Committee has now prepared and presented our Mission Statement which was endorsed by group conscience at the CCSC. This particular committee has also prepared a document listing the CCSC's service positions along with accompanying duties.

The Workshop Committee, on the other hand, organized and presented a workshop on Sponsorship in 2020. All groups and their members were able to attend the workshop and a follow-up 'Meet & Greet'. A Communications Committee is currently looking at improving the communication process within the CCSC, and the CCSC with its Fellowship. As of February 2021, this committee is currently in the process of establishing specific parameters regarding our communication procedures.

With 2021 having been declared 'The Year of Service' worldwide at the 2020 CSC, the CCSC hopes to promote Service within its ranks and across Canada. It is now an opportunity to promote service work at all levels of our national service structure within our Inverted Pyramid.

### ***WHAT'S IN STORE FOR THE FUTURE?***

A strong need for an Intergroup Ad-Hoc committee is possibly on the horizon to encourage CoDA groups to form CoDA Service Groups and possible VEs throughout Canada. This is especially significant with the 2021 CSC being in Ottawa in July. This could be a goal for the CCSC to prepare information made available to all CoDA Groups across Canada. Any new VE could be comprised of one province, several provinces grouping together, and multiple VEs within one province. CoDA Groups, across Canada, will need to express their desire and intent to do so. Of course, if a new VE is established, it would need to follow the necessary procedure established by the Issues Mediation Committee (IMC) including the CCSC's support.

The CCSC has grown in its membership. CoDA groups are encouraged to send a group representative to attend our meetings. These members are the link between their local group and the national VE. Anything is possible! As we learn in our individual recovery, we all need to "Let Go and Let God" and to live "One Day at a Time".

## **CONCLUSION**

This historical discussion of how CoDA Canada evolved to become the CoDA Canada Steering Committee (CCSC) includes the immeasurable effect of the CDRS. This is the reality and we are grateful for the vision of our pioneers in the CDRS to carry its message to CoDA groups and members across Canada.

CoDA Canada has grown, through thick and thin, and has become this new reality called the CCSC. With the continuance of a more concise and structured environment including growth in its membership, a more structured service goal, maintaining communication with the National Fellowship, and a short and long-term vision, the CCSC will carry its message to current and possible codependents who still suffer.

The CCSC has already taken root and is moving forward by increasing its membership and encouraging the appearance of more CoDA groups throughout the country. With this vision and a plan of action, it will be possible for new VEs to appear in Canada. That decision will rest in the hands of CoDA members across the country. The CCSC can only be present to encourage such growth.

A future service structure that includes Intergroups/VEs will permit the CoDA Fellowship to grow in Canada. By looking and expanding outward, CoDA Canada and the national Fellowship have a greater role to play in CoDA International and the worldwide Fellowship.

We, the CCSC, thus continue to carry our message across our land while addressing its presence and role in the future of service across Canada.

**Please submit your contributions to: [servicestructure@codacanada.ca](mailto:servicestructure@codacanada.ca)**

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