

Council Policy

Policy Title	Council Learning Policy
Date Created/ Revised	May 2024
Date of next Review	2027

1. POLICY STATEMENT

The Council Learning Policy:

- guides Council in creating its annual learning plan;
- supports individual Voting Council members to develop governance and leadership skills during their time on Council; and
- supports learning through voluntary observance of Committee meetings to which Council members are not members.

2. PURPOSE

The Policy provides parameters for planning and implementing annual Council learning plans and for CPSA-supported learning for individual Council members.

3. SCOPE

CPSA Council and individual CPSA Council members.

4. POLICY DETAILS

- 4.1** The Office of the Registrar is responsible for administering and monitoring this policy.
- 4.2** Governance Committee will review an annual report of Council learning from the previous year, and annually recommend a Learning Plan to Council, which includes goals and learning opportunities.
- 4.3** Learning Funds for individual Council members
 - 4.3.1 \$1500 per year – or \$4500 per 3-year Council term - is allocated in CPSA’s Budget to each Council member for developing and building knowledge and skills in the following areas:
 - governance

- leadership
- professional regulation
- topics clearly linked to CPSA's Strategic Directions

4.3.2 Eligible costs are: registration/course fees; other expenses (e.g. accommodations, travel) as per the CPSA Honoraria and Expenses Policy.

4.3.3 Costs will be reimbursed in the year that the course is held, and will be assigned to that year's allocation, even if the course registration is completed the year prior.

4.3.4 Individual learning funds are available to voting members of Council only.

4.3.5 Before registering for learning opportunities that are not listed on the Council Learning list, Council members should inform the Office of the Registrar of the opportunity and its learning objectives, to confirm alignment with the Policy Intent.

4.3.6 Council members may combine multiple years of their allocation in one year, for one learning opportunity. When combining multiple years, the learning opportunity and the cost must be reviewed by both the Office of the Registrar and the Finance Department before the Council member registers to participate.

4.4 For purposes of succession planning and building experience and skills, voting and non-voting Council members may seek permission from the Chair, to observe meetings of the following committees:

- Finance and Audit Committee
- Governance Committee
- CPSA Priorities Committees (e.g.: Indigenous Advisory Circle and Anti-Racism Anti-Discrimination Action Advisory Committee).

A voting or non-voting member of Council who observes a meeting of a committee to which they are not appointed may not claim expenses or per diem amounts for their attendance.

5. APPROVAL

CPSA Council

6. AUTHORITY DOCUMENTS (Hyperlink documents for access)

Health Professions Act s. 6

7. SUPPORTING DOCUMENTS

Council Learning Plan

Addendum to Council Agendas: Council Learning List

CPSA Budget

Honoraria and Expenses Policy

8. DOCUMENT HISTORY

VERSION NO.	Version Date	DESCRIPTION OF CHANGE
1	April 24, 2024	NEW
APPROVAL	DATE	Signature
Council Motion C20-24	May 30, 2024	