

Board of Directors Meeting Agenda

Toronto, Ontario and Online via Zoom

DATE	September 22, 2023
TIME	Time: 9:00 am ET

ITEM	TOPIC	TIME	SPEAKER	PAGE #	ACTION
1. Introductory Matters/Call to Order/ Approval of Agenda/Conflicts of Interest					
1.1	Call to Order – Introductory Remarks	9:05 am	R. McHugh, Chair	-	-
1.2	Conflicts of Interest – Board members are to declare if they have any conflicts regarding matters on the agenda	9:20 am	R. McHugh, Chair	-	-
2. Consent Agenda					
2.1	<p>Consent Agenda – Consent agenda matters are proposed to be dealt with by unanimous consent and without debate. Directors may seek clarification or ask questions without removing a matter from the consent agenda. Any Director may request a consent agenda item be moved to the regular agenda by notifying the Chair or the CEO prior to the meeting, or by addressing the issue at the meeting.</p> <ol style="list-style-type: none"> 1. Minutes – 2023-05-26 Board Meeting 2. Report of the Investigations Committee 3. Report of the Discipline Committee 4. Professional Responsibility Program Report 5. Report of the Registration Committee 6. Report of the Governance Committee 	9:25 am	R. McHugh, Chair	4 7 9 11 14 16	For Approval

	7. Memo re Registration Committee – Proposed Revisions to the Terms of Reference Motion: Be it resolved that: a) The Minutes of the May 26, 2023 Board meeting are approved; and b) The revised Terms of Reference of the Governance Committee and Audit & Risk Committee, as set out in the Governance Committee report are approved; and c) The Registration Committee Terms of Reference be amended to allow for up to seven (7) members.			30 4 18 24 31	
3. Committee Appointments					
3.1	Motion regarding Committee Appointments (in-camera)	10:00 am	R. McHugh, Chair	-	For Approval
4. Report of the Audit and Risk Committee					
4.1	Motion: Be it resolved that the Investment Policy and Financial Reserves Policy are approved.	10:15 am	J. Strawczynski	36 38 40	For Approval
4.2	July 31, 2023, Financial Statements and Financial Highlights 2023-08-10 Legislative Compliance Memo	10:30 am	J. Strawczynski	44 51	For Information
5. Other Business					
		10:35 am	R. McHugh, Chair		
In Camera					
	In camera discussions	10:45 am			

For Information

1. [Guidelines for Suspended Licensees](#)
2. [Guidelines for Surrendered Licences](#)
3. [Registrar's Policy on Complaint Dismissals](#)
4. [Registrar's Policy on the Review of a Registrar's Decision \(Revised\)](#)
5. [Registrar's Policy on Registration Hearings \(Revised\)](#)
6. [Registrar's Policy on Dismissing a Request for Review \(NEW\)](#)
7. CPATA Official Languages Policy ([English](#) / [French](#))
8. Communications
 - a. **Newsletters**
 - b. **Webinar June 28, 2023 [English](#) / [French](#)**
9. Upcoming stakeholder engagement
 - a. **CEO & Registrar presentation at [IPIC Annual Conference](#) - Friday October 13, 9:00 – 10:00 a.m. CDT**
 - b. **Deputy Registrar presentations at CNAR (Canadian Network of Agencies for Regulation), October 16-18, 2023**
 - (i) Fundamentals of Regulation Workshop
[2023 Workshop Series - CNAR 2023 Hybrid Event \(cnar-rcor.ca\)](#)
 - (ii) Scaling Your Organization for Growth: An Experiential Discussion
[CNAR 2023 Hybrid Event - CNAR 2023 Hybrid Event \(cnar-rcor.ca\)](#)

Future meetings

2023

November 9/23 – Board Public meeting
December 14/23 – Board Public meeting

2024

NOTE: Dates currently under review.

January 18/24 – Committee of the Whole
March 7/24 – Board Public meeting
April 18/24 – Committee of the Whole
May 29-31/24 AGM & Public Meeting Ottawa

Public Board of Directors Meeting

Held via Zoom

May 26, 2023

8:30 a.m. ET

Minutes

BOARD MEMBERS:

Tom Conway, Chair for items 1-2
Ruth McHugh, Chair after items 1-2
Jeff Astle
Amber Batool
Karima Bawa
Brigitte Chan
Iris Almeida-Côté
Andrew Currier
Leonora Hoicka

STAFF:

Juda Strawczynski, CEO and Registrar
Sean Walker, CFO
Jennifer Slabodkin, Director of Registration and Education, Deputy Registrar
Andres Diaz, Operations Manager
Anne-Thiphaine Camus, Administrator - Registration & Education
Vicci Sakkas, Administrative Coordinator
Dana Dragomir, Communications Officer

1. Introductory Matters/Call to Order/Approval of Agenda/Conflicts of Interest

The meeting was called to order at 8:32 a.m. ET.

The Chair acknowledged that the meeting was held in Ottawa on the unceded territory of the Anishinaabe Algonquin people.

No conflicts of interest were declared.

2. Election of the Chair of the Board of Directors

Be it resolved that Ruth McHugh is elected Chair of the Board of Directors for a two-year term.

MOVED: Jeff Astle

SECONDED: Iris Almeida-Côté

Motion carried.

3. **Consent Agenda**

Ruth McHugh joined the meeting and assumed the Chair role.

The Board agreed to a minor edit to the Regulatory Principles that Guide Our Work 2023 Report, to indicate that consultations with respect to the public interest paper had been completed and that the final version of the paper would be forthcoming.

The Board noted that the report of the Audit and Risk Committee indicated that the Committee would be monitoring the impact of the fee increase and turning its mind to reserve planning. Likewise, the report of the Investigations Committee noted important improvements to the investigations process now possible due to CPATA's new By-laws.

Be it resolved that:

- a) The Minutes of the March 2 and March 24, 2023 Board meetings are approved; and**
- b) CPATA adopts its Regulatory Principles that Guide Our Work 2023 Report. This document will continue to be used as a benchmark against which CPATA can measure itself against regulatory best practices. The Board will review and update the report on an annual basis.**

MOVED: Leonora Hoicka

SECONDED: Brigitte Chan

Motion carried.

4. CPATA's Strategic Framework

Juda Strawczynski provided an overview of CPATA's Strategic Framework for 2023-2025.

The Board affirmed that relationship-building and communications as well as effective governance are the pillars, and that explaining what professional regulation means and the positive impact it will have on the profession and economy should be a focus. A regular review of the Strategic Framework could ensure that CPATA remains agile.

Be it resolved that the Board approve the Strategic Plan 2023-2025 as presented.

MOVED: Jeff Astle

SECONDED: Tom Conway

Motion carried.

5. Report of the Governance Committee

Karima Bawa left the meeting.

The Board discussed the Governance Committee recommendation that Karima Bawa take on the role of Chair of the Governance Committee for a one year mandate.

Be it resolved that:

a) Karima Bawa is appointed Chair of the Governance Committee;

MOVED: Leonora Hoicka

SECONDED: Iris Almeida-Côté

Motion carried.

Karima Bawa returned to the meeting.

The Nominations and Board Development Committee, essential during the early phases of CPATA, has been dissolved, and its work has been distributed to staff and to the Governance Committee. This is part of efforts to right-size governance. Changes to the Terms of Reference of the Governance Committee reflect these new responsibilities.

b) The revised Terms of Reference of the Governance Committee as set out in the Governance Committee report are approved.

MOVED: Brigitte Chan

SECONDED: Amber Batool

Motion carried.

5.2 CEO 2023 Goals

Juda Strawczynski outlined the three high-level goals for his first year as CEO and Registrar, including a successful CEO transition, setting CPATA's strategic priorities and building relationships. It was noted that Juda Strawczynski had taken early feedback from the Board and implemented it successfully.

6. Other Business: Future Meetings

The Board inquired about CPATA's financial situation to date in 2023. CFO Sean Walker clarified that overall CPATA was on-track with current spending, as per the 2023 budget.

Adjournment

On a motion made and carried unanimously, it was resolved to end the public meeting at 9:50 a.m. ET, and to move in-camera.

The meeting adjourned at 9:51 a.m. ET



Ruth McHugh

Chair of the Board of Directors

Minutes approved on

Report of the Investigations Committee

TO	CPATA Board of Directors
FROM	Kristin Dangerfield
DATE	September 22, 2023
REPORTING PERIOD	May to August 2023

Committee Role and Authority

The Act (s. 37) provides that, “The Investigations Committee must, on the basis of a complaint or on its own initiative, conduct an investigation into a licensee’s conduct and activities if it has reasonable grounds to believe that the licensee has committed professional misconduct or was incompetent.” The Committee considers whether to commence an investigation on its own initiative on the basis of information referred to it by the Registrar, or considers complaints filed by complainants and referred to it by the Registrar.

Until adoption of the amended By-laws on May 1, 2023, all complaints had to be referred to the Committee regardless of their merits. The new By-laws permit the Registrar to determine whether a complaint should be dismissed without referral to the Committee, and a policy is being developed setting out the factors to be considered. Otherwise, it is the Committee’s role to evaluate whether the results of an investigation provide reasonable grounds for the Committee to believe that a licensee has committed professional misconduct or was incompetent. If there is no such evidence, the Committee must dismiss the complaint. If there is such evidence, the Committee must make an Application to the Discipline Committee. It remains the case that the Act fails to give the Committee all the tools it needs to adopt a regulatory approach that is truly principled, proactive and proportional. For example, authority to counsel, caution or reprimand a licensee for violations of the Code are not available alternatives and so the existing toolkit does not meet well-accepted thresholds for professional misconduct or incompetence.

Committee Activity

From May to August 2023, the Committee held one regularly scheduled meeting and cancelled a second due to the timing of investigation results. At the June meeting, the Committee:

- Provided directions with respect to one ongoing complaint
- Received a report respecting one new complaint and two conduct inquiries relating to the same suspended licensee, and resolved to instigate its own complaint on the basis of the two inquiries, and retain an investigator to investigate the two related complaints
- Approved the Policy on Complaints Investigation
- Made amendments to the draft Policy on Interim Orders

The Investigations Committee has two more regularly scheduled meetings for 2023.



Kristin Dangerfield

Chair of the Investigations Committee

Report of the Discipline Committee

TO	CPATA Board of Directors
FROM	Marcel Mongeon
DATE	August 11, 2023
REPORTING PERIOD	May to August 2023

Committee's Role and Authority

Section 51 of the Act provides that the Discipline Committee must hold an oral hearing for every application made by the Investigations Committee in order to determine whether a licensee committed professional misconduct or was incompetent. Hearings are open to the public, and by default will be conducted with the parties via Zoom and concurrently streamed on YouTube for those wishing to observe the proceedings.

The Discipline Committee held its first meeting in January 2022, and as previously reported, dedicated 2022 to developing its procedures and policy framework. In January 2023, the Committee approved the final key policies for its Toolkit [\[link\]](#). Throughout 2022, the Committee also engaged in training in IP practice fundamentals and administrative law principles. With adoption of the amended By-laws on May 1, 2023, the Discipline Committee has authority to consider requests for review of dismissal decisions by the Investigations Committee, and will therefore be developing a policy to support this new process in due course. The College created the part-time role of Discipline Proceedings Coordinator, the responsibilities to be shared by two existing CPATA staff, and the Chair assisted with development of procedures relating to this administrative support work.

Committee Activities

At the Committee's meeting in January, it was decided that we would reduce our future meetings from monthly to 2-3 in 2023, given that we have completed our policy framework and will begin holding hearings. The next meeting is scheduled for October 30, 2023. It is our intention to have a meeting early in 2024 dedicated to education and further policy development.

We have received two Applications from the Investigations Committee: Alpesh Patel [\[link\]](#) and Mathieu Audet [\[link\]](#). The latter will be conducted in French. Pre-hearing Conferences have been underway since April. The proceedings in relation to Alpesh Patel are now scheduled for [November 27, 28 and 30](#).

The Discipline Committee has requested the appointment of three additional members. The Registrar's recommendations were reviewed by the Governance Committee in August, and this Committee is proposing that the Board appoint the three members identified, at its meeting in September. If appointed, the new members will receive an orientation and training and participate in the October Committee meeting.

Marcel Mongeon

Chair of the Discipline Committee

Professional Responsibility Program Report

TO	CPATA Board of Directors
FROM	Victoria Rees, Professional Responsibility, Manager
DATE	September 22, 2023
REPORTING PERIOD	May to August 2023

Professional Responsibility Program

The Professional Responsibility Program for CPATA is comprised of:

- Ethics guidance and education
- Agent Conduct Inquiries
- Complaints
- Providing support to the Investigations and Discipline Committees (see Committee reports)
- Unauthorized practice concerns
- Other PR related matters

Ethics Guidance and Education

As part of its commitment to be proactive and supportive to licensees while protecting the public, CPATA created a means by which licensees can better understand their ethical obligations as they apply to specific circumstances or scenarios. Licensees can submit an ethics inquiry form, call or email the College with their ethics inquiry and expect a response within 24-48 hours. This advice is geared toward supporting but not replacing a licensee's own professional judgment. Staff maintain a database to record the nature of the inquiries, the relevant rules in the Code of Professional Conduct for Patent Agents and Trademark Agents, and the guidance provided. Licensees are advised that de-identified summaries of their inquiries may be used to educate others.

In 2022, we received 30 ethics inquiries. Last reporting period we received 12 inquiries, and for this 3 1/2 month reporting period, we have received 6 ethics inquiries. The questions related to duties when leaving a firm or surrendering a license, and the appropriate scope of advice that can be provide by an agent in training or a non-licensee IP lawyer. To assist licensees with questions about their ethical responsibilities and requirements when surrendering a licensee, or when their license is suspended, we have created two Guides [[link](#)] that are now available on our website. We have continued to produce regular articles for the newsletter based on themes identified from these inquiries.

Agent Conduct Inquiries (ACI)

CPATA developed the ACI process as a means to engage in early resolution of conduct concerns without need of filing a formal complaint (which until May 1 required referral to the Investigations Committee). Anyone can submit an ACI through the online form, and expect acknowledgement within 24 hours and a response within 48-72 hours. CPATA consultants communicate with inquirers to identify their concerns, consider whether they are within CPATA's jurisdiction and mandate, and offer guidance, options and, if possible, early resolution through consensual engagement with both parties. This process has significantly reduced the number of complaints filed.

In 2022, we received and responded to 12 ACIs. For January to April 2023 we received 10 ACIs, and for this reporting period we received two. These related to potential misconduct of a previous agent identified by a successor agent, and allegations of threats by an agent against a client.

Complaints

The role of the Registrar and staff with respect to complaints is evolving. Initially the Registrar had no authority to review and dismiss complaints and all complaints were processed for referral to the Investigations Committee. With the new By-laws, the Registrar has been given this authority, and policy development to support this role is underway.

In 2022, 3 complaints were received from complainants, and the IC initiated 3 complaints of its own. From January to April 2023, 2 complaints were filed by complainants and none were initiated by the IC. For this reporting period, we received one new complaint from two agents against another, and the Registrar decided to refer a complaint filed in the previous period by a former client to the IC for consideration in September. A third complaint against a suspended licensee remains under active investigation.

Unauthorized Practice Concerns


The Board is well aware of concerns with unauthorized practice expressed in the past number of months. CPATA is taking a measured and risk-focused approach to these matters.

In 2022, we received one UAP complaint, which was investigated and a warning issued. From January to April 2023, we received 5 UAP complaints. Two provided insufficient information to evaluate the concerns. Two were investigated and determined not to support the allegations of unauthorized practice by an agent. In this reporting period, we received a second complaint about alleged

unauthorized practice by a group of entities offering trademark services (a similar complaint having been filed earlier in the year), and this complaint is now under investigation.

Other PR Matters

The Board is aware that an application for Judicial Review has been filed by Prof. Andrew Olkowski in relation to the dismissal of his complaint against patent agent Ted Yoo by the Investigations Committee in November 2022. The proceeding in this matter was scheduled for early July but delayed when the Court determined that Prof. Olkowski was required to formally give notice of the application to Agent Yoo. A new date has not yet been set, but is likely to be heard in the fall.

A handwritten signature in blue ink that reads 'Victoria Rees'.

Victoria Rees

Professional Responsibility, Manager

Report of the Registration Committee

TO	CPATA Board of Directors
FROM	Tina McKay
DATE	September 22, 2023
REPORTING PERIOD	May – August 2023

Committee Role and Authority

The Registration Committee assists the Registrar in administering the College's licensing requirements. The Committee:

- approves standards for the evaluation of competencies and passing marks for the qualifying examinations; and
- when requested by an applicant or a licensee, reviews decisions made by the Registrar under the By-laws.

Committee Activity

At the June 13 and July 28, 2023, meetings, the Registration Committee:

1. Considered cut-score methodologies and recommendations for the Knowledge and Skills Examinations.

As part of the competency initiative, CPATA is exploring and implementing opportunities to improve the defensibility of its qualifying examinations. Selecting a pass mark is critical to overall program defensibility and selecting a specific standard-setting methodology depends on several factors, including available resources and test purpose.

To this end, several methodologies were presented to and considered by the Committee. Based on the information presented, the Committee moved to:

- adopt a modified Angoff study approach to calculate the recommended cut-score for the 2024 and 2025 Knowledge Examinations, and as needed for future administrations;
- adopt the Borderline Regression approach to calculate the recommended cut-score for each administration of the Skills Examinations; and
- require that candidates achieve the minimum passing score for the examination attempt to be considered successful.

This decision was communicated to the profession and stakeholders in CPATA's [July 2023 newsletter](#). No inquiries regarding this change have been received to date.

2. Considered two requests for review of a Registrar's decision.

The matters are still in progress.

3. Reviewed three Registrar's policies that relate to Registration Committee matters:

- [Review of a Registrar's Decision;](#)
- [Registration Hearings;](#)
- [Dismissing a Request for Review](#)



Tina McKay

Chair of the Registration Committee

Report of the Governance Committee

TO	CPATA Board of Directors
FROM	Karima Bawa
DATE	September 22, 2023
REPORTING PERIOD	June – August 2023

Committee Role

The Governance Committee examines corporate governance practices, including Board practices and performance, and makes recommendations with respect to the Board. It also assists the Board to fulfill its roles regarding Board and Committee succession.

These responsibilities include:

1. Effectiveness - Assessing and making recommendations regarding Board effectiveness and leading the processes for orientation, evaluation and continuing education of Directors, committee Chairs and the Chair of the Board.
2. Governance - Reviewing and monitoring governance practices of the Board and management with a view to enhancing the College's performance.
3. Nominating - Assessing the requirements for membership on the Board, advising the Board on information to be provided to the Minister's Office regarding the College's needs, managing/overseeing the process for nominating candidates for Ministerial appointments to the Board and nominating candidates for committee membership.
4. Elections - Oversees elections in accordance with the By-laws, oversees that elections to the Board are held when required.

Committee Activity

At the July 21, 2023, meeting, the Governance Committee met and:

1. Discussed its workplan and received an update on revisions to the Board Governance policies
2. Approved recommendations to amend the Terms of Reference for the Governance Committee and the Audit & Risk Committee, to include the Chair of the Board as an ex officio member.
3. Discussed whether to recommend the appointment of an additional member to the Governance Committee, agreed that it would be beneficial to add someone with the skills

currently not represented from the skills matrix to assist the Committee in carrying out its responsibilities, and recommended that the Committee ask the Board to appoint one additional Director who would meet the Committee's required continued skills.

4. Discussed whether the appointment of a Vice-Chair should be recommended to the Board and determined that given there was no current need and the additional costs to appoint a Vice Chair, the appointment of a Vice Chair is not required at this time.
5. Discussed proposed Discipline Committee appointment recommendations.
6. Discussed the agenda for the Board education session held on September 21, 2023.

For Decision

The Board is invited to adopt the Governance Committee and Audit & Risk Committee's revised Terms of Reference. The new ToRs are attached as appendices to this report in final form and in track changes showing the revisions from the previous terms of reference.

MOTION: Be it resolved that the revised Terms of Reference of the Governance Committee and Audit & Risk Committee, as set out in the Governance Committee report are approved.

Karima Bawa

Chair of the Governance Committee

Appendices:

1. Audit & Risk Committee Terms of Reference Revised
2. Governance Committee Terms of Reference Revised

GOVERNANCE Committee

Terms of Reference

INTRODUCTION

CPATA regulates the patent and trademark profession in accordance with the Act, Regulations, By-laws, Registrar's Policies, and the Regulatory Objectives, Standards and Principles. It is an independent and risk-focused public interest regulator.

CPATA is committed to selecting Board and committee members based on a set of identified skills and attributes, to ensure the Board and committees have the knowledge and attributes to carry out the work effectively, are diverse in all respects, and who strive to attain the vision of CPATA for a modern regulator as outlined in [Board Policy No 2, CPATA's Regulatory Objectives, Standards and Principles](#).

CPATA committees assist the Board to meet its governance and fiduciary obligations. Unless a specific authority is granted, a committee has no independent authority.

Committees develop and document, for Board approval, and follow an annual work plan which includes processes in support of their responsibilities.

'Director' means a member of the College's Board of Directors.

ROLE

The Governance Committee¹ examines corporate governance practices, including Board practices and performance, and make recommendations with respect to the Board. It also assists the Board to fulfill its roles regarding Board and Committee succession.

These responsibilities include:

1. Effectiveness – Assessing and making recommendations regarding Board effectiveness and leading the processes for orientation, evaluation and continuing education of Directors, committee Chairs and the Chair of the Board.
2. Governance – Reviewing and monitoring governance practices of the Board and management with a view to enhancing the College's performance.
3. Nominating – Assessing the requirements for membership on the Board, advising the Board on information to be provided to the Minister's Office regarding the College's needs, managing/overseeing the process for nominating candidates for Ministerial appointments to the Board and nominating candidates for committee membership.
4. Elections – Oversees the elections in accordance with the By-laws, oversees that elections to the Board are held when required.

¹ Established by By-law s. 42

RESPONSIBILITIES Subject to the powers and duties of the Board, the Governance Committee will perform the following duties.

Board Effectiveness

The Committee:

- a. Monitors the Board orientation and onboarding process, and, where appropriate, recommends changes;
- b. Identifies areas for Directors' ongoing updating of skills and knowledge of the College and its businesses, and recommends skills development and education for the Board as a whole or for individual directors based on their assigned responsibilities;
- c. Annually reviews and evaluates the performance of the Board as a whole and individual Directors in accordance with the procedures established by the Board from time to time; and
- d. Oversees the annual reviews and evaluation of the performance of college committees their chairs against the terms of reference and the standards established for the role of committee chairs.
- e. Oversees the annual review and performance management of the CEO & Registrar in accordance with the procedures established by the Board from time to time. The annual review will include a review of the CEO's salary and compensation structure and may include recommended adjustments to the Board. The review will include a review of the plans for CEO succession.

Board Governance

The Committee:

- a. Provides a forum for Directors to express their views and concerns regarding the operation of the College, independent of Management and the full Board; Reviews the College's structures and procedures to ensure the Board is able to, and in fact does, function independently of Management.
- b. Reviews and considers corporate governance best practices in Canada and makes recommendations to the Board regarding their consideration or adoption as appropriate; and
- c. At the request of the Chair of the Board or the Board, undertakes corporate governance initiatives as may be necessary or desirable to contribute to the success of the College.
- d. Monitors compliance with the Code of Conduct and reports to the Board when necessary.
- e. Annually
 - i. Reviews CPATA's governance policies and, where appropriate, recommends revisions to the Board;
 - ii. Oversees the filing of attestations by directors and committee members of compliance with the Code of Conduct

- iii. Reviews terms of reference, skills matrices, and work plans of all committees and advises the Board on any governance issues arising from committee work
- iv. Reviews, and brings forward to the board, communications to licensees and the Government of Canada (in the case of public member appointments) regarding the skills sought in nominees for directors.

Board and Committee Nominations

The Committee:

- a. Assesses the capabilities that will be required by the Board and its Committees by overseeing maintenance of a “skills and attribute matrix”.
- b. Oversees tracking of term limits of Directors and Committee members.
- c. Identifies gaps to be filled and plan for the orderly succession of the Chair of the Board, Directors and Committee members to maintain required capabilities.
- d. Develops [for the Board’s approval] a formal and transparent procedure for recommending candidates for appointment to the Board to the Minister;
- e. Develops a formal and transparent procedure for calls for nominations for non-Director appointments to Committees.
- f. Recommends committee members and committee chairs and names for potential Board appointments to the Board for approval.

Election of Directors

The Committee:

- i. In accordance with the By-laws, oversees that elections to the Board are held when required.

**MEMBERSHIP
AND VOTING**

The Governance Committee has up to 5 members, at least three of whom are Directors.

Non-voting participants:

- Chief Executive Officer (CEO) is an ex officio member of the Committee;
- **Chair of the Board.**

A Committee member who, without excuse satisfactory to the Chair, is absent from two consecutive meetings of the Committee is deemed to have resigned, which resignation will create a vacancy on the Committee to be filled.

The Board, by a vote of two-thirds of those present, may at pleasure remove a member of the Committee but the Board will not consider a motion to remove a committee member unless the Committee member is given notice of the motion and is provided an opportunity to present to the Board.

CHAIR

The Chair and members of the Governance Committee are appointed by the Board. The Committee Chair is a Director and is a voting member of the Committee.

**FREQUENCY OF
MEETINGS AND
MANNER OF CALL**

Meetings are scheduled in advance and occur at least quarterly, or otherwise at the direction of the Chair or the CEO. Additional meetings may be scheduled by the CEO in consultation with the Chair. Meetings will be held by audio-visual means, or on direction of the Chair, in person. If necessary, votes may be cast by email or other electronic means.

QUORUM

Quorum of the Committee is three

RESOURCES

The Committee is supported by the CEO and Deputy Registrar.

REPORTING

The Committee develops, documents, and adopts for Board approval an annual work plan and reports to the Board by providing a high-level summary of the Committee's activities at quarterly Board meetings. The summary details what the Committee have been working on (since it last reported to the Board), what the Committee is bringing forward for discussion or approval, and key issues that the Committee is focused on.

The Committee evaluates its work consistent with the Board's approved process for committee evaluation.

DATE

Approved: 2021-10-05

Revised: 2022-05-27, 2022-08-18, 2023-05-04, 2023-09-05

To be revised:

AUDIT & RISK Committee

Terms of Reference

INTRODUCTION

CPATA regulates the patent and trademark profession in accordance with the Act, Regulations, By-laws, Registrar's Policies, and the Regulatory Objectives, Standards and Principles. It is an independent and risk-focused public interest regulator.

CPATA is a risk focused regulator. It identifies regulatory and enterprise risks and proactively takes steps to mitigate them. Given that it is a new regulator, it is committed to gathering information that will allow it to understand the environment that influences the practices of licensees.

CPATA is committed to selecting Board and committee members based on a set of identified skills and attributes, to ensure the Board and committees have the knowledge and attributes to carry out the work effectively, are diverse in all respects, and who strive to attain the vision of CPATA for a modern regulator as outlined in [Board Policy No 2, CPATA's Regulatory Objectives, Standards and Principles](#).

CPATA committees assist the Board to meet its governance and fiduciary obligations. Unless a specific authority is granted, a committee has no independent authority.

Committees develop and document, for Board approval, and follow an annual work plan which includes processes in support of their responsibilities.

ROLE

The purpose of the Audit & Risk Committee is to assist the Board in fulfilling its fiduciary obligations and oversight responsibilities relating to financial planning, the audit process, financial reporting, the system of corporate controls and risk management, and when required, to make recommendations to the Board for approval.

The Committee must demonstrate strong and principled advice to foster unshakeable confidence in the College's financial integrity.

RESPONSIBILITIES

Subject to the powers and duties of the Board, the Audit & Risk Committee will perform the following duties.

Financial Planning

The Committee:

- a. reviews and make recommendations to the Board in respect of:
-

- i. amendments to Schedule A of the Board By-laws (Fees);
 - ii. CPATA's operating and capital budgets;
 - iii. the appropriateness and validity of material assumptions and estimates used in the preparation of the budgets;
 - iv. the consistency of the budgets with policies, objectives and initiatives approved by the Board;
 - v. the consistency of the budgets with any other financial data;
 - vi. any significant assumptions, forecasts, targets or performance goals used by the CEO in the preparation of the budgets; and
- b. ensures the Board receives on a timely basis meaningful financial information regarding CPATA's current financial status and up-to-date forecasts required to make decisions.

Financial Reporting

The Committee:

- a. reviews CPATA's annual financial statements with a view to verifying they are fairly presented in all material respects in accordance with generally accepted accounting principles;
- b. reviews all public reporting by CPATA, including the Annual Report, which is presented to the Minister, to confirm that it represents a complete, accurate and balanced picture of CPATA's performance and financial situation;
- c. reviews the financial statements and reports, and recommends their approval or disapproval to the Board; the Committee will provide an explanation if it cannot recommend approval;
- d. discusses with the CEO and the External Auditor:
 - i. all proposed changes in accounting policy;
 - ii. compliance with accounting standards;
 - iii. adjustments arising out of the audit process and related party transactions; and
 - iv. all Management estimates that may be material to financial reporting;
- e. discusses with the CEO and the External Auditor significant financial reporting, record or presentation issues discussed during the fiscal period and the manner of their resolution; and
- f. examines the audited annual financial statements in conjunction with the reports of the External Auditor, which may include determining whether the statements:
 - i. properly reflect the significant accounting policies selected;
 - ii. reflect estimates and other financial statements elements that are reasonable and consistent;
 - iii. adequately disclose all major transactions and issues;

- iv. disclose all post-year-end significant events; and
- v. are understandable, relevant, reliable and comparable;
- g. reviews and recommends to the Board approval of the:
 - i. annual audited financial statements;
 - ii. management discussion and analysis that accompanies the audited financial statements; and
 - iii. significant financial reports.

External Audit

The Committee:

- a. recommends to the Board the appointment of the External Auditor;
- b. meets with the External Auditor in advance of the annual audit and meets in camera with the External Auditor after the audit or as requested.
- c. determines whether the performance of the External Auditor is satisfactory, effective and meets the requirements of CPATA;
- d. reviews all issues related to any change in External Auditor and the planned steps for an orderly transition;
- e. confirms the independence of the External Auditor;
- f. reviews the terms of the External Auditor's engagement, and the appropriateness and reasonableness of the proposed fees;
- g. reviews and recommends to the Board the amount of fees paid to the External Auditor;
- h. reviews the audit plan with the External Auditor and the CEO;
- i. reviews the evaluation of internal controls by the External Auditor, including any recommendations for improvement of CPATA's accounting procedures and internal controls, together with the CEO's response; and
- j. directs the External Auditor's examinations to areas of concern with respect to enterprise risks or internal controls.
- k. reviews problems experienced by the External Auditor in performing the audit, including any restrictions imposed by the CEO and all significant accounting issues on which there was a disagreement with the CEO;
- l. reviews the post-audit opinion letter containing the recommendations of the External Auditor and reviews the CEO's response and subsequent follow-up to any significant identified weaknesses; and
- m. reviews and approves the provision of any non-audit services provided by the External Auditor.

Accounting Systems and Internal Controls

The Committee through discussion with the CEO and the External Auditors, obtains reasonable assurances that CPATA has implemented appropriate systems of internal control:

- a. over financial reporting, information technology, data security and protection of personal information and privacy, and that these systems are operating effectively;
- b. to confirm compliance with its policies and procedures that these systems are operating effectively; and
- c. to identify, monitor, mitigate and report significant financial or operational risk exposures and that these systems are operating effectively.

Risk Management

The Committee:

- a. leads the Board's oversight of CPATA's risk management;
- b. understands the material enterprise and regulatory risks to CPATA;
- c. reviews CPATA's risk management controls and policies and seeks input and assistance from other Committees as appropriate;
- d. obtains reasonable assurance that the Management's systems to eliminate or manage risks are effective;
- e. receives regular reports on the management of material risks to CPATA;
- f. annually reviews CPATA's insurance coverage of material business risks and uncertainties including insurance coverage for Directors;
- g. reviews Management's reporting of compliance with statutory obligations of the College including under:
 - i. the Income Tax Act,
 - ii. The Excise Tax Act,
 - iii. The Privacy Act, and
 - iv. The Official languages Act
- h. reviews CPATA's disaster recovery plans.

Material Litigation

The Committee reviews and advises the Board with respect to:

- a. the CEO's assessment of material litigation risks; and
- b. the adequacy of provisions and estimates made in financial information including the financial statements relating to material litigation issues, including matters before the Discipline Committee.
- c. Except matters before the Discipline Committee, as appropriate, the Committee may request counsel attend Committee meetings to review significant litigation risks and may recommend to the Board that independent counsel and other advisors be engaged.

Compliance

The Committee:

- a. confirms the appropriate policies and procedures are in place for monitoring compliance with applicable laws and ascertains their adequacy and the levels of compliance;
- b. advises the Board on any new or pending developments in accounting and/or reporting standards;
- c. reports to the Board all financial matters of which the Committee has knowledge that may materially affect the current or future position of CPATA; and
- d. reviews such other matters that the Committee or the Board deems advisable or timely.

Responsibility for policy review

At its first meeting every year the Committee reviews its Terms of Reference and adopts a work plan for the following year.

At least every two years, the work plan must require a review of the following:

- Audit & Risk Committee Terms of Reference
- Board Member Insurance Coverage
- Board and Committee Remuneration (Board Policy No.4)
- Investment Policy
- Enterprise Risk Management (ERM)

MEMBERSHIP AND VOTING

The Committee has 4 members. Up to two Committee members can be Directors.

Non-voting participants:

- Chief Executive Officer and/or Registrar as an ex officio member;
- **Chair of the Board.**

A Committee member who, without excuse satisfactory to the Chair, is absent from two consecutive meetings of the Committee, is deemed to have resigned, which resignation will create a vacancy on the Committee to be filled¹.

The Board, by a vote of two-thirds of those present, may at pleasure remove a member of the Committee², but the Board will not consider a motion to remove a committee member unless the Committee Member is given notice of the motion and is provided an opportunity to present to the Board³.

¹ Registrar's Policy on Committees

² Registrar's Policy on Committees

³ Registrar's Policy on Committees

CHAIR	<p>The Chair is appointed by the Board.</p> <p>The Chair is a voting member of the Committee. At a minimum, the Chair will have:</p> <ul style="list-style-type: none">• Experience with professional regulation• Be financially literate
FREQUENCY OF MEETINGS AND MANNER OF CALL	<p>Meetings are scheduled in advance and occur at least quarterly, or otherwise at the direction of the Committee Chair or the CEO. Additional meetings may be scheduled by the CEO in consultation with the Committee Chair. Meetings will be held by audio-visual means, or on direction of the Chair, in person. If necessary, votes may be cast by email or other electronic means.</p>
QUORUM	<p>Quorum of the full Committee is three</p>
RESOURCES	<p>The Committee is supported by the CEO and CFO.</p>
REPORTING	<p>The Committee develops, documents, and adopts for Board approval an annual work plan and reports to the Board by providing a high-level summary of the Committee's activities at the next Board meeting. The summary details what the Committee has been working on (since it last reported to the Board), what the Committee is bringing forward for discussion or approval, and key issues that the Committee is focused on.</p> <p>The Committee evaluates its work consistent with the Board's approved process for committee evaluation.</p>
DATE	<p>Approved: 2021-10-05</p> <p>Revised: 2023-09-05</p> <p>To be revised:</p>

Memorandum

TO	Board
FROM	Juda Strawczynski, CEO & Registrar
DATE	September 22, 2023
SUBJECT	Registration Committee – Proposed Revisions to the Terms of Reference

Background

The Terms of Reference for the Registration Committee have been revised to align with the by-laws that came into effect on May 1, 2023. Notably, the section on Membership and Voting has been revised to indicate “up to” 7 members. This change is being recommended to allow for flexibility when recruiting replacement members and to mitigate risk of the Committee not being properly constituted during times of recruitment. There is no public policy need to require the Committee to have 7 members as long as the quorum requirements are met.

Motion

Be it resolved that the Board approve the revised Terms of Reference for the Registration Committee.

REGISTRATION Committee

Terms of Reference

INTRODUCTION

CPATA regulates the patent and trademark profession in accordance with Act, Regulations, By-laws, Registrar's Policies, and the Regulatory Objectives, Standards and Principles. This includes maintaining standards for education, training and fitness to ensure the admissions programs deliver competent and ethical trainees that meet the College's requirements for registration in a manner that is risk focussed, fair, transparent, objective, impartial, proactive, principled and proportionate.

For the Registration Committee, the regulatory approach includes finding ways to fairly consider requests made by applicants or licensees to review a decision of the Registrar made under the College By-laws as quickly as possible; adopting fair registration approaches¹ to registration that strive to identify potential risks to the public and whether those risks can or should be mitigated through the imposition of conditions; and making decisions that are clear, concise, well-supported and balance the rights of the individual with the need to ensure licensees provide competent and ethical patent and trademark services to the public.

ROLE

The Registration Committee is an essential component of the registration process, which includes the Registrar.

The role of the Registration Committee is to support the College's professional regulation and public protection mandate by carrying out its assigned responsibilities and advancing the College's Regulatory Objectives, Standards and Principles.

Objects

¹ Fair registration practices include the principles of transparency (clear, straightforward, accessible information that is easy to understand, is complete and accurate; objectivity (decision-making systems are valid, reliable and relevant in measuring and assessing qualifications); impartiality (decisions are free from bias, including but not limited to conflict of interest, preconceived notions or limited understanding of issues related to equity, diversity and inclusion); and fairness (processes are expedient, rational, the same, and well-explained to all individuals). (Ontario Fairness Commissioner)

The objects of the registration process are to protect and promote the public interest and preserve the integrity of the patent and trademark profession, in a manner consistent with the College's Regulatory Objectives, Standards and Principles. This includes:

- Promoting and ensuring competent and ethical delivery of patent and trademark services by licensees;
- Maintaining standards for education, training and fitness to ensure the admissions programs deliver competent trainees that meet the College's requirements for registration;
- Applying policies in a principled manner, proportionately, fairly and efficiently with decisions clearly explained, including their public interest rationale;
- Making fair decisions supported by appropriate evidence;
- Conducting adjudicative processes in a timely manner, to ensure fairness for applicant or licensee; and
- Promoting equity, diversity and inclusion in the patent and trademark profession by not imposing inappropriate barriers and having due regard to the need to eliminate unlawful discrimination and harassment, considering carefully the health and capacity of those we deal with and understanding the stress that involvement with the College can cause.

RESPONSIBILITIES In support of the Regulatory Objectives, Standards and Principles, the Registration Committee:

- Sets the standards for the qualifying examinations and the evaluation of the competencies that are to be assessed by the qualifying examinations to ensure that all licensees have the necessary skills and competencies to represent persons under section 27 or 30 of the Act
- Supports the ethical and competent delivery of patent and trademark services by licensees;
- Reviews decisions made by the Registrar under the By-laws and makes decisions, including approving applications under review, with or without conditions, and conducting a registration hearing in accordance with the Regulatory Objectives, Standards and Principles, Act, Regulations, College By-laws, and Registrar's Policies.
- Enhances a transparent, objective, impartial and fair registration process by considering, on its own or on request of the Registrar or the Board, revisions to by-laws and policies

Confidentiality & Conflict of Interest

- Committee members must maintain confidentiality of all information they acquire while discharging their duties unless disclosure is authorized.
- Committee members are subject to the conflict-of-interest policy established by the Board.

MEMBERSHIP AND VOTING

The Committee has up to 7 members, the majority being individuals who are not licensees and are otherwise qualified to serve under s. 3 of the Regulations. The Committee possesses the knowledge, skills and experience set out in the Registration Committee Skills Matrix.

Voting members:

- At least one individual who is a representative from the Patent Office;
- At least one individual who is a representative from the Office of the Registrar of Trademarks;
- Must not include any individuals who are members of an association where the primary purpose is to represent the interests of persons who provide advice on patents or trademarks;
- At least four individuals who are not licensees;

Non-voting participants:

- Chief Executive Officer and/or Registrar as an *ex officio* member.
- Director of Registration & Education, Deputy Registrar

A Committee member who, without a reason satisfactory to the Chair, is absent from two consecutive meetings of the Committee, is deemed to have resigned, which will create a vacancy on the Committee to be filled .

The Board, by a vote of two-thirds of those present, may at pleasure remove a member of the Committee, but the Board will not consider a motion to remove a committee member unless the Committee Member is given notice of the motion and is provided an opportunity to present to the Board.

CHAIR

The Chair is a voting member of the Committee appointed by the Board. At a minimum, the Chair will have:

- Experience with professional regulation;
- Familiarity with patent agent and trademark agent services delivery requirements; and
- Knowledge of applicable law including administrative, privacy, fair registration, and some familiarity with patents and trademarks.

**FREQUENCY OF
MEETINGS AND
MANNER OF CALL**

Meetings are scheduled in advance, or otherwise at the direction of the Chair or the Director of Registration, who may cancel any meeting when there are no matters for consideration. Additional meetings may be scheduled by the Director of Registration in consultation with the Chair. Meetings will be held electronically, or on direction of the Chair, in person. If necessary, votes may be cast by email or other electronic means where it is in the public interest to do so.

QUORUM	<p>Quorum of the full Committee is a majority of the members entitled to vote, as long as this number includes at least one patent or trademark agent, and a majority who are not licensees.</p> <p>The Chair may appoint a panel of the Committee to carry out the Committee’s work so long as the Panel consist of one patent or trademark agent and a majority who are not licensees. The Chair designates one panel member as Chair of the panel.</p>
RESOURCES	<p>The Committee is supported by the Director of Registration & Education, Deputy Registrar.</p>
REPORTING	<p>The Committee will provide reports to the Board in the manner and at the frequency requested by the Board.</p>
DATE	<p>Approved: 2021-07-29</p> <p>Revised: 2023-08-02</p> <p>To be reviewed: 2025</p>

Report of the Audit and Risk Committee

TO	CPATA Board of Directors
FROM	Bob Plamondon
DATE	August 15, 2023
REPORTING PERIOD	May to August 2023

Committee Role and Authority

The purpose of the Audit & Risk (A&R) Committee is to assist the Board in fulfilling its fiduciary obligations and oversight responsibilities relating to financial planning, the audit process, financial reporting, the system of corporate controls and risk management, and when required, to make recommendations to the Board for approval.

The Committee must demonstrate strong and principled advice to foster confidence in the College's financial integrity.

Committee Activities

Since the last update to the Board for May, the Committee met on May 1 and June 19.

At the May 1 meeting, the Committee:

1. Reviewed the Minutes and Action Log from the March 15 meeting.
2. Reviewed the Annual Insurance Renewals for May 2023 to 2024 in the areas of Cyber Security, Commercial General Liability and Directors & Officers primary and excess coverages.
3. Reviewed the internal financial statements (March 2023) and supporting information.
4. Reviewed and approved the Legislative Compliance memo from the CEO & Registrar and CFO.
5. Had a discussion on the recent changes to the College's by-laws including fees for 2024.
6. Had a general discussion about the Risk Register and risk practices.

At the June 19 (extended) meeting the Committee:

1. Reviewed the Minutes and Action Log from the May 1 meeting.
2. Reviewed in detail the Risk Matrix, Risk Definitions and Heat Map. Some small changes were made to the risk ratings. An updated copy has been provided to the Board for the Strategic Planning meeting in September.

3. Reviewed additional information on the Cyber Insurance provider.
4. Reviewed the internal financial statements (April 2023) and supporting information with a comparison to budget and prior year.
5. Recommended the approval of the financial statements to the Board of Directors for its September 2023, meeting. Since the Committee is not meeting before the September Board meeting financial reports will be reviewed by Committee members via email.
6. Reviewed and approved the Legislative Compliance memo and Checklist from the CEO & Registrar and CFO.
7. Reviewed and requested changes to the draft Financial Reserves Policy. The changes have been made and the Policy has been provided to the Board for review at the September meeting.
8. Reviewed and requested changes to the draft Investment Policy. The changes have been made and the Policy has been provided to the Board for review at the September meeting.

Note – since the June 19 meeting – the CFO and CEO received approval from the Board Chair to transfer funds (\$750,000) to a short term cashable GIC in order to take advantage of rising interest rates.

Upcoming Committee meetings focus

- September 8, 2023 – will include discussions on Auditors for 2023, current financial policies, risk management, financial forecast and budget assumptions for 2023/2024.
- October 26, 2023 – will include an initial discussion on budget projections for 2024 and future.
- November 30, 2023 – will include discussion on final draft of Budget to be provided to the Board for the December meeting.



Robert Plamondon

Chair of the Audit and Risk Committee

Investment Policy

APPLICABLE SECTIONS OF THE ACT, BY-LAWS AND REGULATIONS and/or PURPOSE	Act, s.6; By-law s.6(d) and (e)		
RESPONSIBILITY	CEO and CFO		
APPROVED BY	EFFECTIVE	REVIEWED	REVISED
Board – 09/22/2023	September 22, 2023	Date	Date

Rationale

The College’s objective is to have sufficient funds readily available (i.e. cash) to cover at least three months of operating expenses at any given time. Funds in excess of this amount may be invested conservatively to preserve capital amounts invested and generate interest and investment income.

The Purpose of the Investment Policy is to establish and define the investment parameters for the different types of investments that the College may invest in and the timing requirements required. The College will appoint an investment dealer on the recommendation of the CEO to provide advice and/or oversee the management of any invested funds.

The Audit & Risk Committee will provide oversight of the College’s investments and provide guidance to the Board of Directors¹ on investment strategies and requirements in accordance with the College’s by-laws.

Protocol

It is important for the College to establish goals for investing and clearly state the investment objectives in order of priority. Any investment strategies will be developed to meet the College’s goals while staying within the accepted level of risk. The return on the portfolio(s) may vary over time with the primary goal to preserve capital and secondary goal to generate income and grow assets.

The portfolio(s) will need to be constructed and managed to accommodate any withdrawal requirements as funds may be needed to cover operating costs, therefore, liquidity and the ability to quickly convert securities and other investments into cash for disbursement without negatively impacting the value of the overall portfolio.

For the initial establishment of an investment portfolio the College will plan to invest cash on hand in the amount exceeding three months of budgeted expenses in short term redeemable Guaranteed Investment Certificates (GIC's).

Portfolio requirements

The College will begin any investment portfolios based on a Low Risk Tolerance focusing on preserving capital. Examples of these types of investments are guaranteed investments such as GIC's and Treasury Bills (T-Bills).

When sufficient funds are available and/or held in reserve, the Portfolio may invest in the following asset categories:

- Interest bearing saving (bank) account(s)
- Guaranteed Investment Certificates (GIC) and Treasury Bills (T-Bills)
- Cash or money market securities issued by Canadian governments (Provincial or Federal)

Future plans

The Audit & Risk Committee will continue to review the funds available and potential for investing excess funds. This Investment Policy will be revised as required and as additional funds become available for investment.

Calculations

Currently the estimate of three (3) months of expenses based on the 2023 budget is \$570,000 (2023 expenses of \$2.3M annually divided by 12 months equals \$190,000 per month. Three (3) months of expenses equals \$570,000.) Funds in excess of this amount may be invested in short-term guaranteed investments.

¹ Duties of Board

6 (1) The Board has the following duties on behalf of the College:

(d) ensure multi-year financial planning by approving the College's budgets in advance of each fiscal year; (e) establish and publish an investment policy and appoint an investment dealer, on the recommendation of the CEO;

Financial Reserves Policy

APPLICABLE SECTIONS OF THE ACT, BY-LAWS AND REGULATIONS and/or PURPOSE	By-law S.6(1), 43 Ensuring Effective Stewardship of CPATA Assets		
RESPONSIBILITY	CEO and CFO		
APPROVED BY	EFFECTIVE	REVIEWED	REVISED
Board	September 22, 2023	Date	Date

Rationale

The College’s main sources of revenue are Annual Licensee fees, exam fees and application fees. These revenues are set by the Board and are intended to be sufficient to cover the annual budgeted expenses of the College and establish financial reserves to deal with regulatory contingencies.

Given that programs and operations are still being developed, the possibility exists that a decrease in revenue and/or unforeseen and unavoidable costs may be incurred that may result in additional funds being needed to pay for these costs.

As is the case for all professional regulators, the College’s professional regulatory costs, including investigations, complaints, discipline and unauthorized practice matters are an area of budgetary uncertainty. The costs associated with professional regulation will depend on the number of cases received, as well as their complexity. Investigation, hearing and committee costs can increase significantly when there are complex or high-risk issues that must be addressed in the public interest. For example, a lengthy hearing may add significant foreseeable costs related to professional fees (legal, expert opinion, transcription, hearing costs, etc.); however, the College cannot control when such matters will arise.

To help the College ensure that funds are available to offset these unpredictable items, two separate Reserve Funds will be established: an Operating Reserve Fund and a Professional Regulation Reserve Fund. The Operating Reserve is to be established first, followed by the Professional Regulation Reserve.

Protocol

The oversight of the Reserves is the responsibility of the Audit & Risk Committee, who are to make recommendations to the Board of Directors along with the annual budget.

The College's policy is to maintain the aggregate of the Operating Reserve Fund at no less (minimum) than three (3) months, and a target of six (6) months of Operating budgeted expenses. For this policy and the calculation of reserve balances any budgeted contingencies and/or professional regulation related expenses will be deducted from the calculation of Operating budgeted expenses. (See Appendix A for an example of calculations)

The College's policy is to maintain the aggregate of the Professional Regulation Reserve Fund at a target amount which represents the estimated costs for a very complex (i.e. once in ten year) discipline matter and includes such costs as legal fees, hearing and investigation costs, committee and panel remuneration, translation fees, etc. Currently this target estimate is \$750,000. The College budgets costs for discipline related cases each year. The Reserve is established to offset costs that materially exceed the overall annual budgeted costs of discipline-related cases.

Guidelines for establishing and adjusting Operating Reserve Fund annually during the budgeting process:

A. Fund balance exceeds target policy benchmark

If the projected total of the Operating Reserve Fund exceeds six (6) months of budgeted operating expenses the College may utilize the excess for one or more of the following strategies:

- Transfer the excess to another Reserve Fund, such as the Professional Regulation Reserve if that fund balance is below its stated policy benchmark;
- Fund planned non-recurring expenditures in the upcoming fiscal year(s); and/or
- Develop or add to a Strategic Reserve fund developed for a specific use/project with defined terms and timeline.

B. Fund balance falls below minimum policy benchmark

If the projected total balance of the Operating Reserve Fund is less than three (3) months of budgeted Operating Fund expenses, the Board of Directors will budget for an annual surplus to restore the Fund balance to its minimum policy benchmark. The minimum policy benchmark should be restored within two (2) fiscal years and ideally within one year.

C. Fund balance falls between minimum and target policy benchmarks

If the projected total balance of the Operating Reserve Fund is more than (3) months of budgeted Operating Fund expenses and less than six (6) months of budgeted operating expenses, then it is within the set benchmarks. The Board of Directors may then apply funds from the Operating Reserve Fund for one or more of the following strategies in the amount that draws the Fund down, but no lower than to the three-month benchmark:

- Transfer the excess to another College Reserve fund if the fund balance is below its stated policy benchmark (e.g. Professional Regulation Reserve);
- Fund planned non-recurring expenditures in the upcoming fiscal year(s); and/or

- Develop or add to a Strategic Reserve fund developed for a specific use/project with defined terms and timeline.

Guidelines for establishing and adjusting Professional Regulation Reserve Fund annually during the budgeting process:

A. Fund balance exceeds target policy benchmark

If the projected total of the Professional Regulation Reserve Fund exceeds the established target (i.e. \$750,000), the College may utilize the excess for one or more of the following strategies:

- Continue to build the Professional Regulation Reserve Fund;
- Transfer the excess to the another Reserve Fund, such as the Operating Reserve if that fund balance is below its stated policy benchmark; and/or
- Develop or add to a Strategic Reserve fund developed for a specific use/project with defined terms and timeline.

B. Fund balance falls below target policy benchmark

If after the Operating Reserve Fund is adjusted according the guidelines above, and the projected total balance of the Professional Regulation Reserve Fund is still less than the established target (i.e. \$750,000), the Board of Directors will budget for an annual surplus to restore the Fund balance to its target benchmark as soon as possible, this may also include a transfer from another reserve fund if available. The target benchmark should be restored within three (3) fiscal years.

Appendix A – Example of Calculations from 2023 Budget

Operating Reserve Fund:

Budgeted Expenses for 2023 (not including professional regulation related expenses and Contingency)

Total Expenses	\$ 2,330,500
Contingency	(100,000)
Professional Regulation legal fees	<u>(366,750)</u>
Total for calculations	<u>\$ 1,863,750</u>

Monthly average Expenses $\$1,863,750 / 12 \text{ months} = \$155,000$

Minimum Policy Benchmark $3 \text{ months} \times \$155,000 = \$465,000$

Target Policy Benchmark $6 \text{ months} \times \$170,000 = \$930,000$

College of Patent Agents and Trademark Agents

Financial Reports - Board of Directors
as of July 31, 2023



Prepared on
August 17, 2023

College of Patent Agents and Trademark Agents

Statement of Financial Position

As of July 31, 2023

	TOTAL	
	AS OF JUL. 31, 2023	AS OF DEC. 31, 2022 (PP)
Assets		
Current Assets		
Cash and Cash Equivalent		
1010 RBC Chequing Account	415,604.17	454,538.39
Total Cash and Cash Equivalent	\$415,604.17	\$454,538.39
1230 Other current assets	0.00	0.00
1400 Prepaid expenses	95,767.47	28,391.10
1500 G.I.C	751,423.97	
Total Current Assets	\$1,262,795.61	\$482,929.49
Non-current Assets		
Property, plant and equipment		
1600 Computer Equipment	11,566.00	14,311.98
1605 Computer Equipment - Accum Amort	-4,899.56	-4,597.60
Total Property, plant and equipment	\$6,666.44	\$9,714.38
Total Non Current Assets	\$6,666.44	\$9,714.38
Total Assets	\$1,269,462.05	\$492,643.87
Liabilities and Net Assets		
Liabilities		
Current Liabilities		
Accounts Payable (A/P)		
2000 Accounts Payable (A/P)	121,220.50	150,674.18
Total Accounts Payable (A/P)	\$121,220.50	\$150,674.18
Credit Card	\$13,852.32	\$4,234.38
2010 Accrued Payables	-378.00	14,858.76
2015 Accrued Liabilities - Committee Remuneration	5,000.03	60,000.00
2050 GST/HST Payable	-38,313.87	-42,289.60
2150 Payroll liabilities	0.00	
Total Current Liabilities	\$101,380.98	\$187,477.72
Non-current Liabilities		
2200 Deferred Revenue - Payments Received	0.00	0.00
2210 Deferred License Fees	817,774.31	0.00
2211 Deferred License Fees - Class 2	10,760.28	0.00
2220 Deferred Application Fees	0.00	282.50
2250 Deferred Exam Fees	26,250.00	0.00
Total Non-current Liabilities	\$854,784.59	\$282.50
Total Liabilities	\$956,165.57	\$187,760.22
Net Assets		
Net Assets - Beginning		
	304,883.65	304,883.65
Current year excess (deficit) of revenue over expenses		
	8,412.83	
Total Net Assets	\$313,296.48	\$304,883.65
Total Liabilities and Net Assets	\$1,269,462.05	\$492,643.87

College of Patent Agents and Trademark Agents

Statement of Operations

July 2023

	TOTAL	
	JUL. 2023	JAN - JUL., 2023 (YTD)
REVENUE		
4000 Service/Fee Income		
4010 Licensee fees - CPATA fees	164,054.86	1,144,884.02
4011 License Fee Income - PY		700.00
4020 Class 2 Inactive Agent Fees	2,152.06	15,064.39
4030 Class 3 License Fees	2,250.00	4,683.75
4040 Class 4 Inactive Agent fees		75.33
Total 4010 Licensee fees - CPATA fees	168,456.92	1,165,407.49
4050 Exam fees		-1,750.00
4055 Exam re-correction request		7,400.00
Total 4050 Exam fees		5,650.00
4070 Application fee income	3,842.50	49,345.00
4060 Certificate & Letters Fees	225.00	1,275.00
Total 4070 Application fee income	4,067.50	50,620.00
Total 4000 Service/Fee Income	172,524.42	1,221,677.49
Total REVENUE	\$172,524.42	\$1,221,677.49
TOTAL REVENUE	\$172,524.42	\$1,221,677.49
EXPENSES		
5500 Wages & Benefits	61,860.66	473,790.39
6005 Professional and consulting fees		
6010 Professional fees - Accounting Services	8,333.33	49,683.35
6015 Audit Fees		0.00
6020 Professional fees - Communications		3,000.00
6030 Legal Fees	20,484.22	224,978.71
6060 Translation expenses	7,077.81	45,710.07
6210 Consulting - Communications	1,264.44	15,975.71
6230 Consulting - Human Resources		8,420.00
Total 6005 Professional and consulting fees	37,159.80	347,767.84
6200 Technology and Systems Expenses		
6270 IT Consultants - Network & General	949.18	8,031.25
6280 IT Consultant - License Systems	12,342.00	40,438.50
6290 IT Consultant - Website		4,763.23
Total 6200 Technology and Systems Expenses	13,291.18	53,232.98
6500 Board & Committee Governance Expenses		
6501 Board of Directors Expenses		
6510 Board - Remuneration	5,000.03	64,658.34
6520 Board - Travel	0.00	18,760.19
6525 Board - Meal costs		219.27
Total 6501 Board of Directors Expenses	5,000.03	83,637.80
6610 Committees - Member Compensation		28,325.00
Total 6500 Board & Committee Governance Expenses	5,000.03	111,962.80

	TOTAL	
	JUL. 2023	JAN - JUL., 2023 (YTD)
6700 Registration & Exam Expenses		
6710 Consulting - Admissions		74,350.00
6720 Reg Programs - Member Compensation	4,000.00	45,714.29
Total 6700 Registration & Exam Expenses	4,000.00	120,064.29
7010 Bank fees and interest	721.54	43,954.67
7135 Insurance	4,262.93	29,569.48
7205 Office Expenses		
6295 Payroll provider Fees	54.00	508.99
7130 Dues and memberships	97.50	4,317.50
7215 Office - General expenses	234.30	2,729.89
7225 Telephone-Cell phone		368.87
7300 Software costs - Administration	1,288.84	12,766.24
Total 7205 Office Expenses	1,674.64	20,691.49
7310 Staff Travel and Training expenses	743.01	12,199.76
8000 Amortization	202.02	1,454.93
Total Expenses	\$128,915.81	\$1,214,688.63
OTHER INCOME		
4220 Interest earned	1,423.97	1,423.97
Total Other Income	\$1,423.97	\$1,423.97
EXCESS (DEFICIT) OF REVENUE OVER EXPENSES	\$45,032.58	\$8,412.83

College of Patent Agents and Trademark Agents

Statement of Operations - Budget vs. Actuals

January - July, 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Service/Fee Income				
4010 Licensee fees - CPATA fees	1,144,884.02	1,195,833.31	(50,949.29)	95.74 %
4011 License Fee Income - PY	700.00		700.00	
4020 Class 2 Inactive Agent Fees	15,064.39	11,666.69	3,397.70	129.12 %
4030 Class 3 License Fees	4,683.75	7,000.00	(2,316.25)	66.91 %
4040 Class 4 Inactive Agent fees	75.33		75.33	
Total 4010 Licensee fees - CPATA fees	1,165,407.49	1,214,500.00	(49,092.51)	95.96 %
4050 Exam fees	(1,750.00)	0.00	(1,750.00)	
4055 Exam re-correction request	7,400.00		7,400.00	
Total 4050 Exam fees	5,650.00	0.00	5,650.00	
4070 Application fee income	49,345.00	41,000.00	8,345.00	120.35 %
4060 Certificate & Letters Fees	1,275.00	1,312.50	(37.50)	97.14 %
Total 4070 Application fee income	50,620.00	42,312.50	8,307.50	119.63 %
Total 4000 Service/Fee Income	1,221,677.49	1,256,812.50	(35,135.01)	97.20 %
Total Income	\$1,221,677.49	\$1,256,812.50	\$ (35,135.01)	97.20 %
Expenses				
5500 Wages & Benefits	473,790.39	469,971.03	3,819.36	100.81 %
6005 Professional and consulting fees		2,500.00	(2,500.00)	
6010 Professional fees - Accounting Services	49,683.35	46,666.69	3,016.66	106.46 %
6015 Audit Fees	0.00	0.00	0.00	
6020 Professional fees - Communications	3,000.00		3,000.00	
6030 Legal Fees	224,978.71	248,083.38	(23,104.67)	90.69 %
6060 Translation expenses	45,710.07	23,333.31	22,376.76	195.90 %
6210 Consulting - Communications	15,975.71	24,250.00	(8,274.29)	65.88 %
6230 Consulting - Human Resources	8,420.00	5,000.00	3,420.00	168.40 %
Total 6005 Professional and consulting fees	347,767.84	349,833.38	(2,065.54)	99.41 %
6200 Technology and Systems Expenses				
6270 IT Consultants - Network & General	8,031.25	7,000.00	1,031.25	114.73 %
6280 IT Consultant - License Systems	40,438.50	42,116.69	(1,678.19)	96.02 %
6290 IT Consultant - Website	4,763.23	6,300.00	(1,536.77)	75.61 %
Total 6200 Technology and Systems Expenses	53,232.98	55,416.69	(2,183.71)	96.06 %
6500 Board & Committee Governance Expenses				
6501 Board of Directors Expenses				
6505 Board and Committee Expenses				
6502 Board - Meeting expenses		1,000.00	(1,000.00)	
Total 6505 Board and Committee Expenses		1,000.00	(1,000.00)	
6510 Board - Remuneration	64,658.34	65,633.32	(974.98)	98.51 %
6520 Board - Travel	18,760.19	40,000.00	(21,239.81)	46.90 %
6525 Board - Meal costs	219.27		219.27	
Total 6501 Board of Directors Expenses	83,637.80	106,633.32	(22,995.52)	78.43 %
6610 Committees - Member Compensation	28,325.00	29,025.00	(700.00)	97.59 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 6500 Board & Committee Governance Expenses	111,962.80	135,658.32	(23,695.52)	82.53 %
6700 Registration & Exam Expenses				
6710 Consulting - Admissions	74,350.00	69,850.00	4,500.00	106.44 %
6720 Reg Programs - Member Compensation	45,714.29	39,550.00	6,164.29	115.59 %
6730 Exam Software costs		0.00	0.00	
Total 6700 Registration & Exam Expenses	120,064.29	109,400.00	10,664.29	109.75 %
7010 Bank fees and interest	1,332.35	1,132.00	200.35	117.70 %
7020 Credit Card Processing Fees	42,622.32	38,800.00	3,822.32	109.85 %
Total 7010 Bank fees and interest	43,954.67	39,932.00	4,022.67	110.07 %
7135 Insurance	29,569.48	42,675.84	(13,106.36)	69.29 %
7205 Office Expenses				
6295 Payroll provider Fees	508.99	350.00	158.99	145.43 %
7130 Dues and memberships	4,317.50	10,383.00	(6,065.50)	41.58 %
7210 Office - Furniture		3,750.00	(3,750.00)	
7215 Office - General expenses	2,729.89		2,729.89	
7225 Telephone-Cell phone	368.87		368.87	
7300 Software costs - Administration	12,766.24	10,691.52	2,074.72	119.41 %
Total 7205 Office Expenses	20,691.49	25,174.52	(4,483.03)	82.19 %
7310 Staff Travel and Training expenses	12,199.76	6,500.00	5,699.76	187.69 %
Total Expenses	\$1,213,233.70	\$1,234,561.78	\$ (21,328.08)	98.27 %
NET OPERATING INCOME	\$8,443.79	\$22,250.72	\$ (13,806.93)	37.95 %
Other Income				
4220 Interest earned	1,423.97		1,423.97	
Total Other Income	\$1,423.97	\$0.00	\$1,423.97	0.00%
Other Expenses				
7410 Contingency		0.00	0.00	
8000 Amortization	1,454.93	1,925.00	(470.07)	75.58 %
Total Other Expenses	\$1,454.93	\$1,925.00	\$ (470.07)	75.58 %
NET OTHER INCOME	\$ (30.96)	\$ (1,925.00)	\$1,894.04	1.61 %
EXCESS (DEFICIT) OF REVENUE OVER EXPENSES	\$8,412.83	\$20,325.72	\$ (11,912.89)	41.39 %

College of Patent Agents and Trademark Agents

Statement of Operations by Department

January - July, 2023

	ADMINISTRATION & OPERATIONS	BOARD & GOVERNANCE	COMMUNICATIONS & GOVERNMENT RELATIONS	REGULATIONS - COMPLAINTS	REGULATIONS - REGISTRATION	TOTAL
REVENUE						
4000 Service/Fee Income						\$0.00
4010 Licensee fees - CPATA fees	1,144,884.02					\$1,144,884.02
4011 License Fee Income - PY	700.00					\$700.00
4020 Class 2 Inactive Agent Fees	15,064.39					\$15,064.39
4030 Class 3 License Fees	4,683.75					\$4,683.75
4040 Class 4 Inactive Agent fees	75.33					\$75.33
Total 4010 Licensee fees - CPATA fees	1,165,407.49					\$1,165,407.49
4050 Exam fees	-1,750.00					\$ -1,750.00
4055 Exam re-correction request	7,400.00					\$7,400.00
Total 4050 Exam fees	5,650.00					\$5,650.00
4070 Application fee income	49,345.00					\$49,345.00
4060 Certificate & Letters Fees	1,275.00					\$1,275.00
Total 4070 Application fee income	50,620.00					\$50,620.00
Total 4000 Service/Fee Income	1,221,677.49					\$1,221,677.49
Total REVENUE	\$1,221,677.49	\$0.00	\$0.00	\$0.00	\$0.00	\$1,221,677.49
TOTAL REVENUE	\$1,221,677.49	\$0.00	\$0.00	\$0.00	\$0.00	\$1,221,677.49
EXPENSES						
5500 Wages & Benefits	469,857.71	3,932.68				\$473,790.39
6005 Professional and consulting fees						\$0.00
6010 Professional fees - Accounting Services	49,683.35					\$49,683.35
6015 Audit Fees	0.00					\$0.00
6020 Professional fees - Communications			3,000.00			\$3,000.00
6030 Legal Fees	15,375.91	24,300.00	1,935.00	176,935.80	6,432.00	\$224,978.71
6060 Translation expenses			45,710.07			\$45,710.07
6210 Consulting - Communications			15,975.71			\$15,975.71
6230 Consulting - Human Resources	8,420.00					\$8,420.00
Total 6005 Professional and consulting fees	73,479.26	24,300.00	66,620.78	176,935.80	6,432.00	\$347,767.84
6200 Technology and Systems Expenses						\$0.00
6270 IT Consultants - Network & General	8,031.25					\$8,031.25
6280 IT Consultant - License Systems	40,438.50					\$40,438.50
6290 IT Consultant - Website	818.32		3,944.91			\$4,763.23
Total 6200 Technology and Systems Expenses	49,288.07		3,944.91			\$53,232.98
6500 Board & Committee Governance Expenses						\$0.00
6501 Board of Directors Expenses						\$0.00
6510 Board - Remuneration		64,658.34				\$64,658.34
6520 Board - Travel	13,035.88	5,724.31				\$18,760.19
6525 Board - Meal costs		219.27				\$219.27
Total 6501 Board of Directors Expenses	13,035.88	70,601.92				\$83,637.80
6610 Committees - Member Compensation		28,325.00				\$28,325.00
Total 6500 Board & Committee Governance Expenses	13,035.88	98,926.92				\$111,962.80
6700 Registration & Exam Expenses						\$0.00
6710 Consulting - Admissions	250.00				74,100.00	\$74,350.00
6720 Reg Programs - Member Compensation					45,714.29	\$45,714.29
Total 6700 Registration & Exam Expenses	250.00				119,814.29	\$120,064.29
7010 Bank fees and interest	1,332.35					\$1,332.35
7020 Credit Card Processing Fees	42,622.32					\$42,622.32
Total 7010 Bank fees and interest	43,954.67					\$43,954.67
7135 Insurance	454.50	29,114.98				\$29,569.48
7205 Office Expenses						\$0.00
6295 Payroll provider Fees	508.99					\$508.99
7130 Dues and memberships	3,563.50	754.00				\$4,317.50
7215 Office - General expenses	2,729.89					\$2,729.89
7225 Telephone-Cell phone	368.87					\$368.87
7300 Software costs - Administration	11,307.07		1,459.17			\$12,766.24
Total 7205 Office Expenses	18,478.32	754.00	1,459.17			\$20,691.49
7310 Staff Travel and Training expenses	12,199.76					\$12,199.76
8000 Amortization	1,454.93					\$1,454.93
Total Expenses	\$682,453.10	\$157,028.58	\$72,024.86	\$176,935.80	\$126,246.29	\$1,214,688.63
OTHER INCOME						
4220 Interest earned	1,423.97					\$1,423.97
Total Other Income	\$1,423.97	\$0.00	\$0.00	\$0.00	\$0.00	\$1,423.97
EXCESS (DEFICIT) OF REVENUE OVER EXPENSES	\$540,648.36	\$ -157,028.58	\$ -72,024.86	\$ -176,935.80	\$ -126,246.29	\$8,412.83

Memorandum

TO	Audit & Risk Committee, Board of Directors
FROM	Juda Strawczynski, CEO & Registrar and Sean Walker, CFO
DATE	August 10, 2023
SUBJECT	Legislative Compliance memo

This memo is written to the Board of Directors of the College of Patent Agents and Trademarks Agents (CPATA) to provide an update on CPATA's legislative compliance reporting and remittance requirements.

GST/HST

CPATA is required to file GST/HST returns for each quarter by the end of the following month. The most recent return for the period of April 1 to June 30, was filed with CRA in July with refund received on August 8th.

Payroll Statutory Deductions

CPATA has employees and Board members who receive remuneration for their positions on the Board. As a result, CPATA is required to withhold and remit statutory deductions from payroll for the various federal government programs. These include Canada Pension Plan (CPP), Quebec Parental Insurance Plan (QPIP), Quebec Pension Plan (QPP), Employment Insurance (EI) and Income Tax (CRA and Revenu Quebec). CPATA is a monthly remitter for these Statutory deductions and must remit to the Canada Revenue Agency (CRA) and Revenu Quebec by the 15th of the month after the employees are paid.

CPATA is up to date with payroll remittances to CRA and Revenu Québec as of the end of July 2023.

Statements of Remuneration – T4's and T4A's are required to be sent to CRA and employees, Board and Committee members by the end of February. These have been filed with CRA and Revenu Quebec and copies have been provided to employees, Board members and Committee members. We have received confirmation of acceptance of filing the T4's and T4A's from CRA, Revenu Quebec requested an additional copy of a summary document which was then provided to them in July.

We are working to transfer authorization for the Revenu Quebec account from Darrel to Juda, however, it has been a slow and difficult process. We are waiting on confirmation that the letter sent has been received and processed.

Annual Federal filing requirements with CRA

CPATA will be required to file a Not-for-Profit Organization (NPO) Information Return (T1044) for 2022 with CRA within 6 months of the year ending December 31, 2022 by June 30, 2023. CPATA is not a taxable entity so income tax will not be required, however, the returns must still be filed. Grant Thornton prepared and mailed the return on May 5th on CPATA's behalf and confirmation will be provided once received from CRA.

Annual Report and Audited Financial Statements

CPATA's Annual Report is due to be delivered to the Minister of Innovation, Science and Industry as required by s. 25¹ of the CPATA Act. The report is due by March 31st and will be tabled in Parliament by the Minister. We are also required (By-law 30) to publish a report (on website) on Board and Committee expenses paid during the year. This report has been prepared and was published along with the Audited Financial Statements on the CPATA Website before March 31 and was also provided to the Minister. These were all completed by March 31 as required.

Privacy Act and Access to Information Act

CPATA is subject to the Privacy Act and the Access to Information Act. in accordance with section 94 of the Access to Information Act and section 72 of the Privacy Act, in early September, CPATA reported on its activities in two reports to be tabled in Parliament by the Minister on our behalf. These reports have been posted on CPATA's website as well.

Official Languages Act

CPATA considers that it is meeting its obligations under the Official Languages Act. Following the Final Investigation Report of the Commissioner of Official Languages, CPATA implemented the three recommendations of the Commissioner to achieve compliance. CEO and Registrar Juda Strawczynski responded to a standard "Notice of intent to follow up on recommendations" from the Office of the Commissioner of Official Languages on May 28, 2023 as confirmation. An Official Languages Policy has now been published on CPATA's website which describes the College's commitment to official languages and outlines some concrete processes CPATA undertakes. As a new institution, adjustments or improvements are expected in the coming years, as CPATA forays into other forms of engagement and communications. This includes optimizing systems for efficiency or cost-effectiveness.

Acknowledgement of Compliance

By signing below, Juda Strawczynski, CEO & Registrar and Sean Walker, CFO (outsourced) acknowledge that the statements made in this letter are accurate and that CPATA is in compliance with all statutory legislative requirements. Please also see the included Certificate below.



¹ **25 (1)** On or before March 31 of each year, the College must submit to the Minister a report on the College's activities during the preceding calendar year.

(2) The Minister must cause a copy of the report to be tabled in each House of Parliament on any of the first 15 days on which that House is sitting after the day on which the Minister receives it.

Juda Strawczynski
CEO & Registrar

Sean Walker, CPA, CGA, CIA
CFO (Outsourced)

**Legislative Compliance Certificate
CONFIRMATION OF STATUTORY OBLIGATIONS
For the period: ending July 31, 2023**

	OBLIGATION TO BE FULFILLED	CONFIRMED
1.	Excise Tax Act (Canada) GST/HST <ul style="list-style-type: none"> Quarterly report and remit required net goods and services tax 	Yes
2.	Employment Insurance Act (Canada) <ul style="list-style-type: none"> Deduct, withhold, submit employer's and employee's EI premiums (handled by Wagepoint) 	Yes
3.	Canada Pension Act (Canada) <ul style="list-style-type: none"> Deduct, withhold, submit employer's and employee's CPP contributions (handled by Wagepoint) 	Yes
4.	Income Tax Act (Canada) <ul style="list-style-type: none"> Deduct, withhold, submit in respect of salaries (handled by Wagepoint) 	Yes
5.	Income Tax Act (Canada) <ul style="list-style-type: none"> Provide Employees and other remunerated by the College with Statements of Remuneration Paid (T4 and T4A's) File the statements with CRA by February 28 	Yes
6.	Act Respecting the Régie De L'Assurance Maladie Du Québec - Employer's Health Tax/Health Services Fund (Quebec) <ul style="list-style-type: none"> Report and remit EHT/HSF 	Yes
7.	Act Respecting Parental Insurance - Provincial Parental Insurance Plan (QPIP - Quebec) <p>Report and remit EHT/HSF</p>	Yes
8.	Income Tax Act (Canada) <ul style="list-style-type: none"> File an Annual Non-Profit Organization (NPO) Information Return (T1044) by June 30 	Yes
9.	CPATA Act (Canada) <ul style="list-style-type: none"> CPATA's Annual Report is delivered to the Minister of Innovation, Science and Industry by March 31 	Yes