

# Board of Directors Meeting Agenda

**November 7, 2024 9:00 a.m. ET**

**Ottawa, Ontario and Online via Zoom**

ITEM	TOPIC	PAGE	ACTION
<b>1. Introductory Matters/Call to Order/ Approval of Agenda/Conflicts of Interest</b>			
1.1	<b>Call to Order (R. McHugh, Chair) – 9:00 a.m.</b> Introductory Remarks	-	-
1.2	<b>Conflicts of Interest (R. McHugh, Chair) – 9:05 a.m.</b> Board members are to declare if they have any conflicts regarding matters on the agenda	-	-
1.3	<b>Approval of Agenda (R. McHugh, Chair) – 9:05 a.m.</b> Board members approve agenda as circulated or as amended if there are any additions or deletions	-	For Approval
<b>2. Approval of Minutes</b>			
2.1	<b>Approval of Minutes (R. McHugh, Chair) – 9:05 a.m.</b> <b>Motion: Be it resolved that the Minutes of the September 20, 2024 Board meeting are approved.</b> 1. Minutes – 2024-09-20 Board Meeting	3	For Approval
<b>3. Reports</b>			
	<b>Committee and other reports (Various Presenters) – 9:10 a.m.</b>  <b>Purpose</b> – CPATA’s committees play a vital role in CPATA’s regulatory initiatives. Each Committee has a unique function, as described in the reports. To consider committee recommendations presented to the Board from time to time for approval, and to otherwise meet its fiduciary oversight duties, the Board receives regular reports from each Committee. <b>Input</b> – Committee reports (listed below) <b>Output</b> – Board considers reports and recommendations from Committees for information and adoption.		

<p><b>Going forward</b> – Ongoing reports from Committees to advance CPATA governance and regulatory initiatives.</p> <p><b>Committee Reports:</b></p> <ol style="list-style-type: none"> <li>Investigations Committee (V. Rees, General Counsel, Professional Regulation) 6</li> <li>Discipline Committee (V. Rees, General Counsel, Professional Regulation) 7</li> <li>Governance Committee (T. Conway, Committee Chair) 8</li> <li>Audit and Risk Committee (S. Walker, CFO, J. Strawczynski, CEO &amp; Registrar) 10</li> </ol> <p>4a: September 30, 2024 Financial Statements 12 4b: Legislative Compliance Memo 20</p> <p><b>CEO Report – 9:25 a.m.</b></p> <ol style="list-style-type: none"> <li>CEO Report (J. Strawczynski, CEO &amp; Registrar) 23</li> </ol>		For Information and Discussion	
<p><b>4. Financial Highlights and Preliminary Budget Discussion – 9:40 a.m.</b></p>			
4.1	Preliminary discussion: Budget presentation 2025	-	For Information and Discussion
<p><b>5. Committee Appointment (Registration)</b></p>			
5.1	<p><b>Motion regarding Committee appointment (R. McHugh, Chair) – 9:55 a.m.</b></p> <p><b>The motion for the Committee appointment will be presented at the Board meeting.</b></p>	-	For Decision
<p><b>Other business – 9:55 a.m.</b></p>			

**For Information**

- Communications
  - [September Newsletter](#)
  - [October Newsletter](#)
- [Discipline Committee Decision – Imran Siddiqui](#)
- [USPTO terminates patent application proceedings for fraudulent use of signature \(govdelivery.com\)](#)
- [ATI Annual Report 2023-24](#)
- [Privacy Report 2023-24](#)

**Future meetings – 2024**

December 5/24 – Board Public meeting (Virtual)

**Public Board of Directors  
Meeting  
Held via Zoom  
September 20, 2024  
12 p.m. ET  
Minutes**

**BOARD MEMBERS:**

Ruth McHugh, Chair  
Iris Almeida-Côté  
Amber Batool  
Karima Bawa  
Brigitte Chan  
Tom Conway  
Andrew Currier  
Steve Garland  
Scott Joliffe

**STAFF:**

Juda Strawczynski, CEO and Registrar  
Jennifer Slabodkin, Director of Registration and Education,  
Deputy Registrar  
Victoria Rees, General Counsel, Professional Responsibility  
Sean Walker, CFO  
Andres Diaz, Director of Operations  
Dana Dragomir, Director of Communications  
Vicci Sakkas, Administrative Coordinator

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

The meeting was called to order at 12:06 p.m. ET.

Andrew Currier joined the meeting at 12:08 p.m. ET.

Sean Walker joined the meeting at 12:11 p.m. ET.

The Chair made opening remarks and acknowledged that CPATA is the federal regulator of patent agents and trademark agents in the land we call Canada, the traditional and ancestral territory of many Indigenous Peoples.

Brigitte Chan declared a conflict of interest because she was the nominee for the Governance Committee appointment (agenda item 5.1).

**Motion: Be it resolved that the agenda for the September 20 meeting of CPATA's Board of Directors be adopted.**

**Moved: Karima Bawa**

**Seconded: Ton Conway**

**Motion carried.**

2. **Consent Agenda**

**Motion: Be it resolved that the Minutes of the June 13, 2024 Board meeting are approved.**

**Moved: Iris Almeida-Côté**

**Seconded: Brigitte Chan**

**Motion carried.**

3. **Reports**

Committee Reports

Victoria Rees gave an oral report on the work of the Investigations Committee and the Discipline Committee. The Board engaged in a discussion about the procurement process for legal services surrounding CPATA's complaints and discipline processes.

Victoria Rees gave an oral report on the work of the Discipline Committee.

Jen Slabodkin gave an oral report on the work of the Registration Committee.

Tom Conway gave an oral report on the work of the Governance Committee.

Sean Walker gave an oral report on the work of the Audit and Risk Committee and outlined the quarterly Financial Statements.

Program Reports and CEO Report

Victoria Rees gave an oral report on the Professional Responsibility Program.

Jen Slabodkin gave an oral report on Professional Development and Competency.

Juda Strawczynski gave an oral report from the CEO.

4. **Registration Committee Skills Matrix**

The English version of the Skills Matrix included in the Board Materials failed to include one change. In the final version, the item “Indigenous Context” is amended to “Intersection between existing IP laws and the protection of Indigenous knowledge and cultural expressions.” The French version of the Skills Matrix included in the Board Materials was accurate and complete.

**Motion: Be it resolved that the Skills Matrix for the Registration Committee be approved as per the revised version appearing in the Board Meeting Package, with the above-noted edit.**

**Moved: Iris Almeida-Côté**

**Seconded: Scott Joliffe**

**Motion carried.**

5. **Committee Appointment**

Brigitte Chan left the meeting and abstained from the vote because she was the nominee.

**Motion: Be it resolved that Brigitte Chan is appointed to the Governance Committee.**

**Moved: Tom Conway**

**Seconded: Karima Bawa**

**Motion carried.**

**Adjournment**

**The meeting was adjourned at 1:16 p.m. ET.**



---

**Ruth McHugh**

Chair of the Board of Directors

Minutes approved on November XX, 2024

## Report of the Investigations Committee

<b>TO</b>	CPATA Board of Directors
<b>FROM</b>	Kristin Dangerfield
<b>DATE</b>	November 1, 2024
<b>REPORTING PERIOD</b>	October 2024

### 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.

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.

### Committee Activity

In October 2024, the Committee held one special meeting on October 25th. The purpose of this meeting was to consider a development in a matter that required a timely response. The Committee next meets on November 28, 2024.

#### **Kristin Dangerfield**

Chair of the Investigations Committee

## Report of the Discipline Committee

TO	CPATA Board of Directors
FROM	Marcel Mongeon
DATE	November 1, 2024
REPORTING PERIOD	October 2024

### 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.

### Committee Activities

The Discipline Committee met as a whole on October 28, 2024. At this meeting, the committee continued its work on two new policies: Review of Investigations Committee Decisions under s. 37.1(1), and Requests to Admit. Discussion was had of the current policy on Remuneration of Discipline Panel Members. The Committee was provided with and discussed a recent educational article on social media use by administrative tribunals.

The Notice of Application relating to **Eric Fincham** was heard by a Discipline Panel on October 2, 2024, and the panel reserved its decision.

In the matter of **Mathieu Audet**, pre-hearing conferences are ongoing.

---

**Marcel Mongeon**

Chair of the Discipline Committee

## Report of the Governance Committee

TO	CPATA Board of Directors
FROM	Tom Conway, Chair
DATE	November 1, 2024
REPORTING PERIOD	September - October 2024

The Governance Committee examines governance practices, including Board practices and performance, and makes recommendations to the Board.

### Committee Activity

The Governance Committee held a meeting on November 1, 2024. Its business included the following:

#### **Committee Succession Planning and Appointments**

The Committee approved a motion to recommend that the Board make an additional appointment to the Registration Committee.

#### **Refining Committee Governance**

The Committee is considering recommendations with respect to Committee term lengths, together with amendments to Committee Terms of Reference, and had for review revised Terms of Reference for all Committees as well as input from the Audit & Risk Committee. The Committee expects to bring these matters to the Board in due course.

#### **Board Evaluation**

The Committee continues to collaborate with staff to develop appropriate tools to assist the Board in its ongoing and annual self-evaluation process and reviewed a draft Board self-evaluation tool for this purpose.

#### **CEO Evaluation**

Discussions are ongoing with respect to the various forms in which CEO evaluation has taken and will take place. For 2024, the CEO will be reporting on progress in meeting CPATA's Strategic Framework, Annual Workplan and Budget, and an integration review will be conducted by Boyden that may also be used by the Board as it considers its CEO evaluation.

The Committee will make future recommendations regarding a formalized process for annual CEO reviews.



## **Workplan**

The Committee reviewed its workplan and is satisfied with the progress to date, particularly in respect of Committee appointments. In addition to the matters referenced above, the Committee is also considering ongoing Director and Committee skills development/ education, which includes training for the Board on CPATA's financial statements at the November Board meeting.

Respectfully submitted by:

**Tom Conway**

Chair of the Governance Committee

## Report of the Audit and Risk Committee

TO	CPATA Board of Directors
FROM	Bob Plamondon
DATE	November 7, 2024
REPORTING PERIOD	October 2024

### 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 in September 2024, the Committee met on October 22, 2024.

At the meeting, the Committee:

1. Reviewed the Minutes and Action Log from the September 5<sup>th</sup> meeting.
2. Reviewed the internal financial statements (September 2024) and supporting information with a comparison to budget and forecast for the remainder of the year for 2024. The Committee recommended approval of the financial reports for distribution to the Board. The Financial results year to date and forecasted for the remainder of the year are very positive and we should be able to contribute a sizable amount to the Financial Reserves.
3. Reviewed and approved the Legislative Compliance memo and Checklist from the CEO & Registrar and CFO for the end of September 2024.
4. Discussed the year-end audit planning and timeline to meet with Doane Grant Thornton audit team.
5. Discussed potential revisions to the Committee's Terms of Reference with respect to number of Committee member appointments and term lengths. This information was brought forward by the CEO based on current discussions by the Governance Committee.

6. Reviewed the Financial Areas Updates memo from the CEO & Registrar and CFO. The memo highlighted a number of areas including:
  - a. Licence Renewal Fee revenue much higher to date compared against budget.
  - b. Redemption of a portion of the Guaranteed Investment Certificate (\$2.1M) expected for October to December to meet cash requirements.
  - c. Potential meeting schedule for 2025.
7. Reviewed the first draft of the 2025 budget schedules and supporting memo. The first draft includes a surplus budget to contributed to financial reserves of approximately \$1M. The discussion included looking at the Licensee fees and the various programs and expenses expected to be undertaken in 2025. The Committee also provided deep scrutiny over spending and that expense budgets are being respected even with the projected surpluses. This draft information is provided to the Board for the November 7<sup>th</sup> meeting.
8. As part of the budget discussion, the Committee discussed that it will be reviewing CPATA's reserve policies (Operational and Discipline) in the future to determine what will be prudent for the long term. It also encouraged the development of multi-year budget planning with input from the Committee at the appropriate time.

## Upcoming Committee meeting focus

- November 19, 2024 – will include discussion on final draft of 2025 Budget to be provided to the Board for their December meeting.
- Formalization of the Committee's meeting schedule and intended Work Plan for 2025.
- Review of the Legislative Compliance memo and Checklist from the CEO & Registrar and CFO.
- Review of the most recent internal financial reports as they become available.
- Potential review of any amendments to financial policies.



**Robert Plamondon**

Chair of the Audit and Risk Committee

# Financial Report

College of Patent Agents and Trademark Agents  
For the period ended September 30, 2024



Prepared by  
**Sean Walker, CFO**

Prepared on  
**October 16th, 2024**

# College of Patent Agents and Trademark Agents

## Statement of Operations

September 2024

	TOTAL	
	SEP. 2024	JAN - SEP., 2024 (YTD)
<b>REVENUES</b>		
4000 Licence Fee Income		
4010 Licensee fees - Class 1	289,072	2,599,849
4011 Class 1 Licence Fee Income - PY Adj		1,525
4020 Class 2 Agent Fees	3,542	31,875
4030 Class 3 Licence Fees	<b>3,957</b>	<b>34,863</b>
4040 Class 4 Inactive Agent fees	2,133	18,150
<b>Total 4000 Licence Fee Income</b>	<b>298,704</b>	<b>2,686,261</b>
4050 Exam fees	32,900	32,900
4051 Knowledge Exam Fee		47,607
4055 Exam re-correction request		3,200
<b>Total 4050 Exam fees</b>	<b>32,900</b>	<b>83,707</b>
4070 Application fee income	4,200	58,481
4060 Certificate & Letters Fees	300	3,613
<b>Total 4070 Application fee income</b>	<b>4,500</b>	<b>62,094</b>
4200 Regulatory Discipline income		5,000
<b>Total REVENUES</b>	<b>\$336,104</b>	<b>\$2,837,062</b>
<b>Total Income</b>	<b>\$336,104</b>	<b>\$2,837,062</b>
<b>EXPENDITURES</b>		
5500 Wages & Benefits	<b>66,999</b>	<b>645,161</b>
6005 Professional and consulting fees		
6010 Professional fees - Accounting Services	8,333	75,001
6015 Audit Fees		(85)
6030 Legal Fees	<b>22,299</b>	<b>255,354</b>
6060 Translation expenses	6,288	68,486
6210 Consulting - Communications	3,972	14,691
6230 Consulting - Human Resources	3,795	8,910
<b>Total 6005 Professional and consulting fees</b>	<b>44,687</b>	<b>422,356</b>
6200 Technology and Systems Expenses		
6270 IT Consultants - Network & General	983	9,487
6280 IT Consultant - License Systems	5,700	65,616
6290 IT Consultant - Website	215	17,299
<b>Total 6200 Technology and Systems Expenses</b>	<b>6,898</b>	<b>92,401</b>
6500 Board & Committee Governance Expenses		
6501 Board of Directors Travel & Meeting Expenses		
6502 Board - Meeting expenses		9,664
6520 Board - Travel		9,312
6525 Board - Meal costs		2,285
<b>Total 6501 Board of Directors Travel &amp; Meeting Expenses</b>		<b>21,262</b>
6510 Board - Remuneration	11,650	74,008



# College of Patent Agents and Trademark Agents

## Statement of Operations

September 2024

	TOTAL	
	SEP. 2024	JAN - SEP., 2024 (YTD)
6610 Committees - Member Compensation	6,275	47,775
<b>Total 6500 Board &amp; Committee Governance Expenses</b>	<b>17,925</b>	<b>143,045</b>
6700 Registration & Exam Expenses		
6710 Consulting - Admissions		144,300
6720 Exam Advisory Group - Remuneration	(4,050)	75,390
6730 Exam Software costs	1,950	28,782
<b>Total 6700 Registration &amp; Exam Expenses</b>	<b>(2,100)</b>	<b>248,472</b>
7010 Bank fees and interest	98	1,328
7020 Credit Card Processing Fees	2,129	75,230
<b>Total 7010 Bank fees and interest</b>	<b>2,228</b>	<b>76,558</b>
7135 Insurance	4,405	39,050
7205 Office Expenses		
6295 Payroll provider Fees	79	581
7130 Dues and memberships		4,438
7215 Office - General expenses	330	3,090
7225 Telephone-Cell phone		401
7300 Software costs - Administration	819	21,393
<b>Total 7205 Office Expenses</b>	<b>1,228</b>	<b>29,903</b>
7310 Staff Travel and Training expenses	1,674	13,861
8000 Amortization	775	1,906
<b>Total EXPENDITURES</b>	<b>\$144,718</b>	<b>\$1,712,714</b>
OTHER INCOME		
4220 Interest earned	1,585	40,878
<b>Total Other Income</b>	<b>\$1,585</b>	<b>\$40,878</b>
<b>EXCESS (DEFICIT) OF REVENUE OVER EXPENDITURES</b>	<b>\$192,971</b>	<b>\$1,165,226</b>



# College of Patent Agents and Trademark Agents

## Statement of Financial Position

As of September 30, 2024

	TOTAL	
	AS OF SEP. 30, 2024	AS OF SEP. 30, 2023 (PY)
<b>Assets</b>		
Current Assets		
Cash and Cash Equivalent		
1010 RBC Chequing Account	298,962	242,092
1500 G.I.C	<b>2,136,347</b>	<b>757,628</b>
<b>Total Cash and Cash Equivalent</b>	<b>\$2,435,309</b>	<b>\$999,720</b>
1230 Other current assets	0	0
1400 Prepaid expenses	41,036	63,829
<b>Total Current Assets</b>	<b>\$2,476,346</b>	<b>\$1,063,549</b>
Non-current Assets		
Property, plant and equipment		
1600 Computer Equipment	16,929	11,566
1605 Computer Equipment - Accum Amort	(7,816)	(5,304)
<b>Total Property, plant and equipment</b>	<b>\$9,113</b>	<b>\$6,262</b>
<b>Total Non Current Assets</b>	<b>\$9,113</b>	<b>\$6,262</b>
<b>Total Assets</b>	<b>\$2,485,459</b>	<b>\$1,069,812</b>
<b>Liabilities and Equity</b>		
Liabilities		
Current Liabilities		
Accounts Payable (A/P)	<b>\$50,638</b>	<b>\$154,258</b>
Credit Card	<b>\$3,817</b>	<b>\$5,175</b>
2010 Accrued Payables	0	(7,710)
2015 Accrued Liabilities - Comm & Reg Remuneration	450	(0)
2050 GST/HST Payable (Receivable)	<b>(14,174)</b>	<b>(13,785)</b>
2150 Payroll liabilities	(290)	0
<b>Total Current Liabilities</b>	<b>\$40,441</b>	<b>\$137,938</b>
Deferred Revenue		
2200 Deferred Revenue - Payments Received	182	461
2210 Deferred License Fees - Class 1	866,616	490,871
2211 Deferred License Fees - Class 2	10,625	6,465
2213 Deferred License Fees - Class 3	11,621	
2214 Deferred License Fees - Class 4	6,050	
2220 Deferred Application Fees	0	0
2250 Deferred Exam Fees	92,400	86,800
<b>Total Deferred Revenue</b>	<b>\$987,494</b>	<b>\$584,596</b>
<b>Total Liabilities</b>	<b>\$1,027,935</b>	<b>\$722,534</b>
Net Assets		
Unrestricted Net Assets	292,298	304,884
Excess (Deficit) of Revenues over Expenditures	1,165,226	42,394
<b>Total Net Assets</b>	<b>\$1,457,524</b>	<b>\$347,278</b>
<b>Total Liabilities and Equity</b>	<b>\$2,485,459</b>	<b>\$1,069,812</b>

# College of Patent Agents and Trademark Agents

## Statement of Operations by Department

January - September, 2024

	ADMINISTRATION & OPERATIONS	BOARD & GOVERNANCE	COMMUNICATIONS & STAKEHOLDER RELATIONS	REGULATIONS - COMPLAINTS	REGULATIONS - REGISTRATION	TOTAL
<b>REVENUES</b>						
4000 Licence Fee Income						\$0
4010 Licensee fees - Class 1	2,599,849					\$2,599,849
4011 Class 1 Licence Fee Income - PY Adj	1,525					\$1,525
4020 Class 2 Agent Fees	31,875					\$31,875
4030 Class 3 Licence Fees	<b>34,863</b>					<b>\$34,863</b>
4040 Class 4 Inactive Agent fees	18,150					\$18,150
<b>Total 4000 Licence Fee Income</b>	<b>2,686,261</b>					<b>\$2,686,261</b>
4050 Exam fees					32,900	\$32,900
4051 Knowledge Exam Fee	47,607					\$47,607
4055 Exam re-correction request	3,200					\$3,200
<b>Total 4050 Exam fees</b>	<b>50,807</b>				<b>32,900</b>	<b>\$83,707</b>
4070 Application fee income	58,481					\$58,481
4060 Certificate & Letters Fees	3,613					\$3,613
<b>Total 4070 Application fee income</b>	<b>62,094</b>					<b>\$62,094</b>
4200 Regulatory Discipline income				5,000		\$5,000
<b>Total REVENUES</b>	<b>\$2,799,162</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$32,900</b>	<b>\$2,837,062</b>
<b>Total Income</b>	<b>\$2,799,162</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$32,900</b>	<b>\$2,837,062</b>
<b>EXPENDITURES</b>						
5500 Wages & Benefits	640,716	4,445				\$645,161
6005 Professional and consulting fees						\$0
6010 Professional fees - Accounting Services	75,001					\$75,001
6015 Audit Fees	(85)					\$ (85)
6030 Legal Fees	698	1,350		247,656	5,313	\$255,354
6060 Translation expenses			31,178		37,308	\$68,486
6210 Consulting - Communications			13,837		854	\$14,691
6230 Consulting - Human Resources	8,910					\$8,910
<b>Total 6005 Professional and consulting fees</b>	<b>84,523</b>	<b>1,350</b>	<b>45,352</b>	<b>247,656</b>	<b>43,475</b>	<b>\$422,356</b>
6200 Technology and Systems Expenses						\$0
6270 IT Consultants - Network & General	9,487					\$9,487
6280 IT Consultant - License Systems	65,616					\$65,616
6290 IT Consultant - Website			17,299			\$17,299
<b>Total 6200 Technology and Systems Expenses</b>	<b>75,103</b>		<b>17,299</b>			<b>\$92,401</b>
6500 Board & Committee Governance Expenses						\$0
6501 Board of Directors Travel & Meeting Expenses						\$0
6502 Board - Meeting expenses		9,664				\$9,664
6520 Board - Travel		9,312				\$9,312
6525 Board - Meal costs		2,285				\$2,285
<b>Total 6501 Board of Directors Travel &amp; Meeting Expenses</b>		<b>21,262</b>				<b>\$21,262</b>
6510 Board - Remuneration		74,008				\$74,008
6610 Committees - Member Compensation	0	40,125		7,650		\$47,775
<b>Total 6500 Board &amp; Committee Governance Expenses</b>	<b>0</b>	<b>135,395</b>		<b>7,650</b>		<b>\$143,045</b>
6700 Registration & Exam Expenses						\$0
6710 Consulting - Admissions					144,300	\$144,300
6720 Exam Advisory Group - Remuneration					75,390	\$75,390
6730 Exam Software costs					28,782	\$28,782
<b>Total 6700 Registration &amp; Exam Expenses</b>					<b>248,472</b>	<b>\$248,472</b>
7010 Bank fees and interest	76,558					\$76,558
7135 Insurance	5,755	33,295				\$39,050
7205 Office Expenses						\$0
6295 Payroll provider Fees	556	26				\$581
7130 Dues and memberships	4,438					\$4,438
7215 Office - General expenses	3,090					\$3,090
7225 Telephone-Cell phone	401					\$401
7300 Software costs - Administration	13,532	1,800		6,061		\$21,393
<b>Total 7205 Office Expenses</b>	<b>22,017</b>	<b>1,826</b>		<b>6,061</b>		<b>\$29,903</b>
7310 Staff Travel and Training expenses	13,861					\$13,861
8000 Amortization	1,906					\$1,906
<b>Total EXPENDITURES</b>	<b>\$920,439</b>	<b>\$176,310</b>	<b>\$68,712</b>	<b>\$255,306</b>	<b>\$291,946</b>	<b>\$1,712,714</b>
<b>OTHER INCOME</b>						
4220 Interest earned	40,878					\$40,878
<b>Total Other Income</b>	<b>\$40,878</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,878</b>
<b>EXCESS (DEFICIT) OF REVENUE OVER EXPENDITURES</b>	<b>\$1,919,600</b>	<b>\$ (176,310)</b>	<b>\$ (68,712)</b>	<b>\$ (250,306)</b>	<b>\$ (259,046)</b>	<b>\$1,165,226</b>



# College of Patent Agents and Trademark Agents

## Budget vs. Actuals

January - September, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
4000 Licence Fee Income				
4010 Licensee fees - Class 1	2,599,849	2,249,100	350,749	116.00 %
4011 Class 1 Licence Fee Income - PY Adj	1,525		1,525	
4020 Class 2 Agent Fees	31,875	108,000	(76,125)	30.00 %
4030 Class 3 Licence Fees	21,925	35,100	(13,175)	62.00 %
4031 Class 3.1 Licence Fees	12,938		12,938	
<b>Total 4030 Class 3 Licence Fees</b>	<b>34,863</b>	<b>35,100</b>	<b>(237)</b>	<b>99.00 %</b>
4040 Class 4 Inactive Agent fees	18,150	19,350	(1,200)	94.00 %
<b>Total 4000 Licence Fee Income</b>	<b>2,686,261</b>	<b>2,411,550</b>	<b>274,711</b>	<b>111.00 %</b>
4050 Exam fees	32,900	29,400	3,500	112.00 %
4051 Knowledge Exam Fee	47,607	64,750	(17,143)	74.00 %
4055 Exam re-correction request	3,200	15,000	(11,800)	21.00 %
<b>Total 4050 Exam fees</b>	<b>83,707</b>	<b>109,150</b>	<b>(25,443)</b>	<b>77.00 %</b>
4070 Application fee income	58,481	39,950	18,531	146.00 %
4060 Certificate & Letters Fees	3,613	2,250	1,363	161.00 %
<b>Total 4070 Application fee income</b>	<b>62,094</b>	<b>42,200</b>	<b>19,894</b>	<b>147.00 %</b>
4099 Revenue/Income Contingency		(75,000)	75,000	
4200 Regulatory Discipline income	5,000		5,000	
<b>Total Income</b>	<b>\$2,837,062</b>	<b>\$2,487,900</b>	<b>\$349,162</b>	<b>114.00 %</b>
<b>GROSS PROFIT</b>	<b>\$2,837,062</b>	<b>\$2,487,900</b>	<b>\$349,162</b>	<b>114.00 %</b>
<b>Expenses</b>				
5500 Wages & Benefits	645,161	696,055	(50,894)	93.00 %
6005 Professional and consulting fees				
6010 Professional fees - Accounting Services	75,001	75,000	1	100.00 %
6015 Audit Fees	(85)	0	(85)	
6030 Legal Fees	255,354	336,750	(81,396)	76.00 %
6050 Professional fees - Planning		10,875	(10,875)	
6060 Translation expenses	68,486	86,250	(17,764)	79.00 %
6210 Consulting - Communications	14,691	45,599	(30,908)	32.00 %
6230 Consulting - Human Resources	8,910	7,500	1,410	119.00 %
<b>Total 6005 Professional and consulting fees</b>	<b>422,356</b>	<b>561,974</b>	<b>(139,618)</b>	<b>75.00 %</b>
6200 Technology and Systems Expenses				
6270 IT Consultants - Network & General	9,487	9,563	(76)	99.00 %
6280 IT Consultant - License Systems	65,616	81,126	(15,510)	81.00 %
6290 IT Consultant - Website	17,299	9,000	8,299	192.00 %
<b>Total 6200 Technology and Systems Expenses</b>	<b>92,401</b>	<b>99,689</b>	<b>(7,288)</b>	<b>93.00 %</b>
6500 Board & Committee Governance Expenses				
6501 Board of Directors Travel & Meeting Expenses				
6502 Board - Meeting expenses	9,664	15,000	(5,336)	64.00 %
6520 Board - Travel	9,312	40,000	(30,688)	23.00 %
6525 Board - Meal costs	2,285	5,000	(2,715)	46.00 %
<b>Total 6501 Board of Directors Travel &amp; Meeting Expenses</b>	<b>21,262</b>	<b>60,000</b>	<b>(38,738)</b>	<b>35.00 %</b>



# College of Patent Agents and Trademark Agents

## Budget vs. Actuals

January - September, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6510 Board - Remuneration	74,008	71,250	2,758	104.00 %
6610 Committees - Member Compensation	<b>47,775</b>	<b>100,619</b>	<b>(52,844)</b>	<b>47.00 %</b>
<b>Total 6500 Board &amp; Committee Governance Expenses</b>	<b>143,045</b>	<b>231,869</b>	<b>(88,824)</b>	<b>62.00 %</b>
6700 Registration & Exam Expenses				
6710 Consulting - Admissions	144,300	183,750	(39,450)	79.00 %
6720 Exam Advisory Group - Remuneration	75,390	106,125	(30,735)	71.00 %
6730 Exam Software costs	28,782	29,828	(1,046)	96.00 %
<b>Total 6700 Registration &amp; Exam Expenses</b>	<b>248,472</b>	<b>319,703</b>	<b>(71,231)</b>	<b>78.00 %</b>
7010 Bank fees and interest	1,328	2,000	(672)	66.00 %
7020 Credit Card Processing Fees	75,230	70,439	4,791	107.00 %
<b>Total 7010 Bank fees and interest</b>	<b>76,558</b>	<b>72,439</b>	<b>4,119</b>	<b>106.00 %</b>
7135 Insurance	<b>39,050</b>	<b>43,502</b>	<b>(4,452)</b>	<b>90.00 %</b>
7205 Office Expenses				
6295 Payroll provider Fees	581	700	(119)	83.00 %
7130 Dues and memberships	4,438	3,015	1,423	147.00 %
7215 Office - General expenses	3,090	4,250	(1,160)	73.00 %
7225 Telephone-Cell phone	401	720	(320)	56.00 %
7300 Software costs - Administration	21,393	22,347	(954)	96.00 %
<b>Total 7205 Office Expenses</b>	<b>29,903</b>	<b>31,032</b>	<b>(1,129)</b>	<b>96.00 %</b>
7310 Staff Travel and Training expenses				
6330 Staffing Training	2,349	34,538	(32,189)	7.00 %
7320 Staff Travel	9,591	27,000	(17,409)	36.00 %
7325 Meals and entertainment	1,920		1,920	
<b>Total 7310 Staff Travel and Training expenses</b>	<b>13,861</b>	<b>61,538</b>	<b>(47,677)</b>	<b>23.00 %</b>
<b>Total Expenses</b>	<b>\$1,710,808</b>	<b>\$2,117,801</b>	<b>\$ (406,993)</b>	<b>81.00 %</b>
<b>NET OPERATING INCOME</b>	<b>\$1,126,254</b>	<b>\$370,099</b>	<b>\$756,155</b>	<b>304.00 %</b>
Other Income				
4220 Interest earned	40,878	18,750	22,128	218.00 %
<b>Total Other Income</b>	<b>\$40,878</b>	<b>\$18,750</b>	<b>\$22,128</b>	<b>218.00 %</b>
Other Expenses				
7410 Contingency		75,000	(75,000)	
8000 Amortization	1,906	2,700	(794)	71.00 %
<b>Total Other Expenses</b>	<b>\$1,906</b>	<b>\$77,700</b>	<b>\$ (75,794)</b>	<b>2.00 %</b>
<b>NET OTHER INCOME</b>	<b>\$38,972</b>	<b>\$ (58,950)</b>	<b>\$97,922</b>	<b>(66.00 %)</b>
<b>NET INCOME</b>	<b>\$1,165,226</b>	<b>\$311,149</b>	<b>\$854,077</b>	<b>374.00 %</b>

# College of Patent Agents and Trademark Agents

## Statement of Cash Flows

January - September, 2024

	TOTAL
<b>OPERATING ACTIVITIES</b>	
Net Income	1,165,226
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1400 Prepaid expenses	(24,882)
1605 Computer Equipment - Accum Amort	1,906
2000 Accounts Payable (A/P)	(50,624)
2025 RBC Credit Card	2,707
2010 Accrued Payables	(24,272)
2015 Accrued Liabilities - Comm & Reg Remuneration	(71,550)
2050 GST/HST Payable (Receivable)	(14,174)
2060 GST/HST Payable (Receivable):GST/HST Suspense	28,595
2150 Payroll liabilities	(290)
2200 Deferred Revenue - Payments Received	182
2210 Deferred License Fees - Class 1	866,616
2211 Deferred License Fees - Class 2	10,625
2213 Deferred License Fees - Class 3	11,621
2214 Deferred License Fees - Class 4	6,050
2250 Deferred Exam Fees	92,400
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>834,910</b>
<b>Net cash provided by operating activities</b>	<b>\$2,000,135</b>
<b>INVESTING ACTIVITIES</b>	
1600 Computer Equipment	(5,363)
<b>Net cash provided by investing activities</b>	<b>\$ (5,363)</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>\$1,994,772</b>
Cash at beginning of period	440,537
<b>CASH AT END OF PERIOD</b>	<b>\$2,435,309</b>

## Memorandum

<b>TO</b>	<b>Audit &amp; Risk Committee, Board of Directors</b>
<b>FROM</b>	<b>Juda Strawczynski, CEO &amp; Registrar</b>
<b>DATE</b>	<b>October 22, 2024</b>
<b>SUBJECT</b>	<b>Legislative Compliance memo</b>

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 July 1 to September 30, 2024, was filed with CRA on October 17, 26 with a refund of \$14,174. The next quarter (October to December) is due to be filed by January 31.

### 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 15<sup>th</sup> 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 September 2024.

### Annual Federal filing requirements with CRA

CPATA will be required to file a Not-for-Profit Organization (NPO) Information Return (T1044) for 2023 with CRA within 6 months of the year ending December 31, 2023, by June 30, 2024. 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 in late April on CPATA's behalf and confirmation will be provided once received from CRA.

### Annual Report and Audited Financial Statements

CPATA's Annual Report was delivered to the Minister of Innovation, Science and Industry as required by s. 25<sup>1</sup> of the CPATA Act. The report was due March 31<sup>st</sup> and was tabled in Parliament by the Minister on May 6, 2024. 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. This information was also presented at CPATA's AGM on June 13<sup>th</sup>.

### 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 2023, 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 is of the view that it is in full compliance with the *Official Languages Act*.

The Official Language Commissioner issued its Report on the Follow-up to the Recommendations, which concludes that CPATA has implemented all 3 of the recommendations. The Commissioner also remarked as follows: "The Commissioner would like to acknowledge the College of Patent Agents and Trademark Agents for its promptness in implementing the recommendations and in taking the necessary measures to comply with its obligations under the Act." One of the recommendations included regular internal training on Official Languages Act obligations. In 2024, CPATA staff received trainings about CPATA's official languages obligations and on active offer and access to legal services.

Likewise, CPATA's Official Languages Policy (in effect as of 2022) was integrated into CPATA's new Governance Policies as an Appendix, upgrading its status from an operational policy.

### 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 included in the Certificate below.



**Juda Strawczynski**  
CEO & Registrar



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

---

<sup>1</sup> **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.

**Legislative Compliance Certificate  
CONFIRMATION OF STATUTORY OBLIGATIONS  
For the period: ending September 30, 2024**

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

## CEO Report

TO	CPATA Board of Directors
FROM	Juda Strawczynski
DATE	November 7, 2024

### Background

The purpose of this report is to provide the Board with notable updates beyond those reported through CPATA's Committee reports. This report focuses on (i) unauthorized practice and (ii) CPATA consultations.

### Unauthorized Practice

We have been made aware of a trademarks fraud scam resulting in many phishing emails being sent to trademark clients and even CPATA itself. This scam is ongoing, and we have now received over two dozen reports from both agents and members of the public. In addition to responding to each of these concerns within 24 - 48 hours, we repeated the notice on our website, social media and in the October newsletter. We now plan to send a direct email to all current trademark agents and trainees with more specific information about this scam and advice to provide clients. Likewise, a further notice will be published on our website, social media and in the November newsletter referencing all business and individual names we have been provided who are involved in these fraudulent communications.

### Consultations

#### Professional Foundations Competency Profile

In spring 2024, CPATA began to develop a Professional Foundations Competency Profile to define the professional skills (such as communication, managing work etc.) that must complement an agent's technical knowledge for competent practice. This is a companion document to the Technical Competency Profiles for Patent Agents and Trademark Agents. Licensees were invited to complete a 15-minute survey to help validate the Professional Foundations competencies. Overall, 108 respondents completed the survey.

Based on this input, the Profile will be finalized by the end of 2024 and submitted to the Board for adoption in spring 2025.

## Pathways to Licensure

Between June and October 2024, CPATA collected information from licensees and other IP stakeholders about their experiences with and insights about apprenticeships, which will be used to consider potential options for improving the ways to become a licensee.

CPATA, through an independent provider Calibrate, held 11 focus groups with a total of 47 participants. Of these groups, 1 was held with consumers, 1 with IPIC, 1 with CIPO and the rest with firm representatives, trainees or supervisors. Additionally, CPATA held 2 roundtable sessions at the IPIC Conference.

On behalf of CPATA, Calibrate also ran a survey of trainees, training supervisors and firms which hire trainees. The survey received 136 fully-completed submissions. CPATA also invited written submissions and received three responses.

Calibrate will provide a report of the consultation results to CPATA for consideration. Early in 2025, the Board will have the opportunity to consider these results and potential next steps.

## Annual Licensee Report and Demographic Survey

Starting in 2025, in addition to already existing questions about professional liability insurance, Section 73 By-law compliance and Canadian residence, CPATA will be adding further questions, both mandatory and voluntary, to the Annual Licensee Report.

The proposed questions were posted on CPATA's website, and feedback is being sought between October 15 and November 15, 2024.

To date, CPATA has received 5 submissions.

CPATA will consider feedback on the proposed questions. The updated Annual Licensee Report and the new Demographic Survey will be part of the 2025 licence renewal process for licensees.

**Juda Strawczynski**

CEO and Registrar