

Board of Directors Public Meeting Agenda

June 5, 2025 9:00 a.m. ET

Ottawa, Ontario and Online via Zoom

ITEM	TOPIC	PAGE	ACTION
1. Introductory Matters/Call to Order/ Approval of Agenda/Conflicts of Interest			
1.1	Call to Order (R. McHugh, Chair) – 9:00 a.m. Introductory Remarks	-	-
1.2	Conflicts of Interest (R. McHugh, Chair) – 9:05 a.m. Board members are to declare if they have any conflicts regarding matters on the agenda	-	-
1.3	Approval of Agenda (R. McHugh, Chair) – 9:05 a.m. Board members approve agenda as circulated or as amended if there are any additions or deletions	-	For Approval
2. Election of the Chair of the Board of Directors & Committee Appointments			
2.1	T. Conway, Chair of Governance Committee – 9:10 a.m. Motion will be brought forward at the meeting.	-	For Approval
3. Approval of Minutes			
3.1	Approval of Minutes (R. McHugh, Chair) – 9:10 a.m. Motion: Be it resolved that the Minutes of the March 24, 2025 Board meeting are approved. Materials: Minutes – 2025-03-24 Board Meeting	5	For Approval

4. Reports

Committee and other reports (Various Presenters) – 9:15 a.m.		
Purpose – 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.		
Input – Committee reports (listed below)		
Output – Board considers reports and recommendations from Committees for information and adoption.		
Going forward – Ongoing reports from Committees to advance CPATA governance and regulatory initiatives.		
Committee Reports:		
1. Investigations Committee (Kris Dangerfield, Committee Chair)	9	For Information
2. Discipline Committee (Marcel Mongeon, Committee Chair)	12	
3. Registration Committee (Mark Pioro, Committee Chair)	14	
4. Governance Committee (Tom Conway, Committee Chair)	17	
5. Audit and Risk Committee (Bob Plamondon, Committee Chair)	19	
5a: March 31, 2025 Financial Statements	21	
5b: Legislative Compliance Memo	29	
CEO Report		
6. CEO Report (J. Strawczynski, CEO & Registrar)	-	
Strategic Framework 2023-25	32	
Annual Workplan Update		
Program Reports		
7. Professional Responsibility Report (V. Rees, General Counsel, Professional Regulation)	35	

5. Pathways to Licensure

5.1	<p>Key Findings from 2024 Consultation on Pathways and Next Steps (J. Slabodkin, Director of Registration and Education, Deputy Registrar) – 10:15 a.m.</p> <p>Purpose – To provide an update on the Pathways Initiative and report on immediate and longer-term work plans.</p> <p>Input – Memo on Pathways to Licensure Consultation: Key Findings and Next Steps</p> <p>Output – Publication of consultation findings and next steps.</p>		For Information

	<p>Going forward – Staff to continue to provide regular updates.</p> <p>Materials: Memo Summary Report</p>	38 41	
6. Fiscal Responsibility			
6.1	<p>Appointment of Auditors (S. Walker, CFO J. Strawczynski, CEO & Registrar) – 10:20 a.m.</p> <p>MOTION: Be it resolved the Board reappoints Doane Grant Thornton LLP as External Auditor for CPATA’s 2025 year-end audit.</p> <p>Purpose – The Board oversees CPATA’s operations and approves the appointment of the annual auditors for each fiscal year. Input – Memo from Audit & Risk Committee (recommendation) Output – Doane Grant Thornton LLP appointed external auditors for 2025 year-end audit (approved) Going forward – The appointment of external auditors for the following year to be reviewed in 2025.</p> <p>Materials: Memo from the Audit & Risk Committee</p>	48	For Approval
6.2	<p>Revised Travel and Reimbursement Policy (S. Walker, CFO and J. Strawczynski, CEO & Registrar) – 10:25 a.m.</p> <p>Materials: Memo from the Audit & Risk Committee Revised Policy with Track changes</p> <p>MOTION: Be it resolved the revised Travel and Reimbursement Policy is approved and the CFO is authorized to update Appendix A as necessary to reflect the Government of Canada’s Treasury Board mileage rate and the CRA for the Meals and Incidentals rates.</p>	49 50	For Approval
Other Business			
Other business – 10:30 a.m.			
In Camera – 10:35 a.m.			
In camera discussions			

For Information

1. Communications

- [March Newsletter](#)
- [April Newsletter](#)
- [May Newsletter](#)

Future meetings – 2025

September 18/25 – Board Public meeting (Virtual)

December 10/25 – Board Public meeting (Virtual)

Public Board of Directors Meeting

Held via Zoom

March 24, 2025

12 p.m. ET

Minutes

BOARD MEMBERS:

Ruth McHugh, Chair

Brigitte Chan

Iris Almeida-Côté

Amber Batool

Karima Bawa

Tom Conway

Andrew Currier

Steve Garland

Scott Jolliffe

STAFF:

Juda Strawczynski, CEO and Registrar

Jennifer Slabodkin, Director of Registration and Education, Deputy Registrar

Victoria Rees, General Counsel, Professional Regulation

Sean Walker, CFO

Andrés Diaz, Director of Operations

Dana Dragomir, Director of Communications

PRESENTERS:

Bob Plamondon, Chair of the Audit and Risk Committee

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

The meeting was called to order at 12:04 p.m. ET.

Brigitte Chan joined the meeting at 12:05 p.m. ET.

Amber Batool joined the meeting at 12:06 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. The Chair highlighted that the nomination period for the upcoming Board of Directors elections has passed and announced the candidates. She expressed thanks to outgoing elected directors Brigitte Chan and Andrew Currier for their expertise and dedication.

No conflicts of interest were declared.

Motion: Be it resolved that the agenda for the March 24, 2025 meeting of CPATA's Board of Directors be adopted.

Moved: Karima Bawa

Seconded: Iris Almeida-Côté

Motion carried.

2. Consent Agenda

Motion: Be it resolved that the Minutes of the December 5, 2024 Board meeting are approved.

Moved: Scott Jolliffe

Seconded: Tom Conway

Motion carried.

3. Reports

Committee Reports

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

Andrew Currier joined the meeting at 12:14 p.m. ET.

Jennifer 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.

Motion: Be it resolved that the Board:

- i. adopt the updated Regulatory Principles that Guide our Work as found at Appendix A to this report;**
- ii. formally reappoint all committee members whose terms were renewed by agreement in June 2024, for a period of two years until June 2026, as identified in Appendix B to this report;**
- iii. amend the Governance Policies and Undertaking to require each Board Director and Committee member to sign the Undertaking to adhere to the Code of Conduct as soon as possible following appointment/election, and thereafter at the start of any term of reappointment or re-election;**
- iv. rename the "Board Code of Conduct" in the Governance Policies to "CPATA Code of Conduct" given that it applies to members of the Board and committees as well as staff.**

Moved: Steve Garland

Seconded: Karima Bawa

Motion carried.

Bob Plamondon, Chair of the Audit and Risk Committee, gave an oral report on the work of the Audit and Risk Committee.

4. **Professional Foundations Competency Profile**

Jennifer Slabodkin provided a description of the process undertaken to create the Professional Foundations Competency Profile and spoke to the nature and purposes of the Profile.

Motion: Be it resolved that that the Board adopt the Professional Foundations Competency Profile for Patent Agents and Trademark Agents, as presented and recommended by the Registration Committee.

Moved: Tom Conway

Seconded: Amber Batool

Motion carried.

5. **2024 Audited Financial Statements**

Bob Plamondon, Chair of the Audit and Risk Committee, provided an overview of key considerations regarding CPATA's 2024 Audited Financial Statements. Juda Strawczynski further noted that CPATA is in the process of reviewing whether the initial target reserves set are appropriate for long-term financial sustainability. To that effect, CFO Sean Walker has been reviewing the targets of other regulators. The Audit and Risk Committee will do an in-depth analysis and return to the Board with recommendations.

Motion: Be it resolved the Board approves CPATA's Audited Financial Statements for the period ending December 31, 2024 as provided in this meeting package;

Further, be it resolved the Chair of the Board and the Chief Executive Officer are authorized to sign the statements on behalf of the College and the CEO is authorized to publish the statements on CPATA's website and distribute them as required.

Moved: Iris Almeida-Côté

Seconded: Karima Bawa

Motion carried.

6. **CEO Update**

Juda Strawczynski provided an operational update on the work of the College.

Adjournment

Motion: Be it resolved that the Board adjourn the March 24 meeting.

Moved: Tom Conway

Seconded: Scott Joliffe

The meeting was adjourned at 1:30 p.m. ET.



Ruth McHugh

Chair of the Board of Directors

Minutes approved on June XX, 2025

Report of the Investigations Committee

TO	CPATA Board of Directors
FROM	Kristin Dangerfield
DATE	May 8, 2025
REPORTING PERIOD	March to May 2025

Committee Role and Authority

s. 37 of the CPATA Act 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 (or may have) 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. In unique situations of high risk to the public, the IC has the authority to order interim suspensions, practice restrictions or conditions. This happened last year in relation to two suspended trademark agents who are also suspended by the Law Society of Ontario and are under criminal investigation, and these cases remain open.

Committee Composition

Section 21 of the CPATA Act and s. 2 of the Regulations require that the Investigations Committee and Discipline Committee each be comprised of a majority of non-licensees. Prior to appointment of each committee, the Board approved Terms of Reference and Skills Matrices setting out the knowledge, skills, experience and attributes required to carry out this work in the public interest. These Skills Matrices were fine-tuned once each committee completed training and began their work and have continued to be fine-tuned by the Governance Committee and Board.

The Investigations Committee began its work in 2021 with five members – 2 licensees and 3 non-licensees, and in 2024 was expanded to nine members – 4 licensees and 5 non-licensees. In 2024 one of the licensee members retired and therefore the total is currently eight. This expansion was based on

the volume of work, need for broader demographic representation and to expand the level of licensee experience available to the committee.

Current members for 2024-2026 are:

C. Kristin Dangerfield, Chair – non-licensee, MAN.

Jean-Sébastien Brière – patent agent, QUE

Pierre Cantin – patent agent, QUE

Kiril (Liam) Grigoriev – non-licensee, ON

Terry Jaenen – non-licensee, MAN

Barbara Murchie – non-licensee, ON

Karol Pawlina – trademark agent, ON

Len Polsky – non-licensee, AB

Investigations Process

The IC benefits from the wide range of knowledge, skills and experience of its licensee and non-licensee members. The IC also retains subject matter experts and investigators on a regular basis to ensure they and the parties to a complaint have the benefit of current practice-specific experience and applicable professional standards. To date these individuals have included senior patent agents and trademark agents, IP lawyers and professional investigators. Retaining outside expertise enables the IC to conduct fair, well-informed and thorough investigations based on current and relevant information, and to engage in an appropriate ‘peer review’ process.

It is a common practice as part of nearly every investigation for the parties to the complaint to be asked to provide at least two written submissions/responses, and to participate in a recorded interviews following disclosure of relevant materials. Licensees are encouraged to retain counsel if it appears the complaint may not be appropriate for dismissal. In most cases, the licensee is sent a copy of the draft Investigation Report for final comments before it is reviewed by the IC. This ensures licensees have all reasonable opportunities to understand and respond to the allegations and evidence against them.

Based on the opinions and reports from the SMEs and/or investigators, the IC then considers whether the evidence that can reasonably be believed could result in a finding of professional misconduct or incompetence by the agent in question. This involves a review of the facts in each case, all relevant mitigating and aggravating circumstances, the Rules in the Code of Conduct and consideration of applicable practice standards including CIPO rules of practice.

If the Committee determines that the evidence does not rise to the level of a finding on a balance of probabilities of professional misconduct or incompetence by a Discipline Committee panel, they must dismiss the complaint or dismiss it with best practices advice to the agent. Otherwise, they must refer the complaint to the DC for adjudication. Prior to filing a Notice of Application, the IC usually retains counsel to provide a prosecutor’s viability opinion. The IC’s investigations represent a fair, thorough, risk-

focused, principled and transparent process. Detailed information about the complaints and investigation process is available on CPATA's website.

Committee Activity

The Committee last met on March 20, 2025. The January and May 2025 IC meetings were cancelled due to timing of preparation of investigation reports. At the March meeting, we considered an investigation report relating to a trademark agent and referred the complaint to counsel for a prosecutor's viability opinion respecting possible referral to the DC. We also considered a subject matter expert report from a patent and trademark agent/lawyer and resolved to commence a formal investigation. The Committee next meets on July 17, 2025, and we have two additional meetings scheduled in 2025.

Respectfully submitted by

A handwritten signature in black ink, reading 'Kristin Dangerfield'.

C. Kristin Dangerfield

Chair of the Investigations Committee

Report of the Discipline Committee

TO	CPATA Board of Directors
FROM	Marcel Mongeon, Chair
DATE	June 5, 2025
REPORTING PERIOD	March – June 2025

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 are conducted with the parties via Zoom and concurrently streamed on YouTube for those wishing to observe the proceedings. All decisions of DC panels are published on CPATA's website and on CanLII.

Committee Composition

Section 21 of the CPATA Act and s. 2 of the Regulations require that the Investigations Committee and Discipline Committee each be comprised of a majority of non-licensees. Prior to appointment of each committee, the Board approved Terms of Reference and Skills Matrices setting out the knowledge, skills, experience and attributes required to carry out this work in the public interest. These Skills Matrices were fine-tuned once each committee completed training and began their work and have continued to be fine-tuned by the Governance Committee and Board.

Current Discipline Committee members are:

Marcel Mongeon – Chair/président, Trademark Agent and Patent Agent, ON

Raj Anand, non-licensee, ON

Charles Boulakia, Trademark Agent and Patent Agent, ON

Susan Boulter, non-licensee, MB

Benoit Yelle, Patent Agent, QC

Jean Whittow, non-licensee, BC

Sam Lanctin, non-licensee, NB

Guy Joubert, Trademark Agent (inactive), MB

During the year, a non-licensee member of the Committee resigned.

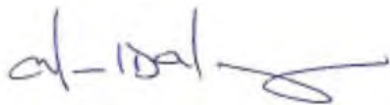
Committee Activities

The Discipline Committee met as a whole on February 3, 2025, and will be meeting again in early June 2025. At this meeting, the committee will be continuing its work developing new policies relating to Review of Investigations Committee Decisions under s. 37.1(1), and Requests to Admit. The Discipline Committee is working with independent external counsel retained pursuant to the Committee's Terms of Reference, to obtain assistance with drafting.

The Discipline Committee is also engaged in ongoing discussions related to appropriate resourcing of its work and training needs for Committee members.

Ongoing Proceedings

In the matter of **Eric Fincham**, the Discipline Panel issued its written decision on the merits of the Notice of Application on December 10, 2024. The penalty hearing was held on April 4, 2025. The panel assigned to this matter issued an interim order in early May.

A handwritten signature in blue ink, appearing to read 'M. Mongeon'.

Marcel Mongeon

Chair of the Discipline Committee

Report of the Registration Committee

TO	CPATA Board of Directors
FROM	Mark Pioro, Chair, Registration Committee
DATE	June 5, 2025
REPORTING PERIOD	March – June 2025

Committee Role and Authority

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

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

Committee Composition

Prior to appointment to the Committee, the Board approved the Terms of Reference and the Skills Matrix setting out the knowledge, skills, experience and attributes required to carry out this work in the public interest. The Skills Matrix was fine-tuned once the Committee completed training and began their work and continues to be fine-tuned by the Governance Committee and Board as necessary.

The Terms of Reference set Committee composition of up to seven (7) members, the majority of whom are not licensees and are otherwise qualified to serve under section 3 of the Regulations. Section 3 of the Regulations require that the "Committee administering licensing requirements", or the "Registration Committee", as it is referred to, must:

- (a) be composed of individuals who may be removed at pleasure by the Board;
- (b) not include any individual who is a member of an association the primary purpose of which is to represent the interests of persons who provide advice on patents or trademarks;
- (c) include a representative from the Patent Office and the Office of the Registrar of Trademarks; and
- (d) be subject to a conflict of interest policy established by the Board.

The Registration Committee began its work in 2021 with six (6) members – 2 licensees and 4 non-licensees, and in 2022 was expanded to seven (7) members – 3 licensees and 4 non-licensees.

Current members for 2024–2026 are:

Mark Pioro – Chair – non-licensee, ON

Alessandro Colonnier – patent agent, trademark agent, ON

Tina McKay – trademark agent, AB

Heidi Jensen – trademark agent, ON

Jeffrey Orser – CIPO representative, non-licensee, Patent Office, ON

Hilary Rose – non-licensee, AB

Natalie de Paulsen – CIPO representative, non-licensee, Trademarks Office, ON

Winter 2025 Administration of the Knowledge Examinations

CPATA's vision is to ensure public access to a globally respected body of patent agents and trademark agents who are highly skilled, ethical, and current in their knowledge. The Committee has been focused on this vision through supporting the multi-year competency initiative.

After developing technical competency profiles which set clear standards for patent agents and trademark agents, CPATA began to review and redevelop the qualifying examinations, relying heavily on input from the professions in the process, to improve defensibility and fairness. The new examinations:

- test against the technical competencies.
- are comprised of the knowledge exams (to assess the patent and trademark-related knowledge concepts specified in the profiles) and the skills exams (to assess the application of skills required for patent agent and trademark agent practice as specified in the profiles).
- are more transparent, fair, and defensible.
- allow CPATA to appropriately assess whether a candidate demonstrates the minimum level of competency required of an entry-level agent.

In 2023, the Committee adopted its policy for how it would set pass marks for the new examinations. The new pass marks (also known as cut scores or passing standards) are based on defensible standard-setting methodologies appropriate for high-stakes professional qualifying examinations.

Following the examinations and a robust standard-setting process, at the March 25, 2025, meeting, the Committee approved the pass marks for each Knowledge Examination after considering the standard setting report prepared and provided by the psychometric consultant and having a robust discussion. The report:

- provided a process overview, which described the modified Angoff methodology and how it was implemented; and

- invited the Committee to consider important information (including an evaluation of the pass mark results, standard error calculation of the pass mark, the reliability calculation, relevant exam-specific considerations, and relevant standard-setting specific considerations).

On April 10, CPATA released the exam results to candidates. Each candidate received a performance report, which provided the following information:

- overall result (competency demonstrated or competency not yet demonstrated);
- performance details (above the standard, just meets the standard, approaches the standard, or below the standard);
- performance for each knowledge area (meets or below); and
- frequently asked questions that were designed to provide clarity on the results.

On the 2025 Winter Trademark Knowledge Examination administered on February 11, 2025, 29/34 (85%) candidates demonstrated competency. On the 2025 Winter Patent Knowledge Examination administered on February 25, 29/36 (80.5%) candidates demonstrated competency.

[2025 Winter Trademark Knowledge Examination Report](#)

[2025 Winter Patent Knowledge Examination Report](#)

The Committee was pleased to see that setting clear standards for the profession improved candidates' abilities to demonstrate competency on the Knowledge Examinations. These candidates are now eligible to write the Skills Examinations in Fall of 2025.

The 2025 Spring Trademark Knowledge Examination was administered on May 27, 2025, and the 2025 Spring Patent Knowledge Examination will be administered on June 10, 2025. The Committee looks forward to its review and approval of the cut-scores for the Spring 2025 Knowledge Examinations at its July 9, 2025, meeting.

Sincerely,



Mark Pioro

Chair of the Registration Committee

Report of the Governance Committee

TO	CPATA Board of Directors
FROM	Tom Conway, Chair
DATE	June 5, 2025
REPORTING PERIOD	March – June 2025

Committee Role and Authority

The Governance Committee was created pursuant to CPATA's By-Law s.40, and, under By-Law s.42, "examines governance practices, including Board practices and performance, and makes recommendations to the Board." This includes development of and amendments to foundational governance documents (the Act, Regulations, By-laws), nominations and elections processes, committee appointments, and development of and updates to CPATA's Governance Policies. The Governance Committee thereby supports the Board in meeting CPATA's Regulatory Objectives, Standards and Principles, and operating in accordance with best practices.

Committee Composition

The Board approved Governance Committee Terms of Reference and Skills Matrices setting out the knowledge, skills, experience and attributes required to carry out the work of the Committee in the public interest.

Pursuant to its Terms of Reference, the Governance Committee has up to 5 members, at least three of whom are Directors. The Governance Committee is currently comprised of Tom Conway (Chair), Karima Bawa, Amber Batool and Peter Cowan. Brigitte Chan served until the end of her term as an elected Director.

We thank Ms. Chan for her work on the Committee and will be taking steps to fill the vacancy created by her departure.

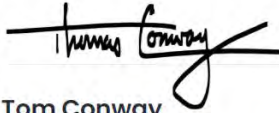
Committee Activity

The Governance Committee held its first meeting of the new year on February 28, 2025, and continued its work during at a meeting held April 25. At this latest meeting, the Committee:

1. Commenced a review of its own Terms of Reference,
2. Continued work to develop a CEO performance management and evaluation process for 2025 and for the longer term, and;
3. Considered certain matters related to appointments.

These initiatives are ongoing, and the Governance Committee will return to the Board with recommendations regarding potential refinements to its Terms of Reference and Skills Matrix, and CEO evaluation process in due course.

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	May 15, 2025
REPORTING PERIOD	April – May 2025

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 March, the Committee met on May 13th.

At the meeting, the Committee:

1. Reviewed the Minutes and the Committee's Action Log from the March 17, 2025, meeting.
2. Reviewed the internal financial statements (March 2025) and supporting information including a comparison to budget and forecast for the remainder of the year for 2025. The Committee recommended approval of the financial reports for distribution to the Board.
3. Reviewed and approved the Legislative Compliance memo and Checklist from the CEO & Registrar and CFO for the end of April 2025.
4. Reviewed the Financial Areas Updates memo from the CEO & Registrar and CFO. The memo provided an update on:
 - Licensee renewals including an analysis of the past 4 years,
 - Insurance renewals for 2025,
 - Cash and investment balances and plan for short- and medium-term cash management,
 - Planning for Risk Register review and update in July,
 - Employee benefit programs,
 - Committee composition and membership.

5. Had a discussion on the College's by-laws and the process we must follow to update them with the Department of Justice and any potential adjustments to schedules and fees.
6. Continued to consider appropriate Financial Reserves by reviewing and discussing research into what other Regulators in Canada are doing with respect to Reserve funds and Policies.
7. Discussed the performance of the external auditors Doane Grant Thornton for the year-ended 2024. Also, discussed and approved a motion to recommend to the Board of Directors their reappointment for 2025.
8. Reviewed and recommended changes to the Travel and Reimbursement Policy for Board review.
9. Met with the CFO in camera at the end of meeting.

Upcoming Committee meeting focus

- Review and discuss revisions to the College's Risk Register and Heat Map including emergency preparedness.
- Review progress on updating the Financial Reserves Policy
- Review the annual insurance policy renewal (Commercial General Liability)
- 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 March 31, 2025



COLLEGE OF PATENT
AGENTS & TRADEMARK AGENTS

COLLÈGE DES AGENTS DE BREVETS ET
DES AGENTS DE MARQUES DE COMMERCE

Prepared by

Sean Walker, CFO

Prepared on

April 30, 2025

Statement of Financial Position

As of March 31, 2025

	TOTAL	
	AS OF MAR. 31, 2025	AS OF MAR. 31, 2024 (PY)
Assets		
Current Assets		
Cash and Cash Equivalent		
1010 RBC Chequing Account	678,160	3,539,275
1500 G.I.C	4,452,668	0
Total Cash and Cash Equivalent	\$5,130,829	\$3,539,275
Accounts Receivable (A/R)		
1200 Accounts Receivable (A/R)	5,000	
Total Accounts Receivable (A/R)	\$5,000	\$0
1400 Prepaid expenses	5,379	3,365
Total Current Assets	\$5,141,208	\$3,542,640
Non-current Assets		
Property, plant and equipment	\$9,229	\$5,232
Total Non Current Assets	\$9,229	\$5,232
Total Assets	\$5,150,437	\$3,547,872
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable (A/P)		
2000 Accounts Payable (A/P)	85,258	97,742
Total Accounts Payable (A/P)	\$85,258	\$97,742
Credit Card	\$5,479	\$3,234
2010 Accrued Payables	15,815	16,250
2015 Accrued Liabilities - Comm & Reg Remuneration	0	(1,050)
2050 GST/HST Payable (Receivable)	319,312	299,236
2150 Payroll liabilities	24,457	0
Total Current Liabilities	\$450,321	\$415,411
Deferred Revenue		
2200 Deferred Revenue - Payments Received	0	3,516
2210 Deferred License Fees - Class 1	2,550,902	2,394,075
2211 Deferred License Fees - Class 2	27,731	27,656
2213 Deferred License Fees - Class 3	35,557	28,994
2214 Deferred License Fees - Class 4	19,450	14,562
Total Deferred Revenue	\$2,633,640	\$2,468,803
Total Liabilities	\$3,083,961	\$2,884,214
Net Assets		
Restricted Net Assets	1,725,284	292,298
Excess (Deficiency) of Revenues over Expenditures	341,193	371,360
Total Net Assets	\$2,066,476	\$663,658
Total Liabilities and Net Assets	\$5,150,437	\$3,547,872

College of Patent Agents and Trademark Agents

Statement of Operations

March 2025

	TOTAL	
	MAR. 2025	JAN - MAR., 2025 (YTD)
REVENUES		
4000 Licence Fee Income		
4010 Licensee fees - Class 1	706,672	850,301
4011 Class 1 Licence Fee Income - PY Adj		1,800
4020 Class 2 Agent Fees	8,734	9,244
4030 Class 3 Licence Fees	10,179	11,852
4040 Class 4 Inactive Agent fees	4,972	6,483
Total 4000 Licence Fee Income	730,556	879,680
4050 Skills Exam Fees		
4051 Knowledge Exam Fee		24,990
Total 4050 Skills Exam Fees		24,990
4070 Application fee income	13,710	25,132
4060 Certificate & Letters Fees	306	816
Total 4070 Application fee income	14,016	25,948
4200 Regulatory Discipline income	5,000	5,000
Total REVENUES	\$749,572	\$935,618
Total Income	\$749,572	\$935,618
EXPENDITURES		
5500 Wages & Benefits		
5510 Wages	75,094	228,858
5520 Wages - Benefits	5,238	10,919
5530 Wages - CPP	5,616	15,565
5535 Wages - QC QPIP	194	526
5540 Wages - EI	1,467	5,116
5550 RRSP Expenses	4,354	13,271
5560 Health Services/Labour - QC	380	1,194
Total 5500 Wages & Benefits	92,344	275,449
6005 Professional and consulting fees		
6015 Audit Fees	450	450
6030 Legal Fees	33,268	75,394
6060 Translation expenses	16,400	30,132
6210 Consulting - Communications	2,041	5,543
Total 6005 Professional and consulting fees	52,159	111,519
6025 Graphic Design	1,188	7,218
6200 Technology and Systems Expenses		
6270 IT Consultants - Network & General	1,062	3,257
6280 IT Consultant - License Systems	7,853	22,578
6290 IT Consultant - Website	473	2,789
Total 6200 Technology and Systems Expenses	9,387	28,624

College of Patent Agents and Trademark Agents

Statement of Operations

March 2025

	TOTAL	
	MAR. 2025	JAN - MAR., 2025 (YTD)
6500 Board & Committee Governance Expenses		
6510 Board - Remuneration	11,650	21,650
6610 Committees - Member Compensation	15,725	26,200
Total 6500 Board & Committee Governance Expenses	27,375	47,850
6700 Registration & Exam Expenses		
6710 Consulting - Admissions		15,000
6720 Exam Advisory Group - Remuneration	17,000	17,299
6730 Exam Software costs		8,324
Total 6700 Registration & Exam Expenses	17,000	40,623
7010 Bank fees and interest	268	641
7020 Credit Card Processing Fees	46,021	67,589
Total 7010 Bank fees and interest	46,288	68,230
7135 Insurance	4,405	13,214
7205 Office Expenses	4,682	11,673
7310 Staff Travel and Training expenses	0	26
8000 Amortization	556	1,020
8005 Loss (Gain) on Disposal of Assets	1,021	1,021
Total 8000 Amortization	1,577	2,041
Total EXPENDITURES	\$256,405	\$606,465
OTHER INCOME		
4220 Interest earned	4,350	12,040
Total Other Income	\$4,350	\$12,040
EXCESS (DEFICIT) OF REVENUE OVER EXPENDITURES	\$497,518	\$341,193

College of Patent Agents and Trademark Agents

Budget vs. Actuals

January - March, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Licence Fee Income		0	0	
4010 Licensee fees - Class 1	850,301	886,000	(35,699)	96.00 %
4011 Class 1 Licence Fee Income - PY Adj	1,800		1,800	
4020 Class 2 Agent Fees	9,244	8,000	1,244	116.00 %
4030 Class 3 Licence Fees	11,852	8,300	3,552	143.00 %
4040 Class 4 Inactive Agent fees	6,483	4,300	2,183	151.00 %
Total 4000 Licence Fee Income	879,680	906,600	(26,920)	97.00 %
4050 Skills Exam Fees		0	0	
4051 Knowledge Exam Fee	24,990	30,000	(5,010)	83.00 %
4055 Exam re-correction request		2,000	(2,000)	
Total 4050 Skills Exam Fees	24,990	32,000	(7,010)	78.00 %
4070 Application fee income	25,132	12,000	13,132	209.00 %
4060 Certificate & Letters Fees	816	800	16	102.00 %
Total 4070 Application fee income	25,948	12,800	13,148	203.00 %
4200 Regulatory Discipline income	5,000		5,000	
Total Income	\$935,618	\$951,400	\$ (15,782)	98.00 %
				98.00 %
Expenses				
5500 Wages & Benefits				
5510 Wages	228,858	228,000	858	100.00 %
5520 Wages - Benefits	10,919	8,400	2,519	130.00 %
5530 Wages - CPP	15,565	13,400	2,165	116.00 %
5535 Wages - QC QPIP	526	400	126	132.00 %
5540 Wages - EI	5,116	4,500	616	114.00 %
5550 RRSP Expenses	13,271	13,500	(229)	98.00 %
5560 Health Services/Labour - QC	1,194	1,200	(6)	99.00 %
Total 5500 Wages & Benefits	275,449	269,400	6,049	102.00 %
6005 Professional and consulting fees				
6015 Audit Fees	450	0	450	
6020 Professional fees - Communications		10,000	(10,000)	
6030 Legal Fees	75,394	96,200	(20,806)	78.00 %
6060 Translation expenses	30,132	21,000	9,132	143.00 %
6210 Consulting - Communications	5,543	5,200	343	107.00 %
6230 Consulting - Human Resources		6,300	(6,300)	
Total 6005 Professional and consulting fees	111,519	138,700	(27,181)	80.00 %
6025 Graphic Design	7,218	3,000	4,218	241.00 %
6200 Technology and Systems Expenses				
6270 IT Consultants - Network & General	3,257	3,300	(43)	99.00 %
6280 IT Consultant - License Systems	22,578	25,300	(2,723)	89.00 %
6290 IT Consultant - Website	2,789	2,800	(11)	100.00 %
Total 6200 Technology and Systems Expenses	28,624	31,400	(2,776)	91.00 %
6500 Board & Committee Governance Expenses				

College of Patent Agents and Trademark Agents

Budget vs. Actuals

January - March, 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6510 Board - Remuneration	21,650	21,600	50	100.00 %
6610 Committees - Member Compensation	26,200	35,000	(8,800)	75.00 %
Total 6500 Board & Committee Governance Expenses	47,850	56,600	(8,750)	85.00 %
6700 Registration & Exam Expenses				
6710 Consulting - Admissions	15,000	48,500	(33,500)	31.00 %
6720 Exam Advisory Group - Remuneration	17,299	18,000	(701)	96.00 %
6730 Exam Software costs	8,324	15,000	(6,676)	55.00 %
Total 6700 Registration & Exam Expenses	40,623	81,500	(40,877)	50.00 %
6731 Election Software Costs		1,800	(1,800)	
7010 Bank fees and interest	641	500	141	128.00 %
7020 Credit Card Processing Fees	67,589	60,000	7,589	113.00 %
Total 7010 Bank fees and interest	68,230	60,500	7,730	113.00 %
7135 Insurance	13,214	14,100	(886)	94.00 %
7205 Office Expenses	11,673	11,300	373	103.00 %
7310 Staff Travel and Training expenses	26	4,600	(4,574)	1.00 %
Total Expenses	\$604,425	\$672,900	\$ (68,475)	90.00 %
NET OPERATING INCOME	\$331,193	\$278,500	\$52,693	119.00 %
Other Income				
4220 Interest earned	12,040	12,000	40	100.00 %
Total Other Income	\$12,040	\$12,000	\$40	100.00 %
Other Expenses				
7410 Contingency		24,500	(24,500)	
8000 Amortization	1,020	1,000	20	102.00 %
8005 Loss (Gain) on Disposal of Assets	1,021		1,021	
Total 8000 Amortization	2,041	1,000	1,041	204.00 %
Total Other Expenses	\$2,041	\$25,500	\$ (23,459)	8.00 %
NET OTHER INCOME	\$9,999	\$ (13,500)	\$23,499	(74.00 %)
NET INCOME	\$341,193	\$265,000	\$76,193	129.00 %

College of Patent Agents and Trademark Agents

Statement of Operations by Department

January - March, 2025

	ADMINISTRATION & OPERATIONS	BOARD & GOVERNANCE	COMMUNICATIONS & STAKEHOLDER RELATIONS	REGULATIONS - COMPLAINTS	REGULATIONS - REGISTRATION	TOTAL
REVENUES						
4000 Licence Fee Income						\$0
4010 Licensee fees - Class 1	850,301					\$850,301
4011 Class 1 Licence Fee Income - PY Adj	1,800					\$1,800
4020 Class 2 Agent Fees	9,244					\$9,244
4030 Class 3 Licence Fees	11,852					\$11,852
4040 Class 4 Inactive Agent fees	6,483					\$6,483
Total 4000 Licence Fee Income	879,680					\$879,680
4050 Skills Exam Fees						\$0
4051 Knowledge Exam Fee					24,990	\$24,990
Total 4050 Skills Exam Fees					24,990	\$24,990
4070 Application fee income	25,132					\$25,132
4060 Certificate & Letters Fees	816					\$816
Total 4070 Application fee income	25,948					\$25,948
4200 Regulatory Discipline income				5,000		\$5,000
Total REVENUES	\$905,628	\$0	\$0	\$5,0000	\$24,990	\$935,618
Total Income	\$905,628	\$0	\$0	\$5,000	\$24,990	\$935,618
EXPENDITURES						
5500 Wages & Benefits	274,185	1,264				\$275,449
6005 Professional and consulting fees						\$0
6015 Audit Fees	450					\$450
6030 Legal Fees				68,427	6,967	\$75,394
6060 Translation expenses			21,822	1,175	7,135	\$30,132
6210 Consulting - Communications	1,670		3,279		594	\$5,543
Total 6005 Professional and consulting fees	2,120		25,101	69,602	14,695	\$111,519
6025 Graphic Design			7,218			\$7,218
6200 Technology and Systems Expenses						\$0
6270 IT Consultants - Network & General	3,257					\$3,257
6280 IT Consultant - License Systems	22,578					\$22,578
6290 IT Consultant - Website			2,789			\$2,789
Total 6200 Technology and Systems Expenses	25,835		2,789			\$28,624
6500 Board & Committee Governance Expenses						\$0
6510 Board - Remuneration		21,650				\$21,650
6610 Committees - Member Compensation		23,000		3,200		\$26,200
Total 6500 Board & Committee Governance Expenses		44,650		3,200		\$47,850
6700 Registration & Exam Expenses						\$0
6710 Consulting - Admissions					15,000	\$15,000
6720 Exam Advisory Group - Remuneration					17,299	\$17,299
6730 Exam Software costs					8,324	\$8,324
Total 6700 Registration & Exam Expenses					40,623	\$40,623
7010 Bank fees and interest	68,230					\$68,230
7135 Insurance		13,214				\$13,214
7205 Office Expenses						\$0
6295 Payroll provider Fees	366					\$366
7130 Dues and memberships	6,291					\$6,291
7215 Office - General expenses	1,761					\$1,761
7225 Telephone-Cell phone	100					\$100
7300 Software costs - Administration	2,636		519			\$3,155
Total 7205 Office Expenses	11,154		519			\$11,673
7310 Staff Travel and Training expenses	26					\$26
8000 Amortization	1,020					\$1,020
8005 Loss (Gain) on Disposal of Assets	1,021					\$1,021
Total 8000 Amortization	2,041					\$2,041
Total EXPENDITURES	\$383,591	\$59,128	\$35,626	\$72,802	\$55,319	\$606,465
OTHER INCOME						
4220 Interest earned	12,040					\$12,040
Total Other Income	\$12,040	\$0	\$0	\$0	\$0	\$12,040
EXCESS (DEFICIT) OF REVENUE OVER EXPENDITURES	\$534,077	\$ (59,128)	\$ (35,626)	\$ (67,802)	\$ (30,329)	\$341,193

Budget by Department

\$	528,400	\$	(54,700)	\$	(34,800)	\$	(117,600)	\$	(58,500)	\$	262,800
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Budget Variance by Department

\$	5,677	\$	(4,428)	\$	(826)	\$	49,798	\$	28,171	\$	78,393
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Statement of Cash Flows

January - March, 2025

	TOTAL
OPERATING ACTIVITIES	
Net Income	341,193
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1200 Accounts Receivable (A/R)	(5,000)
1400 Prepaid expenses	12,117
1605 Computer Equipment - Accum Amort	(1,644)
2000 Accounts Payable (A/P)	(259)
2025 RBC Credit Card #4816	(3,826)
2026 RBC Credit Card #8522	3,030
2010 Accrued Payables	(8,260)
2015 Accrued Liabilities - Comm & Reg Remuneration	(50,000)
2060 GST/HST Payable (Receivable)	350,757
2150 Payroll liabilities	16,469
2200 Deferred Revenue - Payments Received	(85)
2210 Deferred License Fees - Class 1	2,550,902
2211 Deferred License Fees - Class 2	27,731
2213 Deferred License Fees - Class 3	35,557
2214 Deferred License Fees - Class 4	19,450
2250 Deferred Exam Fees	(1,071)
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	2,945,868
Net cash provided by operating activities	\$3,287,060
INVESTING ACTIVITIES	
1600 Computer Equipment	1,698
Net cash provided by investing activities	\$1,698
NET CASH INCREASE FOR PERIOD	\$3,288,758
Cash at beginning of period	1,842,071
CASH AT END OF PERIOD	\$5,130,829

Memorandum

TO	Audit & Risk Committee, Board of Directors
FROM	Juda Strawczynski, CEO & Registrar Sean Walker, CFO
DATE	May 13, 2025
SUBJECT	Legislative Compliance memo

This memo is written to the Audit & risk Committee and 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 January 1 to March 31, 2025, was filed with CRA on April 23, 2025. There was a large amount payable from the annual licence fee renewals collected. The Amount of \$320K was split between two payments on April 24th and April 25th. The next quarter (April to June) is due to be filed by July 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 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 March 31, 2025.

(T4) Statements of Remuneration Paid were filed with CRA on January 16th. There was a small <\$100 error related to EI premiums on a Board member's payroll and the CFO has responded to a request for information from CRA. This review is complete and the balance is \$0.

(RL-1) Employment and Other Income slips were filed with Revenu Quebec on January 16th. The final Summary and payments were submitted on February 27th. Revenu Quebec has completed the review and we have a small <\$2 credit on the account.

Annual Federal filing requirements with CRA

CPATA is required to file a Not-for-Profit Organization (NPO) Information Return (T1044) for 2024 with CRA within 6 months of the year ending December 31, 2024, by June 30, 2025. CPATA is not a taxable entity so income tax will not be required, however, the returns must still be filed. The return was sent to CRA on April 17th.

Annual Report and Audited Financial Statements

CPATA has completed its Annual Report for 2025, which was delivered to the Minister of Innovation, Science and Industry as required by s. 25 of the CPATA Act by March 31, 2025. 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.

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 2024, CPATA reported on its activities in two reports were tabled in Parliament by the Minister on our behalf. These reports have been posted on CPATA's [website](#) as well.

We have also filed the Proactive Publication documents on Travel and Hospitality expenses of the Board of Directors and CEO & Registrar. The latest report for March 2025 has been filed.

Official Languages Act

CPATA is of the view that it complies with the *Official Languages Act*.

The Director of Communications, who is also the Champion of Official Languages at CPATA continues to monitor compliance and evaluate any emerging areas. She is an active participant in Communities of Practice set up through the Official Languages Centre of Excellence (OLCE). Staff will receive two trainings on CPATA's Official Languages Act obligations this year, one of which will be a meeting with the OLCE in the spring. This year, CPATA will be required to submit a report to the Centre (a new requirement applicable to all institutions).

We continue to develop our processes to publish Board materials in both official languages in accordance with the deadlines set out in CPATA's By-laws; this has been a challenge for some meetings in the past given tight meeting turnaround times. The 2025 meeting schedule provides for greater turnaround times which should facilitate meeting By-law timelines.

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



Chief Financial Officer

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.

Legislative Compliance Certificate
CONFIRMATION OF STATUTORY OBLIGATIONS
For the period: ending March 31, 2025

	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) <ul style="list-style-type: none"> Report and remit QPIP 	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

ACTIVITY PLAN 2025

Project	Project Description / Deliverables	Strategic Framework Component	June 2025 Update
Stakeholder engagement	Continue regular stakeholder engagement and outreach to licensees, IPIC, government, CIPO, other regulators, etc.	Relationships and Communications	Regular engagement with CIPO, ISSED, IPIC ongoing. Jan-June engagement with IP ecosystem players including Communitech, IPON, New Ventures BC and INTA. CPATA CEO presentations at Law Society of Ontario annual IP conference on AI and ethics; to present June 2025 at IPIC webinar on AI and ethics; Deputy Registrar and Board Chair both presented at CNAR in first half of 2025. Additional outreach to Alta IP community (Board Chair), firms and individual licensees through regular course of regulatory work.
Annual Licensee Report	Gather information from licensees to obtain a better profile of the professions and those working in them.	Professional Regulation	First expanded annual licensee report successfully administered. Data review to occur summer/fall 2025
Complaints and Discipline	Continue to receive and investigate complaints as they arise Evaluation of major cases and proceedings (micro reg. risk asst) (ongoing)	Professional Regulation	Ongoing
UAP	Continue to consider UAP matters as they arise and determine appropriate regulatory responses	Professional Regulation	Over 300 TM fraud reports over past 12 months. Continue to “name and shame” TM fraudsters. Engaging with CIPO, IPIC and other IP ecosystem partners to raise awareness of fraud. Addressing occasional issues of UAP scope of practice advertising concerns.
Code of Conduct education	Content for licensee education with respect to Code of Conduct Ethics inquiries and ethics articles Develop Code of Conduct educational video educational resources (2025 release target)	Professional Development and Competency	Code of Conduct educational videos mostly produced and being edited. To be released later this year. 2025 ethics articles include guidance on GenAI and other timely topics. >10 ethics inquiries to date
Competency Profiles	Finalize and publish Professional Foundations Competency Profiles	Professional Development and Competency	Complete. Continuing to work to educate on competency profiles.
Enhancing pathways to licensure: apprenticeships	Analysis of current apprenticeship model to determine if changes are needed Research re best practices in apprenticeship and experiential learning; potential changes to “Approved Training Program Policy”	Professional Development and Competency	Analysis of current model complete based on robust consultation with the professions. Consultation key findings to be made public June 2025. Implementation of operational changes to improve apprenticeships ongoing.
Enhancing pathways to licensure: Explore potential new pathways to licensure	Identify and implement pathways to licensure to improve access to become an agent · Consultations and outreach to understand potential of new pathways that would meet competencies	Professional Development and Competency	Exploration of additional potential resources and/or pathways to licensure ongoing. No decision points for 2025.
Exam administration	Develop and administer fair and psychometrically defensible qualifying examinations	Professional Development and	Winter Knowledge Examinations administered in February 2025 and results released in April 2025. Pass rates can be found here: TKE and PKE .

ACTIVITY PLAN 2025

Project	Project Description / Deliverables	Strategic Framework Component	June 2025 Update
	<ul style="list-style-type: none"> Trademark Knowledge Examination (two exam administrations in 2025) Patent Knowledge Examination (two exam administrations in 2025) Trademark Agent Skills Examination Patent Agent Skills Examination 	Competency	<p>Spring Knowledge Examinations administered in late May (TKE), and early June (PKE). Results scheduled to be released in July 2025 after standard setting and cut score approval processes.</p> <p>Skills Examination development is complete, and all forms are undergoing translation/translation review, French pilot testing and platform configuration. TASE will be administered in September 2025 with results released in early January 2026; PASE will be administered in October 2025 with results released in February 2026.</p>
Return to Active Practice Policy	<p>Develop and implement policy that uses a risk-based approach for agents wishing to return to active practice after 3 years of inactivity</p> <ul style="list-style-type: none"> Research/discussion paper Draft policy Consultation? Final Policy 	Professional Development and Competency	<p>Review of research/discussion paper planned for July – August 2025.</p> <p>Policy draft planned for September – October 2025.</p> <p>Consultation on draft policy planned for November 2025.</p> <p>Implementation planned for 2026.</p>
Staff training	<p>Provide staff with annual trainings through lunch and learns, online modules etc., on areas such as:</p> <ul style="list-style-type: none"> Official Languages Privacy/ATI Professional Regulation and IP trends EDI and Indigenous Reconciliation Technology Emergency response plans and records mgt HR and Professional Development 	Organizational and Regulatory Infrastructure	<p>Trainings ongoing. To date, trainings on: Mental health first aid training; EDI and Indigenous Reconciliation efforts by IPIC; Official Languages</p> <p>2nd half of 2025, trainings planned for:</p> <ul style="list-style-type: none"> – Privacy – Cybersecurity – Official Languages – Professional regulation and IP trends
Annual Report 2024	Develop and submit CPATA's Annual Report to the Minister in both English and French	Governance	Complete.
Board and Committee Meetings (Public, CotW)	<p>Board and Committee meetings</p> <ul style="list-style-type: none"> - English and French Board materials to enable effective public interest decision-making and transparency - Committee materials to enable effective decision-making 	Governance	Ongoing.
Board and Committee training and education	Assess Board and Committee training and education needs and develop appropriate education as required	Governance	Ongoing. Enhanced Director education and training for 2025 as CPATA continues to evolve from start up to regulator supported by full staff.
Board elections and new Director orientation	Licensees may vote to elect a Board director. Next elections are to be held spring 2025.	Governance	Complete. Trademark agent acclaimed and patent agent elected.

ACTIVITY PLAN 2025

Project	Project Description / Deliverables	Strategic Framework Component	June 2025 Update
Board evaluation 2025	Board self evaluation framework to be developed and implemented	Governance	Self evaluation framework administered in early 2025 for the first time with Governance Chair and Chair of Board receiving results and sharing key findings with Directors.
Board GIC appointments and new Director orientation	Next appointments 2025. CPATA input to ISED re skills required through appointments New Director orientation session	Governance	New Director orientation held May 2025
Committee Appointments 2025	Committee vacancies are filled according to Skills Matrices	Governance	Ongoing.
CPATA AGM 2025	CPATA AGM (Ottawa) in person event	Governance	June 2025
CPATA audit	Annual Financial Audit Audited Financial Statements and Audit report	Governance	Complete.
Performance Measurement Framework / Outcomes Measurement	Continue to develop a framework that measures and reports, in a standardized manner, how we are acting in the public interest. Dashboard development and implementation	Governance	Ongoing. This will be informed by Annual Licensee Report data, Professional Regulation data when moved to inItouch.
Record retention policy	Develop a document management strategy that will provide an information governance structure that successfully manages the College's information. As a federal organization, this structure must be compliant with the regulations of Library and Archives Canada (LAC). Disposition Authorization from LAC Records Classification and Retention Schedule	Governance	Ongoing implementation of record retentions in accordance with policy.
Regulatory reporting: Privacy and Access to Information - Annual Reports	Provide data on the performance of CPATA's access to information (ATI) and privacy programs Submission to TBS Submit Annual reports to Parliament re administration of the Access to Information Act and the Privacy Act. Tabling of the reports to Parliament Publication on CPATA's website	Governance	Submission of statistical reports complete Annual Report submission to occur summer 2025 Tabling of Annual Report to occur fall 2025
Strategic Plan Transition Phase	Review Strategic Plan 2023-2025 and assess progress to date; begin planning for a new Strategic Plan for CPATA's future development	Governance	Strategic Planning for 2026-2028 underway.

Professional Responsibility Program Report

TO	CPATA Board of Directors
FROM	Victoria Rees, General Counsel, Professional Regulation
DATE	May 8, 2025
REPORTING PERIOD	January to May 2025

Introduction

CPATA's Professional Responsibility Program adopts a regulatory approach that is 'right-touch'; i.e. proactive, principled, proportionate and risk-focused. It consists of a number of components:

- I. *Code of Professional Conduct education* – regular articles about duties under the Code and topical ethics issues are published in CPATA's newsletter and made available in a searchable format on the website; three one-hour video presentations on core ethics topics will be released later this year.
- II. *Ethics Inquiry process* – enables licensees to obtain proactive general or fact-specific guidance about their duties under the Code of Professional Conduct;
- III. *Agent Conduct Inquiry (ACI) process* – early resolution of conduct concerns is a key component of the PR Program. The ACI process facilitates clients and others in raising potential conduct concerns in an informal manner and receiving an assessment whether the concerns can be easily resolved with the cooperation of the licensees, referred elsewhere if outside CPATA's jurisdiction, or should proceed forward as a complaint for investigation.
- IV. *Complaints process* – any individual can file a complaint using CPATA's online complaint form, although it is recommended that they start with the ACI process. The Registrar has authority under the Act, By-laws and Policy to determine whether a complaint falls within the scope of CPATA's authority or may not be otherwise appropriate for investigation, in which case the Registrar may dismiss a complaint. Otherwise, a complaint will be referred to the Investigations Committee.
- V. *Investigations Committee (IC)* – the authority of the IC is established under the Act, Regulations, and By-laws. The IC receives complaints referred by the Registrar or may initiate its own complaints. The IC's role is to protect the public by investigating complaints that disclose evidence of professional misconduct or incompetence, and to determine whether a complaint should be dismissed, dismissed with advice to the licensee, or referred to the Discipline Committee for adjudication. The IC is an independent decision-making committee that sets its

own policies and procedures.

- VI. *Discipline Committee (DC)* – the DC is the independent committee responsible for adjudication of complaints referred to it by the IC. The DC appoints panels of three to adjudicate Notices of Application from the IC, and its processes are based on principles of administrative law and natural justice, as well as best regulatory practices. All hearings are open to the public. The DC has authority to adopt its own policies and procedures.
- VII. *Unauthorized Practice Complaints (UAP)* – an important part of CPATA's public protection mandate is to address concerns and complaints about unauthorized practice by non-licensees or classes of licensees engaged in misleading advertising. CPATA has adopted a principled, proportionate and risk-focused approach that ranges from making inquiries, issuing warnings and requiring corrective measures to authority to seek injunctions in Federal Court.

Activity

The Investigations Committee and Discipline Committee report to the Board on a regular basis about their activities. In addition, the Board has the benefit of the DC's written decisions which are circulated as soon as they are released. General Counsel, Professional Regulation provides support to the Investigations Committee, and two administrative staff share the role of Discipline Coordinator supporting the DC and its panels.

2025 has seen a significant increase in PR activity across the program. For this reporting period, numbers have already surpassed those for previous full year periods:

- 13 ethics inquiries
- 18 agent conduct inquiries
- 4 complaints ongoing from 2024
- 2 hearings carried over from 2024
- 320 unauthorized practice complaints since September 2024, a large number relating to an ongoing phishing scam

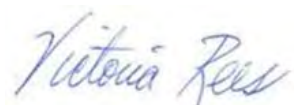
Staffing for the PR program is very lean, consisting of the external part-time General Counsel, Professional Regulation with assistance from administrative staff when needed. The Registrar continues to closely monitor the volume of PR work to ensure it is adequately resourced.

Future Activities

Both the IC and DC engage in ongoing training and policy development and maintenance. Complaint activity is unpredictable.

Plans are underway for development and implementation of a data platform to facilitate entry, tracking and reporting on PR-related data, as well as complaint file and information management.

Code education and practice management support are proactive initiatives underway to proactively support licensees in competent and ethical practice. Depending on the success of the new recorded presentation introducing the Code of Professional Conduct, future presentations may be developed. In addition, as our Ethics Inquiry process has been successful and informed the development of our online ethics articles, we expect to continue to develop proactive practice management resources to facilitate competent and ethical practice.

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

Victoria Rees

General Counsel, Professional Regulation

Memorandum

TO	Board
FROM	Juda Strawczynski, Registrar & CEO Jen Slabodkin, Director, Registration & Education, Deputy Registrar
DATE	June 5, 2025
SUBJECT	Pathways to Licensure Consultation: Key Findings and Next Steps

In 2024, CPATA retained an independent, third-party consultant, [Calibrate Solutions](#), to gather information from IP stakeholders and licensees about their experiences with and insights about apprenticeships. The purpose of the consultation project was to assess the merits and challenges associated with the 24-month apprenticeship model. The objectives of the consultation were to:

- Hear directly from licensees and other IP stakeholders about their experiences and insights about apprenticeships;
- Learn more about the needs of all stakeholders to improve fairness and access within the profession; and
- Find ways to reduce unnecessary barriers into the professions.

The [consultation](#), conducted between April and November 2024, included focus groups with over 50 participants and a survey of trainees and supervisors that was completed by over 100 licensees. CPATA also engaged in outreach and received submissions in response to the [consultation paper](#). CPATA is grateful to all those who shared their insights with us through Calibrate.

The Key Findings Report, prepared by Calibrate, is included in the materials and outlines the key findings of the consultation. These key findings were used to develop the next steps that CPATA will be taking to address some of the issues that were identified. These next steps are planned to be implemented within the next 12 months:

1. Update the Public Register to support securing an apprenticeship

The consultation found that the greatest barrier to licensure is an inability to secure an apprenticeship. As a first step in breaking down this barrier, Class 1 and Class 2 agents who are open to supervising a class 3 agent in training will be able to indicate so on their CPATA profile. In turn, class 3 agents in training who are looking for a supervisor

will be able to indicate so on their CPATA profile. This information will then be visible and searchable on the public register.

CPATA recognizes that this is one small step to help connect those seeking to apprentice with the professions and will be continuing to explore how it and other IP stakeholders may be able to help bridge the gaps between those interested in entering the professions and those open to serving as supervisors.

2. Develop training resources to provide guidance to supervisors and trainees on training requirements

To support supervisors and trainees develop training experiences that prepare trainees for entry to practice, CPATA will be providing materials that may help structure training and allow for all knowledge and skills areas to be addressed during the 24-month training period. Additional training resources will be considered for development in the next 12-24 months.

3. Revising the eligibility criteria for Class 3 agents in training to attempt the Patent and Trademark Knowledge Examinations

Starting with the Winter 2026 administration, Class 3 agents in training who have completed at least 12 months of approved supervised training will be eligible to attempt the Knowledge Examination, if they wish to do so. Training must be completed under the supervision of an approved training supervisor, or equivalent in the case of internationally trained applicants who have received a formal prior experience assessment. Candidates who demonstrate competency on the knowledge examination must still complete a total of 24 months of approved supervised training, or equivalent in the case of internationally trained applicants who have received a formal prior experience assessment, to establish eligibility for the skills examinations. Trainees are not *required* to attempt the Knowledge Examination until they have completed at least 24 months of approved supervised training. The reduction from 24 to 12 months is intended to help trainees complete the licensure process and enter unrestricted practice faster. This change reduces the wait times that trainees have had to take between completing their apprenticeship requirements and being able to write the exams.

Together, the above three operational changes that will be implemented over the next 12 months to help facilitate access to the professions, reduce anxiety around the apprenticeship requirements for both supervisors and trainees, improve consistency of training, and reduce unnecessary delays on exam writing, thereby potentially reducing entry to practice licensure time.

4. Continue to explore alternative pathways to licensure

The consultation confirmed that hands-on training is a vital component of learning the knowledge and skills required to be a patent agent and/or trademark agent. However, given the barriers and issues that were uncovered, and that there are a range of different approaches that can be developed to instill knowledge and skills in trademark agents and patent agents, as seen in different approaches in different countries, it is important for CPATA to continue to explore pathways that include education-based components to support access to the professions. This will be a longer-term initiative, and CPATA will consult with stakeholders throughout this process as alternatives are considered.

Finally, changes to the number of months required for the apprenticeship are not included at this time.

CPATA Pathways to Practice Project: Key Findings

Analysis of Key Findings

This consultation process has enabled CPATA to gather rich data about the merits and challenges associated with the 24-month apprenticeship model and the licensing process more broadly. The focus group consultations, roundtable discussions, and write-in responses provided extensive qualitative insights about the apprenticeship model from current trainees, supervisors, firm representatives, and representatives from CIPO, IPIC, and ISED. The survey provided both qualitative and quantitative data about the members of these professions and their experiences with intellectual property apprenticeships as they are currently being undertaken.

Collectively, the consultations have highlighted the following key findings:

1) The greatest barrier to licensure is an inability to secure an apprenticeship

Respondents from all consultation mediums stressed that securing an apprenticeship is the single greatest barrier to licensure. As there are not nearly enough placements for the number of individuals seeking an apprenticeship, this requirement acts as a bottleneck to the licensing process. While securing a placement is difficult for many individuals, respondents highlighted that it is even more difficult for individuals who are foreign-trained and/or who do not possess an advanced technical science degree or law degree. Training opportunities are also mostly limited to large cities, precluding individuals living in small centres and rural and remote areas from easily accessing a supervisor. Many supervisors indicated that they could not always afford to take trainees on due to financial and time constraints.

Respondents laid bare the negative impacts that potential trainees experience when trying to secure an apprenticeship, including extensive professional, personal, and financial impacts. Many individuals outlined the great lengths they went to secure a placement, including applying repeatedly over the course of several years and cold-calling and emailing dozens of firms. One trainee explained that they switched from patent to trademark training after repeated failures to find a supervisor in their preferred area. Several individuals indicated they had yet to find a supervisor.

Respondents from all consultation mediums suggested that more needs to be done to connect and match potential trainees with supervisors, connect potential trainees with current trainees, create and monitor job boards, and create and bolster other mentorship and peer support infrastructure.

2) The lack of structured training requirements for intellectual property apprenticeships poses difficulties for both trainees and supervisors; guidance from CPATA is desired by all

Apprenticeship experiences vary greatly as individual supervisors currently solely determine the training content and structure for their trainees. Several trainees

described having a positive apprenticeship experience under the supervision of a dedicated mentor. These trainees described having access to exam preparation materials, paid or subsidized courses, and peer support networks. Other trainees described negative apprenticeship experiences with absent supervisors, little to no pay, and a lack of broader firm and peer support. All agreed that the true value of an apprenticeship depends upon the quality of supervision and the dedication and support of individual supervisors.

Both supervisors and trainees expressed a desire for more structured training requirements and guidance from CPATA to better help everyone involved in the process – particularly with the recent changes to examinations and the rollout of the technical competency profiles.

Many trainees expressed frustration that their training was under-inclusive and often limited to their firm's existing files and/or the specific practice area of their supervisor. Many expressed feeling unprepared for certain aspects of the examinations and practice. This was particularly true for those apprenticing under an individual who was absent or unsupportive.

Supervisors expressed that they are trying their best to provide a holistic training experience to trainees with little to no guidance on how to do so. They explained that their training is constrained by their existing files and the realities of running their business. Many expressed frustrations over a lack of available training goals, checklists, and materials that could help structure training and ensure that all key knowledge areas are being properly addressed. Many believed that a reference structure with competency milestones, as well as practice materials to help trainees reach those milestones, would help everyone involved and make apprenticeships a more equitable experience for trainees.

Several respondents thought that the legal sector's articling plans and learning objectives could serve as a promising template for apprenticeships. However, many supervisors were quick to stress that they did not want the guidance or reporting responsibilities to prove too onerous or restricting, as training is already a time and resource-intensive activity.

3) The professions largely views the apprenticeship model as vital

Most respondents agreed that the apprenticeship model is a vital aspect of training to become a patent agent or trademark agent. Intellectual property practice is incredibly complex. To properly serve the public, agents require time, hands-on experience, and mentorship to learn the practical and technical requirements of the job. Engaging with clients under the supervision of an experienced practitioner is the essentially the only way to fully develop the necessary skillset for practice.

Respondents disagreed about how long the apprenticeship should be, with some respondents wanting to lower the requirement to a year or under and a few others wanting to raise it beyond two years. Others believed that there should be different apprenticeship time requirements for patent vs trademark trainees, or for those with certain degrees or previous professional experiences. A small minority believed that the apprenticeship should be removed altogether. However, keeping the existing 24-month time requirement for all was the most common response for both survey and focus group respondents.

4) Some respondents were open to CPATA exploring education-based pathways to licensure

Some respondents were open to CPATA exploring education-based pathways to licensure. Suggestions included creating an official university certificate or diploma program; creating an accredited education course at the Community College level; and requiring a combination of an educational component alongside the apprenticeship model.

Several respondents stressed the need to study and advance any new initiatives in an evidence-based way, such as by examining models from other countries, the impact of theoretical vs purely practical learning, the impact of additional costs for students who have already completed advanced degrees, and whether the market has enough students and educators to make this path viable.

5) Examination timelines are delaying entry to practice

Both supervisors and trainees expressed frustration that current examination timelines and schedules are delaying entry into practice. Many trainees are having to wait 3 years to challenge their final exam. This extends 24-month apprenticeships past the two-year mark as trainees wait for exam sittings. Several respondents suggested exploring whether trainees could challenge the knowledge examination earlier in their apprenticeship, such as after 12 months or after they had reached certain training milestones. Many also expressed a desire for more exam sittings per year, if possible.

6) Supervisors would like to see training incentives introduced

Supervisors and firm representatives highlighted the difficulties of training new agents, including the extensive time and monetary burden that supervisors take on to educate new agents – particularly if those individuals leave soon after becoming licensed. Many respondents viewed training as a service to the profession and identified changes they would like CPATA to consider implementing, including rebates, waived fees, and other financial incentives for those who train new agents.

Respondents also explained that such measures could potentially create more apprenticeship positions by incentivizing more agents and smaller firms to take on trainees.

7) Respondents cautioned against making rapid changes to the licensing process

Throughout all engagements with supervisors and organizational representatives, there was an undercurrent of hesitancy to make rapid changes to the licensing process. Respondents expressed worry over changes that would “open the flood gates” and allow for an influx of inexperienced agents that they believed could put the public at risk. Examples included concerns over making exams easier to increase pass rates, lowering the apprenticeship time requirement to accelerate licensure, and setting high recruitment and licensing targets that may be beyond what the market can handle.

Several respondents encouraged further exploration of current market needs and potential impacts on the profession, such as:

- Does Canada have too few trademark agents and patent agents, or is the current level reflective of the service demand?
- Is the current 24-month apprenticeship model impacting the public’s ability to receive intellectual property services?
- How would additional agents working in the field potentially impact the public? The licensing and insurance fees for members of the profession?
- Would the implementation of alternative pathways that allow more individuals into the profession further limit the ability of prospective trainees to secure and complete an apprenticeship?

Similarly, many participants wanted to see evidence-based approaches to understanding diversity – or the lack thereof – within the profession. Many were concerned that efforts to meet DEI targets may lower the rigorous entry standards that act as an important gatekeeper to a public-serving profession. Several respondents believed that the profession was already diverse and largely reflective of the Canadian population. Others explained that targeted surveying and engagement with members focusing on identity may help CPATA to better map and understand the demographics of the current profession to help guide any new initiatives.

8) Intellectual property practice should be promoted more broadly to encourage more individuals, including individuals from diverse backgrounds, to enter the profession

Respondents explained that more needs to be done to promote intellectual property careers. Many trainees indicated that they had no idea that this career was an option during their undergraduate training. Several stumbled upon the practice themselves or were introduced to it when already established in a professional career.

Respondents called for a targeted outreach plan that would aim to reach students early in high school and Universities/Colleges.

Many respondents asserted that there is indeed a lack of diversity within the professions, including for racial and ethnic minorities, gender minorities, LGBTQI+ individuals and neurodivergent individuals. Several believed that the lack of diversity within the intellectual property professions is a systemic issue that emerges from a lack of diversity within law schools, engineering faculties, business faculties, and other common streams into the professions.

Several respondents stressed that a broader promotion of the intellectual property field in non-traditional university and college programs – in addition to enhanced outreach in law, engineering and technology, science, and business programs – could help to both diversify and grow the professions.

9) Respondents identified several metrics that CPATA may wish to use to help evaluate the effectiveness of the current licensing pathway

Respondents offered several metrics to measure the effectiveness of the current licensing pathway, including:

- The size of the profession: conducting trend analyses on whether the overall number of i) candidates and ii) licensed agents has grown, shrunk, or remained the same over a particular time.
- Examination statistics: analysing initial examination success rates, how many attempts agents are taking to pass each exam, and how many agents drop out of the licensing process because of an inability to pass the exams.
- Post-licensing surveys or interviews with all recent licensees: exploring how licensees found a supervisor, their overall apprenticeship experience, how long they took to get licensed and why, etc.
- Post-licensing retention: measuring how many agents are currently active, how many practiced after they were licensed, and how long they practiced for.

- Surveys or interviews with inactive members/members relinquishing their licenses.
- How foreign-trained agents are faring in the licensing process; and
- A comparison of these statistics with similar data gathered in other countries.

10) Clarity around CPATA's role is required

Some respondents expressed confusion over which roles CPATA had taken over from other intellectual property organizations. Several expressed concerns that CPATA may be overstepping past its mandate with recent efforts, while others were adamant that CPATA should be doing far more to support members of the professions. Clarity about CPATA's mandate, role, and responsibilities is desired and needed.

A primary example is that many trainees and supervisors expressed a desire for CPATA to provide more support to trainees, including by creating and promoting mentorship, peer support, and job-searching infrastructure. However, several respondents stated that similar supports are already being offered by other organizations. Several respondents also thought it may be inappropriate for CPATA to organize and provide these supports as the regulator of the profession.

Memorandum

TO	Board of Directors
FROM	Audit & Risk Committee, CFO and CEO & Registrar
DATE	June 5, 2025
SUBJECT	Appointment of External Auditors for 2025 year-end

MOTION:

Be it resolved: The Board reappoints Doane Grant Thornton LLP as External Auditor for CPATA's 2025 year-end audit.

Information:

CPATA has engaged Doane Grant Thornton as external auditors for the past five years (2020 to 2024 inclusively) and has a positive working relationship with their team. They have met the tight timelines required to complete the audit work and financial statement information in advance of the March 31st deadline for reporting to the Minister's office.

Part of the Audit & Risk Committee's mandate is to recommend to the Board the appointment of the External Auditor. The Board oversees CPATA's operations and approves the appointment of the annual auditors for each fiscal year¹. The Committee met on May 13, 2025, to discuss Doane Grant Thornton's performance on the audit and annual audit fees.

The CFO reached out to Grant Thornton to acquire a quote for the audit for 2025. The quote has been received of \$22,000 which is a \$500 (2%) decrease from the prior year. Note that the prior year included \$1,500 for testing the change in our Licensee management software platform. They have also increased their administrative fee from 7 to 9% of fees for 2025. We feel that this quote is reasonable and there isn't a need to go to the market with a Request for Proposal (RFP) for Audit services this year.

The Committee has decided to bring forward the recommendation to again appoint Doane Grant Thornton.

Recommendation:

The Audit & Risk Committee recommends the appointment of Doane Grant Thornton as the External Auditor for the 2025 fiscal year ending December 31, 2025.



**Bob Plamondon, FCPA FCA, ICD.D,
Audit & Risk Committee Chair**

¹CPATA By-Laws 6 (1) The Board has the following duties on behalf of the College:

(a) on an annual basis, appoint an independent auditor to audit the accounts of the College and approve the audited financial statements;

Memorandum

TO	Board of Directors
FROM	Juda Strawczynski, CEO & Registrar Sean Walker, CFO
DATE	May 13, 2025
SUBJECT	Revisions to CPATA Travel & Reimbursement Policy

Motion:

The revised Travel and Reimbursement Policy is approved, and the CFO is authorized to update Appendix A as necessary to reflect the Government of Canada's Treasury Board mileage rate and the CRA for the Meals and Incidentals rates.

Introduction:

In 2024 the "Financial Policy No. 3 – Travel and Reimbursement Policy" was approved by the Board of Directors. However, the policy did not include a mechanism for the College to update the mileage (travel by car) and meal and incidental per diem rates when the Government of Canada and Canada Revenue Agency (CRA) revise them. As a result, in order to update the rates in the policy and CPATA Expense Claim Report the Board must review and approve the policy potentially as often as every four to six months.

Suggested approach moving forward

In order to streamline the process for making rate changes to the Policy and expense claim we are proposing that we add an Appendix to the policy and the CFO keep track of the changes made by the Government of Canada's Treasury Board for the mileage rate (January 1) and the CRA for the Meals and Incidentals (April 1 and October 1). These changes will be reported to the Audit & Risk Committee.

The CFO will then update the policy's Appendix A and the Expense Claim form and have reposted on the College's website with new effective dates. The changes will also be communicated to staff, Board and Committee members as necessary.

The current revised Policy was approved by the Audit & Risk at their meeting on May 13th and is presented to the Board of Directors for approval and discussion on the process to keep the Policy Appendix updated. Any material revisions to the policy (not just mileage and per diem rates) will be brought to the Audit & Risk Committee and Board of Directors for review approval.

Financial Policies

Financial Policies			
NAME OF POLICY	Financial Policy No. 3 – Travel and Reimbursement Policy		
APPLICABLE SECTIONS OF THE ACT, BY-LAWS AND REGULATIONS and/or PURPOSE	Ensuring Effective Stewardship of CPATA Assets		
RESPONSIBILITY	CEO and CFO		
APPROVED BY	EFFECTIVE	REVIEWED	REVISED
Chief Executive Officer *Reviewed and approved by Board of Directors 2024-05-15	2021-12-01	2024-05-15 2025-05-13	2024-05-15 2025-06-05

Rationale

Clear policies must be in place to support an understanding of the requirements and authorizations for travel and hospitality expense reimbursement by Directors, Committee members, fractional professional consultants and CPATA staff.

Under the Government of Canada's Proactive Disclosure CPATA is required to report Travel and Hospitality Expenses for publication as part of the Access to Information Act.

Principles and Values

CPATA reimburses only those reasonable expenses necessarily incurred while travelling on CPATA business. These expenses do not constitute income or other compensation that would open the way for personal gain. Any deviations from the policy must be approved by the CEO and/or Chair of the Board in writing before reimbursement will be made.

All expenses must be the most economical, cost-efficient option unless otherwise expressly permitted in this policy.

Travel and other reimbursable expenses must be approved by the CEO or their delegate before reimbursement will take place. CEO expenses must be approved by the Chair of the

Board of Directors or their delegate. Expenses will be approved by electronic means such as via email or using electronic signature.

A travel expense claim submitted for reimbursement for any expense that was not incurred in accordance with this policy, or any fraudulent or other misuse or misappropriation of CPATA funds, may result in disciplinary action, including but not limited to, termination.

Note – the CFO will update Appendix A within this policy and the CPATA Expense Claim Report each time the mileage (travel by car) and meal per diem amounts are revised by the Government of Canada (Treasury Board) and Canada Revenue Agency (CRA).

Travel and Accommodations

- Flights should be booked using the least expensive economy refundable fare and at least one month in advance to receive the lowest fare available when possible.
- Travel is compensated for economy class fares for air and train travel. Reasonable baggage and economy seat fees will be compensated.
- Ground transportation associated with air or train travel is compensated.
- ~~Travel (mileage) by car is reimbursed at the per kilometer rate paid by the Treasury Board. See Appendix A for the current rates. For 2024 the rates have been set at \$.70 per kilometer for the first 5,000 kilometers driven and \$.66 \$.64 per Kilometer after that.~~
- ~~Link to Government of Canada website (updated annually) Note: Mileage reimbursement for personal car = \$.70/km*~~
- International travel with flight times exceeding six (6) hours may be in Business or Executive Class.
- Accommodations will be reimbursed at the hotel rate negotiated by CPATA for attendance at in-person Board or Committee meetings or at the designated conference venue if travel is to attend a conference on behalf of CPATA.
- Where pre-approved by the CEO, rental cars may be used for travel and will be reimbursed along with fuel purchased for the trip.

Meals and incidental expenses

The College has adapted a per diem method for reimbursing individual Meals and Incidental expenses during travel. The rates chosen are based on Canada Revenue Agency's (CRA) Directive on Travel¹ ~~and are as follows~~ (updated April 1 and October 1 each year) and include taxes. See Appendix A for the current rates:

¹ Web address for Government of Canada Appendix on meals and allowances: <https://www.canada.ca/en/revenue-agency/corporate/about-canada-revenue-agency-cra/travel-directive/appendix-b-meals-allowances-april-2025.html>

Breakfast	\$28.40	\$24.35
Lunch	\$27.40	\$24.65
Supper	\$57.70	\$60.45
Incidentals	\$ 17.50	

- Meal and incidental receipts are not required to be submitted to CPATA with expense claims for reimbursement when per diems are claimed.
- All amounts include taxes and are in Canadian Dollars when travelling in Canada and USA Dollars when travelling to the USA. In general GST/HST Input Tax Credits (ITC's) are refundable at 50%, the CFO will review the treatment for all meal expenses.
- Rates will be revised and communicated when CRA makes adjustments.

Additional Reimbursable Expenses

- Meals and Entertainment costs where per diems are not appropriate must be supported by detailed receipts and include details on who attended.
- As CPATA is operating as a mostly virtual organization, there are expenses required for staff to operate remotely. Reasonable and appropriate expenses will be reimbursed upon approval. These types of expenses include:
 - Office supplies for home offices (stationary, pens, paper, etc.)
 - Office furniture and equipment (chairs, monitors, desks, docking stations, mouse, keyboard, headsets, etc.)
 - Long-distance phone calls or a reasonable portion of cell phone costs as determined by employment agreements and/or CEO.
 - Other reasonable expenses as approved by the CEO
 - Note - Computers will be purchased by CPATA and provided to employees
- Reasonable professional fees and industry memberships that are related to employees' employment will be reimbursed and must be approved by the CEO.
- Receipts must be provided for reimbursement of any expenses (except per diems)
- Board and Committee Remuneration may be claimed using the CPATA Expense Claim Report. However, for Board members, payments will be made through CPATA's payroll provider to help ensure proper treatment of statutory remittance requirements (i.e. income tax and CPP).
- The CPATA Expense Claim Report – Part 2 Remuneration and Payment Details form must be completed and approved before payment is to be made. A Sample of the form is attached to this policy.

Claiming for Expenses

- A sample CPATA Expense Claim Report is attached to this policy. This form must be used for all expense claims. Claims must be accompanied by receipts and are to be submitted to CPATA within 60 days.
- Detailed receipts that show what was purchased and the sales tax (GST/HST) paid must be provided for reimbursement of any expenses.
- Detailed receipts are not required if claiming a per diem for meal(s), however, the dates and location related to the meal expenses must be recorded on the expense claim report. Any applicable GST/HST will be calculated/confirmed by the CFO.
- Reimbursements will be made electronically as part of the monthly payment process to suppliers.
- The CFO will review expense reimbursements to ensure compliance with this policy. Such review will include ensuring proper categorization of expenses and sales taxes.

Access to Information Act (Hospitality and Travel expenses)

For Directors, College committee members and Executive level staff members all Travel and hospitality expenses are required to be published as part of the Access to Information Act and must disclose:

Hospitality Expenses:

- Name and title of individual reimbursed for College related expenses
- Purpose of hospitality activity
- Start and end date of the activity
- Municipality where the hospitality activity took place
- Name of commercial establishment or vendor involved in the hospitality activity
- Attendees (CPATA Officials)
- Attendees (guests)
- Total cost
- Additional comments

Travel Expenses:

- Name and title of individual reimbursed for College related expenses
- Purpose of Travel
- Travel start and end date
- Places visited
- Airfare, other transportation, Lodging, meals and incidentals, and other Expenses
- Total Amount
- Additional comment

Appendix A

Reimbursement Allowances and Rates

Automobile or motor vehicle benefits – Allowances or reimbursements provided to an employee for the use of their own vehicle.

[*Link to Government of Canada website \(updated annually\).*](#)

Year	First 5,000 kilometres	Additional kilometres
2025	\$0.72	\$0.66
2024	\$0.70	\$0.64
2023	\$0.68	\$0.62
2022	\$0.61	\$0.55

[Meals and Incidental expenses – per diem \\$ amounts for reimbursing individual Meals and Incidental expenses during travel \(including taxes\).](#)

[*Link to Government of Canada/CRA website \(updated April 1 and October 1 annually\).*](#)

Allowances	Canada & USA as of April 1, 2025	Canada & USA as of October 1, 2024
Breakfast	\$28.40	\$24.35
Lunch	\$27.40	\$24.65
Dinner	\$57.70	\$60.45
Incidentals	\$17.50	\$17.50