

Board of Directors Public Meeting Agenda

June 4, 2026 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 MOTION: Be it resolved that the meeting agenda is approved as circulated.	-	For Decision
2. Approval of Minutes (R. McHugh, Chair) – 9:10 a.m.			
2.1	MOTION: Be it resolved that the Minutes of the March 24, 2026 Board meeting are approved. Materials: Minutes – 2026-03-24 Board Meeting	4	For Decision
3. Committee and other reports (Various Presenters) – 9:15 a.m.			
	<p>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.</p> <p>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</p>		

	<p>Committee Reports:</p> <ol style="list-style-type: none"> 1. Investigations Committee (V. Rees, General Counsel, Professional Regulation) 2. Discipline Committee (V. Rees, General Counsel, Professional Regulation) 3. Registration Committee (Mark Pioro, Committee Chair) 4. Governance Committee (Tom Conway, Committee Chair) 5. Audit and Risk Committee (Bob Plamondon, Committee Chair) <ul style="list-style-type: none"> 5a: April 30, 2026 Financial Statements 5b: Legislative Compliance Memo 6. Annual Workplan Update (J. Strawczynski, Registrar & CEO) 	<p>6 8 10 13 15 17 25 28</p>	<p>For Information</p>
--	---	--	------------------------

4. Committee Appointments (Tom Conway) – 9:40 a.m.

<p>4.1</p>	<p>MOTION: Be it resolved that the following individuals are reappointed to their respective committees for a two year term.</p> <ol style="list-style-type: none"> i. Bob Plamondon (Chair), Maureen Rogers and Iris Almeida – Côté to the Audit & Risk Committee; ii. Thomas G. Conway (Chair), Karima Bawa, Peter Cowan and Amber Batool to the Governance Committee; iii. Kristin Dangerfield (Chair), Jean-Sebastien Briere, Pierre Cantin, Barb Murchie, Kiril (Liam) Grigoriev, Len Polsky, Karol Pawlina and Theresa (Terry) Jaenen to the Investigations Committee; iv. Marcel Mongeon (Chair), Charles Boulakia, Benoit Yelle, Jean Whittow, Susan Boulter, Sam Lanctin and Raj Anand* to the Discipline Committee. *Mr. Anand is reappointed until new appointments are made to the Discipline Committee, and shall continue to serve until no later than December 31, 2026. <p>[A motion for the appointment to the registration committee will be presented at the meeting]</p>	<p>-</p>	<p>For Decision</p>
------------	--	----------	---------------------

5. Fiscal Responsibility

<p>5.1</p>	<p>Licence Fees for 2027-2028 (J. Strawczynski, CEO & Registrar, S. Walker, CFO) – 9:45 a.m.</p> <p>MOTION: Be it resolved that the Board approves fees in accordance with the Schedule 1 attached at Appendix A to come into effect January 1, 2027, conditional on CPATA’s By-Laws, which are drafted in conjunction with the Department of Justice, being amended in time for such changes to come into effect.</p> <p>Purpose – The Board is considering the immediate and longer-term financial needs of the organization with the goal of right-sizing fees starting in 2027 based on budgets that require revenue to cover operations and that no longer require additional amounts to build reserves.</p> <p>Input – <i>Memo on 2027-2028 Licence Fees (recommendation)</i></p> <p>Output – By-Laws of the College of Patent Agents and Trademark Agents</p>		<p>For Decision</p>
------------	---	--	---------------------

	<p>2027 Schedule 1 - Revised (approved) Going Forward – Staff to engage with the Department of Justice to amend the CPATA By-laws with the approved Schedule 1 licence fees to come into effect on January 1, 2027.</p> <p>Materials: Memo 2027–2028 Licence Fees Appendix A – By-Laws Of The College Of Patent Agents And Trademark Agents 2027 Schedule 1 - Revised</p>	<p>33 38</p>	
5.2	<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 2026 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 – <i>Memo from Audit & Risk Committee (recommendation)</i> Output – Doane Grant Thornton LLP appointed external auditors for 2026 year-end audit (approved) Going forward – The appointment of external auditors for the following year to be reviewed in 2027.</p> <p>Materials: Memo from the Audit & Risk Committee</p>	<p>39</p>	<p>For Decision</p>
6. Other Business			
7.	Adjournment of Public Meeting	<p>For Decision</p>	
In Camera – 10:30 a.m.			

For Information

1. Communications
 - [March Newsletter](#)
 - [April Newsletter](#)
 - [May Newsletter](#)

Future meetings – 2026

September 22/26 – Board Public meeting (Virtual)
December 15/26 – Board Public meeting (Virtual)

Public Board of Directors Meeting

Held via Zoom

March 24, 2026

12 p.m. ET

Minutes

BOARD MEMBERS:

Ruth McHugh, Chair

Iris Almeida-Côté

Tom Conway

Anne-Abigaïl Fils-Aimé

Steve Garland

Dennis Haszko

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

Vicci Sakkas, Administrative Coordinator

ABSENT:

Amber Batool

Karima Bawa

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

The meeting was called to order at 12:02 p.m. ET.

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

Scott Jolliffe declared a conflict of interest.

On a motion duly moved and seconded, it was resolved that the agenda for the March 24, 2026 meeting of CPATA's Board of Directors be adopted.

2. **Consent Agenda**

On a motion duly moved and seconded, it was resolved that the consent agenda was adopted, and the Minutes of the December 10, 2025 meeting approved.

On a motion duly moved and seconded, it was resolved that the duration of Scott Jolliffe's appointment to the CEO & Registrar's Annual performance and Compensation work until the 2026 Annual General Meeting to be held in June 2027 was approved.

Scott Jolliffe recused himself from the above vote.

Victoria Rees gave a brief oral summary of the Investigations Committee report. Jen Slabodkin gave a brief oral summary of the Registration Committee Report. Tom Conway gave a brief oral summary of the Governance Committee Report.

On a motion duly moved and seconded, the Regulatory Principles that Guide our Work was approved.

3. **Fiscal Responsibility**

3.1 **2025 Audited Financial Statements**

Bob Plamondon, the Chair of the Audit and Risk Committee, and Sean Walker CFO spoke to the work of the Audit and Risk Committee and to the Audited Financial Statements.

On a motion duly moved and seconded, it was resolved that the Board approves CPATA's Audited Financial Statements for the period ending December 31, 2025 as provided in this meeting package;

Further, it was resolved that 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.

4. **Adjournment**

With agreement from all directors the Chair adjourned the meeting at 12:33 p.m. ET.



Ruth McHugh

Chair of the Board of Directors

Minutes approved on June XX, 2026

Report of the Investigations Committee

TO	CPATA Board of Directors
FROM	Kristin Dangerfield
DATE	May 21, 2026
REPORTING PERIOD	March to May 2026

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 committed professional misconduct or was incompetent. The Committee considers whether to commence an investigation on its own initiative on the basis of information referred to it by the Registrar, or considers complaints filed by complainants and referred to it by the Registrar.

It is the Committee's role to evaluate whether the results of an investigation provide reasonable grounds for the Committee to believe that a licensee has committed professional misconduct or was incompetent. If there is no such evidence, the Committee must dismiss the complaint. If there is such evidence, the Committee must make an Application to the Discipline Committee.

Committee 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

Committee Activity

Between March and May 2026, the Investigations Committee met twice on March 26 and May 21, 2026. The Committee conducted the following business at these meetings:

- i. Received updates relating to complaints against two trademark agents in one firm;
- ii. Considered an investigation report regarding a complaint against another trademark agent and resolved to dismiss the complaint;
- iii. Considered a Prosecutorial Viability Opinion regarding a complaint against a suspended trademark agent and approved a Notice of Application for referral of the matter to the Discipline Committee; and
- iv. Participated in training relating to the benefits, risks, uses and potential application of Generative AI in the complaints process.

Respectfully submitted by



C. Kristin Dangerfield

Chair of the Investigations Committee

Report of the Discipline Committee

TO	CPATA Board of Directors
FROM	Marcel Mongeon, Chair
DATE	May 19, 2026
REPORTING PERIOD	March to May 2026

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 Discipline Committee 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, 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

Committee Activities

For the period January to May 2026, the Committee as a whole met once on May 6th. At this meeting, the Committee continued to review the Policy on Review of Investigation Committee s. 37.1(1) Interim Decisions.

During this period there were no discipline proceedings. The Committee is planning to engage in training respecting the benefits, risks and potential uses of Generative AI in discipline proceedings.

Ongoing Proceedings

There are currently no new matters scheduled for hearing.

Respectfully submitted by


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 4, 2026
REPORTING PERIOD	March 2026 – May 2026

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
- Heidi Jensen – trademark agent, ON
- Hilary Rose – non-licensee, AB
- Natalie de Paulsen – CIPO representative, non-licensee, Office of the Registrar of Trademarks, ON
- Craig Macmillan – CIPO representative, non-licensee, Patent Office, ON

Finally, the Committee would like to express their appreciation to Tina McKay, who joined the Committee in 2021 as its inaugural Chair, and who stepped down in March 2026. Tina's participation on the Committee was instrumental to the progress made on the competency initiative and she will be missed.

Winter 2026 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 12, 2026, 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 2, 2026, 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 2026 Winter Trademark Knowledge Examination administered on February 10, 2026, 18/24 (75%) candidates demonstrated competency. On the 2026 Winter Patent Knowledge Examination administered on February 24, 2026, 31/31 (100%) candidates demonstrated competency.

[2026 Winter Trademark Knowledge Examination Report](#)

[2026 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 established their eligibility to write the Skills Examinations if they have completed the 24-month training requirement by the dates of those exams.

The 2026 Spring Trademark Knowledge Examination was administered on May 26, 2026, and the 2026 Spring Patent Knowledge Examination will be administered on June 9, 2026. The Committee looks forward to its review and approval of the cut-scores for the Spring 2026 Knowledge Examinations at its July 8, 2026, meeting. The Committee will also be reviewing the test specifications for the skills examinations at that time.

Sincerely,



Mark Pioro

Chair of the Registration Committee

Report of the Governance Committee

TO	CPATA Board of Directors
FROM	Tom Conway, Chair
DATE	May 19, 2026
REPORTING PERIOD	March to May 2026

Committee Role

The Governance Committee is responsible for providing advice and recommendations to the Board on a variety of governance issues, thereby supporting the Board in operating in accordance with best practices.

Committee Activity

For the period March to May 2026, the Governance Committee met once on April 24th. Its business included the following:

Committee Appointments and Reappointments

The Committee received a report from Jennifer Slabodkin, Director of Registration and Deputy Registrar, about the recruitment process for a new licensee member for the Registration Committee. The response was very positive and a number of candidates were considered and interviewed. The Committee is recommending that the Board approve one new licensee member for a two year term commencing June 2026.

The Committee also received a report from staff about the status of Committee members eligible for and interested in reappointment, considered each Committee's Skills Matrix and as well as the Policy on Committee Appointments/Reappointments, and are recommending that the Board approve the reappointment of Committee members listed below for a further two year term commencing June 2026.

Audit & Risk Committee

Bob Plamondon (Chair)

Maureen Rogers

Iris Almeida – Côté

* Committee member Scott Jolliffe continues to serve through June 2027.

Governance Committee

Thomas G. Conway (Chair)

Karima Bawa

Peter Cowan

Amber Batool

* Committee member Steve Garland continues to serve through June 2027.

Discipline Committee

Marcel Mongeon (Chair)

Raj Anand*

Charles Boulakia

Benoit Yelle

Jean Whittow

Susan Boulter

Sam Lanctin

* Raj Anand's reappointment would remain in effect until the appointment of a new Discipline Committee member. Recruitment is underway.

Investigations Committee

Kristin Dangerfield (Chair)

Jean-Sebastien Briere (V)

Pierre Cantin

Barb Murchie

Kiril (Liam) Grigoriev

Len Polsky

Karol Pawlina

Theresa (Terry) Jaenen

Registration Committee

Mark Pioro (Chair)

Natalie de Paulsen (V)

Hilary Rose

Heidi Jensen

Alessandro Colonnier

Craig MacMillan

Governance Committee Annual Workplan

The committee reviewed the progress being made on all items listed in the GC Workplan.



Tom Conway

Chair of the Governance Committee

Report of the Audit and Risk Committee

TO	CPATA Board of Directors
FROM	Bob Plamondon
DATE	June 4, 2026
REPORTING PERIOD	April – May 2026

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 2026, the Committee met on April 15 and May 15, 2026.

At the April 15 meeting, the Committee:

1. Reviewed the Minutes and Action Log from the March 16, 2025, meeting.
2. Received the internal financial statements for period ending March 31, 2026, and supporting information including a comparison to budget.
3. Received the Legislative Compliance memo and Checklist from the CEO & Registrar and CFO for the end of March 2026
4. Reviewed the Financial Areas Updates memo from the CEO & Registrar and CFO. Including discussion on the College's 2026 insurance renewals, licence fee renewal statistics and current Province of Employment research.
5. Reviewed and discussed the Fee call for comments responses received from IPIC and individual licensees.
6. Reviewed and discussed planning for recommended fees for 2027 and 2028. Provided a recommendation on a range of Class 1 licence fees for 2027 to the Board of Directors.
7. Met with the CFO in camera at the end of meeting.
8. Received investment information and rates provided by RBC.

At the May 15 meeting, the Committee:

1. Reviewed the Minutes and Action Log from the April 15, 2026, meeting.
2. Reviewed the internal financial statements (April 2026) and supporting information including a comparison to budget and forecast for the remainder of the year for 2026. The Committee recommended approval of the financial reports for distribution to the Board. We are currently forecasting a \$325,000 surplus compared to budget for fiscal year 2026.
3. Reviewed and discussed planning for recommended Fees for 2027-2028 (memo and Schedule). Provided input and recommendations for presentation to the Board.
4. Reviewed and approved the Legislative Compliance memo and Checklist from the CEO & Registrar and CFO for the end of April 2026.
5. Reviewed the Financial Areas Updates memo from the CEO & Registrar and CFO. Including discussion on Crime insurance and approval to purchase the insurance. Final licence fee renewal statistics for 2026. Update on Province of Employment research by the CFO.
6. Discussed the performance of the external auditors Doane Grant Thornton for the year-ended 2025. Also, discussed and approved a motion to recommend to the Board of Directors their reappointment for 2026.
7. 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 and introduction of Residual Risk measurement.
- 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.

A handwritten signature in blue ink, appearing to read 'Robert Plamondon'.

Robert Plamondon

Chair of the Audit and Risk Committee

Financial Reports

College of Patent Agents and Trademark Agents
For the period ended April 30, 2026



Prepared by
Sean Walker, CFO

Prepared on
May 12, 2026

Statement of Financial Position

As of April 30, 2026

	TOTAL	
	AS OF APR. 30, 2026	AS OF APR. 30, 2025 (PY)
Assets		
Current Assets		
Cash and Cash Equivalent		
1011 RBC Chequing	613,939	161,013
1015 RBC Savings Account	3,359,555	
1500 G.I.C	2,001,220	4,463,337
Total Cash and Cash Equivalent	\$5,974,714	\$4,624,350
1400 Prepaid expenses	52,814	39,918
Total Current Assets	\$6,027,528	\$4,664,268
Non-current Assets		
Property, plant and equipment		
1600 Computer Equipment	15,461	14,042
1605 Computer Equipment - Accum Amort	(6,264)	(5,035)
Total Property, plant and equipment	\$9,197	\$9,007
Total Non Current Assets	\$9,197	\$9,007
Total Assets	\$6,036,725	\$4,673,275
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable (A/P)	\$112,314	\$126,901
Credit Card	\$11,176	\$5,157
2015 Accrued Liabilities - Comm & Reg Remuneration	19,875	16,025
2050 GST/HST Payable (Receivable)	(11,018)	(9,647)
2150 Payroll liabilities	67	(4,017)
Total Current Liabilities	\$132,414	\$134,419
Deferred Revenue		
2210 Deferred License Fees - Class 1	2,331,244	2,307,757
2211 Deferred License Fees - Class 2	24,850	25,670
2213 Deferred License Fees - Class 3	37,076	33,543
2214 Deferred License Fees - Class 4	20,072	18,581
2250 Deferred Exam Fees	14,965	11,781
Total Deferred Revenue	\$2,428,208	\$2,397,331
Total Liabilities	\$2,560,622	\$2,531,750
Net Assets		
Internally Restricted Net Assets	3,106,236	1,725,284
Excess (Deficiency) of Revenues over Expenditures	369,867	416,241
Total Net Assets	\$3,476,103	\$2,141,525
Total Liabilities and Equity	\$6,036,725	\$4,673,275

Statement of Operations

April 2026

	TOTAL		
	APR. 2026	APR. 2025 (PY)	JAN - APR., 2026 (YTD)
REVENUES			
4000 Licence Fee Income			
4010 Licensee fees - Class 1	301,298	303,578	1,165,622
4020 Class 2 Agent Fees	3,106	3,591	12,425
4030 Class 3a Licence Fees	3,172	2,535	9,755
4031 Class 3b Licence Fees	2,475	2,384	8,786
4040 Class 4 Inactive Agent fees	2,673	2,807	10,036
Total 4000 Licence Fee Income	312,724	314,895	1,206,625
4052 Qualifying Exam Fees			
4051 Knowledge Exam Fee			20,440
Total 4052 Qualifying Exam Fees			20,440
4070 Application fee income	1,727	2,326	26,364
4060 Certificate & Letters Fees	105	306	1,155
4075 Foreign Practitioner Fees	261	1,255	1,072
Total 4070 Application fee income	2,093	3,887	28,591
Total REVENUES	\$314,817	\$318,782	\$1,255,656
EXPENDITURES			
5500 Wages & Benefits	115,682	93,576	407,844
6005 Professional and consulting fees			
6015 Audit Fees	(450)		(450)
6020 Communications & Marketing fees	1,500	2,000	6,000
6025 Graphic Design	801	830	5,906
6030 Legal Fees	15,111	40,371	85,921
6050 Professional fees - Planning	7,500		15,000
6060 Translation expenses	6,019	5,430	18,883
6210 Consulting - Communications		1,547	5,308
6230 Consulting - Human Resources			9,834
Total 6005 Professional and consulting fees	30,480	50,178	146,401
6200 Technology and Systems Expenses			
6270 IT Consultants - Network & General	1,330	1,062	5,075
6280 IT Consultant - License Systems	5,700	7,170	28,995
6290 IT Consultant - Website	4,862	128	9,239
Total 6200 Technology and Systems Expenses	11,892	8,360	43,309
6500 Board & Committee Governance Expenses			
6501 Board of Directors Travel & Meeting Expenses			
6502 Board - Meeting expenses	756		756
6520 Board - Travel	3,911	3,514	3,911
6525 Board - Meal costs	2,550	1,703	2,550
6530 Board - Training	1,063	2,500	4,250
Total 6501 Board of Directors Travel & Meeting Expenses	8,279	7,718	11,467
6510 Board - Remuneration	16,375	13,750	42,050
6610 Committees - Member Compensation	(700)	2,275	23,800

Statement of Operations

April 2026

	TOTAL		
	APR. 2026	APR. 2025 (PY)	JAN - APR., 2026 (YTD)
Total 6500 Board & Committee Governance Expenses	23,954	23,743	77,317
6700 Registration & Exam Expenses			
6710 Consulting - Admissions	63,000	62,500	89,000
6720 Exam Advisory Group - Remuneration			329
6730 Exam Software costs	4,979		9,837
6731 Election Software Costs		1,800	
Total 6700 Registration & Exam Expenses	67,979	64,300	99,166
7010 Bank fees and interest	116	179	718
7020 Credit Card Processing Fees	1,069	1,852	71,311
Total 7010 Bank fees and interest	1,184	2,031	72,028
7135 Insurance			
7140 Insurance - D&O	3,230	3,257	13,045
7150 Insurance - General Liability	173	167	693
7170 Insurance - Cyber	4,170	995	7,226
Total 7135 Insurance	7,574	4,419	20,964
7205 Office Expenses	6,557	4,731	17,598
7310 Staff Travel and Training expenses			
6330 Staffing Training	432	100	2,357
7320 Staff Travel	6,336	2,441	7,278
7325 Meals and entertainment	1,201	302	1,201
Total 7310 Staff Travel and Training expenses	7,969	2,844	10,836
8000 Amortization	227	223	908
Total EXPENDITURES	\$273,499	\$254,403	\$896,372
OTHER INCOME			
4220 Interest earned	3,176	10,668	20,433
Total Other Income	\$3,176	\$10,668	\$20,433
EXCESS (DEFICIT) OF REVENUE OVER EXPENDITURES	\$44,494	\$75,048	\$379,717

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Licence Fee Income				
4010 Licensee fees - Class 1	1,165,622	1,163,000	2,622	100.00 %
4020 Class 2 Agent Fees	12,425	13,200	(775)	94.00 %
4030 Class 3a Licence Fees	9,755	15,000	(5,245)	65.00 %
4031 Class 3b Licence Fees	8,786		8,786	
4040 Class 4 Inactive Agent fees	10,036	7,400	2,636	136.00 %
Total 4000 Licence Fee Income	1,206,625	1,198,600	8,025	101.00 %
4052 Qualifying Exam Fees				
4051 Knowledge Exam Fee	20,440	22,000	(1,560)	93.00 %
Total 4052 Qualifying Exam Fees	20,440	22,000	(1,560)	93.00 %
4070 Application fee income	26,364	18,000	8,364	146.00 %
4060 Certificate & Letters Fees	1,155	1,000	155	116.00 %
4075 Foreign Practitioner Fees	1,072	2,000	(928)	54.00 %
Total 4070 Application fee income	28,591	21,000	7,591	136.00 %
Total Income	\$1,255,656	\$1,241,600	\$14,056	101.00 %
Expenses				
5500 Wages & Benefits	407,844	420,605	(12,761)	97.00 %
6005 Professional and consulting fees				
6015 Audit Fees	(450)	0	(450)	
6020 Communications & Marketing fees	6,000	12,500	(6,500)	48.00 %
6025 Graphic Design	5,906	5,300	606	111.00 %
6030 Legal Fees	94,319	123,500	(29,181)	76.00 %
6050 Professional fees - Planning	15,000	7,500	7,500	200.00 %
6060 Translation expenses	18,883	40,000	(21,117)	47.00 %
6210 Consulting - Communications	6,759	4,000	2,759	169.00 %
6230 Consulting - Human Resources	9,834	6,900	2,934	143.00 %
Total 6005 Professional and consulting fees	156,251	199,700	(43,449)	78.00 %
6200 Technology and Systems Expenses				
6270 IT Consultants - Network & General	5,075	4,700	375	108.00 %
6280 IT Consultant - License Systems	28,995	35,000	(6,005)	83.00 %
6290 IT Consultant - Website	9,239	4,000	5,239	231.00 %
Total 6200 Technology and Systems Expenses	43,309	43,700	(391)	99.00 %
6500 Board & Committee Governance Expenses				
6501 Board of Directors Travel & Meeting Expenses				
6502 Board - Meeting expenses	756	5,000	(4,244)	15.00 %
6520 Board - Travel	3,911	8,000	(4,089)	49.00 %
6525 Board - Meal costs	2,550	3,500	(950)	73.00 %
6530 Board - Training	4,250	5,000	(750)	85.00 %
Total 6501 Board of Directors Travel & Meeting Expenses	11,467	21,500	(10,033)	53.00 %
6510 Board - Remuneration	42,050	37,500	4,550	112.00 %
6610 Committees - Member Compensation	23,800	29,900	(6,100)	80.00 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 6500 Board & Committee Governance Expenses	77,317	88,900	(11,583)	87.00 %
6700 Registration & Exam Expenses				
6710 Consulting - Admissions	89,000	85,000	4,000	105.00 %
6720 Exam Advisory Group - Remuneration	329	30,000	(29,671)	1.00 %
6730 Exam Software costs	9,837	15,000	(5,163)	66.00 %
Total 6700 Registration & Exam Expenses	99,166	130,000	(30,834)	76.00 %
7010 Bank fees and interest	72,028	70,700	1,328	102.00 %
7135 Insurance	20,964	18,900	2,064	111.00 %
7205 Office Expenses	17,598	13,900	3,698	127.00 %
7310 Staff Travel and Training expenses				
6330 Staffing Training	2,357	6,000	(3,643)	39.00 %
7320 Staff Travel	7,278	12,000	(4,722)	61.00 %
7325 Meals and entertainment	1,201	1,500	(299)	80.00 %
Total 7310 Staff Travel and Training expenses	10,836	19,500	(8,664)	56.00 %
Total Expenses	\$905,314	\$1,005,905	\$ (100,591)	90.00 %
NET OPERATING INCOME	\$350,342	\$235,695	\$114,647	149.00 %
Other Income				
4220 Interest earned	20,433	25,000	(4,567)	82.00 %
Total Other Income	\$20,433	\$25,000	\$ (4,567)	82.00 %
Other Expenses				
7410 Contingency		32,500	(32,500)	
8000 Amortization	908	1,300	(392)	70.00 %
Total Other Expenses	\$908	\$33,800	\$ (32,892)	3.00 %
NET OTHER INCOME	\$19,525	\$ (8,800)	\$28,325	(222.00 %)
NET INCOME	\$369,867	\$226,895	\$142,972	163.00 %

College of Patent Agents and Trademark Agents

Statement of Operations by Department

January - April, 2026

	ADMINISTRATION & OPERATIONS	BOARD & GOVERNANCE	COMMUNICATIONS & STAKEHOLDER RELATIONS	REGULATIONS - COMPLAINTS	REGULATIONS - REGISTRATION	TOTAL
REVENUES						
4000 Licence Fee Income						\$0
4010 Licensee fees - Class 1	1,165,622					\$1,165,622
4020 Class 2 Agent Fees	12,425					\$12,425
4030 Class 3a Licence Fees	9,755					\$9,755
4031 Class 3b Licence Fees	8,786					\$8,786
4040 Class 4 Inactive Agent fees	10,036					\$10,036
Total 4000 Licence Fee Income	1,206,625					\$1,206,625
4052 Qualifying Exam Fees						\$0
4051 Knowledge Exam Fee					20,440	\$20,440
Total 4052 Qualifying Exam Fees					20,440	\$20,440
4070 Application fee income	26,364					\$26,364
4060 Certificate & Letters Fees	1,155					\$1,155
4075 Foreign Practitioner Fees	1,072					\$1,072
Total 4070 Application fee income	28,591					\$28,591
Total REVENUES	\$1,235,216	\$0	\$0	\$0	\$20,440	\$1,255,656
Total Income	\$1,235,216	\$0	\$0	\$0	\$20,440	\$1,255,656
EXPENDITURES						
5500 Wages & Benefits	406,665	1,179				\$407,844
6005 Professional and consulting fees						\$0
6015 Audit Fees	(450)					\$ (450)
6020 Communications & Marketing fees			6,000			\$6,000
6025 Graphic Design			5,906			\$5,906
6030 Legal Fees				85,228	693	\$85,921
6050 Professional fees - Planning	15,000					\$15,000
6060 Translation expenses			17,319		1,564	\$18,883
6210 Consulting - Communications			2,298		3,009	\$5,308
6230 Consulting - Human Resources	4,584	5,250				\$9,834
Total 6005 Professional and consulting fees	19,134	5,250	31,523	85,228	5,267	\$146,401
6200 Technology and Systems Expenses						\$0
6270 IT Consultants - Network & General	5,075					\$5,075
6280 IT Consultant - License Systems	28,995					\$28,995
6290 IT Consultant - Website			9,239			\$9,239
Total 6200 Technology and Systems Expenses	34,070		9,239			\$43,309
6500 Board & Committee Governance Expenses						\$0
6501 Board of Directors Travel & Meeting Expenses						\$0
6502 Board - Meeting expenses		756				\$756
6520 Board - Travel		3,911				\$3,911
6525 Board - Meal costs		2,550				\$2,550
6530 Board - Training		4,250				\$4,250
Total 6501 Board of Directors Travel & Meeting Expenses		11,467				\$11,467
6510 Board - Remuneration		42,050				\$42,050
6610 Committees - Member Compensation		23,800		0		\$23,800
Total 6500 Board & Committee Governance Expenses		77,317		0		\$77,317
6700 Registration & Exam Expenses						\$0
6710 Consulting - Admissions					89,000	\$89,000
6720 Exam Advisory Group - Remuneration					329	\$329
6730 Exam Software costs					9,837	\$9,837
Total 6700 Registration & Exam Expenses					99,166	\$99,166
7010 Bank fees and interest	72,028					\$72,028
7135 Insurance		20,964				\$20,964
7205 Office Expenses	16,745		853			\$17,598
7310 Staff Travel and Training expenses	10,836					\$10,836
8000 Amortization	908					\$908
Total EXPENDITURES	\$560,386	\$104,710	\$41,616	\$85,228	\$104,432	\$896,372
OTHER INCOME						
4220 Interest earned	20,433					\$20,433
Total Other Income	\$20,433	\$0	\$0	\$0	\$0	\$20,433
EXCESS (DEFICIT) OF REVENUE OVER EXPENDITURES	\$695,263	\$ (104,710)	\$ (41,616)	\$ (85,228)	\$ (83,992)	\$379,717

Statement of Cash Flows

January - April, 2026

	TOTAL
OPERATING ACTIVITIES	
Net Income	379,717
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1400 Prepaid expenses	(25,056)
1605 Computer Equipment - Accum Amort	908
2000 Accounts Payable (A/P)	45,280
2025 RBC Credit Card #4816	3,387
2026 RBC Credit Card #8522	3,401
2010 Accrued Payables	(23,980)
2015 Accrued Liabilities - Comm & Reg Remuneration	(34,990)
2050 GST/HST Payable (Receivable)	(9,860)
2060 GST/HST Payable (Receivable):GST/HST Suspense	31,923
2150 Payroll liabilities	(11,443)
2210 Deferred License Fees - Class 1	2,331,244
2211 Deferred License Fees - Class 2	24,850
2213 Deferred License Fees - Class 3	37,076
2214 Deferred License Fees - Class 4	20,072
2250 Deferred Exam Fees	14,965
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	2,407,777
Net cash provided by operating activities	\$2,787,494
INVESTING ACTIVITIES	
1600 Computer Equipment	(2,056)
Net cash provided by investing activities	\$ (2,056)
NET CASH INCREASE FOR PERIOD	\$2,785,438
Cash at beginning of period	3,189,276
CASH AT END OF PERIOD	\$5,974,714

Memorandum

TO	Audit & Risk Committee, Board of Directors
FROM	Juda Strawczynski, CEO & Registrar Sean Walker, CFO
DATE	May 15, 2026
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, 2026, was filed with CRA on April 20, 2026, with an amount owing of \$319,515 paid in two instalments on April 21 and 22. The next return for April 1 to June 30, 2026, is due to be filed by July 31, 2026.

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 December 2025. **(1)** In addition, we are currently reviewing a potential issue related to the remittance of income taxes by province for our employees.

(T4) Statements of Remuneration Paid were filed with CRA on February 20th. Staff and Board members Have been notified that T4's are available within the payroll system.

(RL-1) Employment and Other Income slips were filed with Revenu Quebec on February 20th. The final Summary and payments were submitted on February 17th.

(T4A) Statements of Pension, Retirement, Annuity, and Other Income for 50+ contractors, committee members and Subject Matter Experts have been submitted to CRA and provided to individuals on February 9th.

Annual Federal filing requirements with CRA

CPATA is required to file a Not-for-Profit Organization (NPO) Information Return (T1044) for 2025 with CRA within 6 months of the year ending December 31, 2025, by June 30, 2026. CPATA is not a taxable entity so income tax will not be required, however, the returns must still be filed. The return was mailed to CRA on April 28th.

Annual Report and Audited Financial Statements

CPATA has prepared the Annual Report and Audited Financial Statements for 2025. The Annual Report was delivered to the Minister of Innovation, Science and Industry as required by s. 25 of the CPATA Act. The Annual Report was tabled in Parliament on May 1st and has been published on CPATA's website.

We are also required (By-law 30) to publish a report on Board and Committee remuneration paid during the year which has been published on the website.

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 2025, CPATA reported on its activities in two reports which were provided to the government at the end of August to be tabled in Parliament. These reports were tabled on October 2nd, 2025 and were posted on CPATA's website after tabling. We have noted in our Access to Information Annual Report that we have reported all the required information but have been late filing some of the reports over the past year due to developing administrative processes and understanding reporting requirements. We now have the process ready and will ensure that the reports are submitted before the deadline, i.e., within 30 days after the month of reimbursement.

We have filed the Proactive Publication documents on Travel and Hospitality expenses of the Board of Directors and CEO & Registrar. The latest report for March 2026 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 (OCLE). Staff will receive two training sessions on CPATA's Official Languages Act obligations in 2026, including one focused on Part VII of the Act. CPATA will submit its statistical report on workforce data to the government by the June 12, 2026 deadline.

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.

Acknowledgement of Compliance

By signing below, Juda Strawczynski, CEO & Registrar and Sean Walker, CFO 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 April 30, 2026**

	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 (1)
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
10.	Access to Information Act <ul style="list-style-type: none"> CPATA annual reporting to government by September Proactive Publication to be reported within 30 days of previous month-end 	Yes
11.	Privacy Act <ul style="list-style-type: none"> CPATA annual reporting to government by September 	Yes

(1) We are currently reviewing a potential issue related to the remittance of income taxes by province for our employees.

ACTIVITY PLAN 2026-2028

Project	Project Description / Deliverables	Strategic Framework Component	Notes and Updates (June 2026)
<p>Stakeholder engagement</p>	<p>Continue regular stakeholder engagement and outreach to licensees, IPIC, government, CIPO, other IP ecosystem partners, other professional regulators etc.</p>	<p>Relationships and Communications</p>	<p>CPATA regulates in the public interest and seeks to do so as a trusted regulator that makes evidence-based decisions. Stakeholder engagement is a vital component to regulating in such a manner. 2026-2028 engagement is expected to include:</p> <p>Regular ongoing engagement with CIPO, ISED, and IPIC. Continued developing engagement with Canadian IP ecosystem players (ex: IAC, IPON and other regional IP agencies) Continued engagement with other Canadian regulators and with international regulators of patent agents and trademark agents (USPTO, IPReg, Australia/New Zealand etc.) Use of newsletters and social media for general and targeted information campaigns</p> <p>Stakeholder engagement 2026-2028 will include consultations/calls for comment on:</p> <ul style="list-style-type: none"> - Licensing and other CPATA fees (2026) Complete - Continuing professional development (CPD) policy - Return to active practice policy - Pro bono policy - Understanding consumer needs <p>Engagement Jan-June 2026</p> <ul style="list-style-type: none"> - 2027 fees call for comment - >30 submissions received including from IPIC - ISED/CIPO/IP Ecosystem engagement: <ul style="list-style-type: none"> ✓ CPATA participation in ISED Consultation on increasing legal certainty in Intellectual Property services and administration ✓ All staff meeting with CIPO leadership ✓ Regular staff engagement with ISED and CIPO staff ✓ CEO and Director of Communications presentations in English and French at CIPO webinar on fraud prevention ✓ CEO co-present with Innovate BC at Digital webinar ✓ Regular touchpoints with IPIC CEO - Regulatory engagement: <ul style="list-style-type: none"> ✓ Meetings with IPReg, Trans-Tasman IP Attorneys Board (Virtual and Toronto) ✓ CEO presentation at AI in regulation conference (Toronto) ✓ Deputy Registrar teaching at CNAR Fundamentals of Regulation course (Virtual) ✓ General Counsel, Professional Regulation opening remarks at CLEAR Regional Symposium (Halifax)

ACTIVITY PLAN 2026–2028

Project	Project Description / Deliverables	Strategic Framework Component	Notes and Updates (June 2026)
Patent Agent and Trademark Agent Privilege	Support the continued evolution of patent agent and trademark agent privilege in a manner that protects clients in the public interest. Now that CPATA regulates patent agents and trademark agents in the public interest, the statutory privilege should be refined to reflect all areas of patent agent and trademark agent practices.	Professional regulation / Relationships and Communications	Continue to support efforts to see the evolution of patent agent and trademark agent privilege <ul style="list-style-type: none"> ✓ CPATA participation in ISED Consultation on increasing legal certainty in Intellectual Property services and administration ✓ CPATA engagement with ISED leadership and MPs on the importance of client-agent privilege
Complaints, Investigations and Discipline	Continue to receive and investigate complaints as they arise and determine appropriate regulatory responses. Support the Investigations Committee and Discipline Committee in their independent mandates.	Professional Regulation	Continue to base professional regulation on pro-active, principled, proportionate approach, with agent conduct inquiry processes as a means of facilitating early resolution where possible.
Unauthorized Practice (UAP)	Continue to consider UAP matters as they arise and determine appropriate regulatory responses	Professional Regulation	Continue to engage in fraud prevention including; <ul style="list-style-type: none"> - "Naming and shaming" fraudsters to prevent cyber fraud - Engaging with IP ecosystem partners to raise awareness of fraud - Addressing occasional issues of UAP scope of practice advertising concerns. <ul style="list-style-type: none"> ✓ Fraud prevention warnings continue to be updated ✓ See fraud prevention outreach in stakeholder engagement
Annual Licensee and Foreign Practitioner Renewals	Annual renewal of licensees and foreign practitioners	Professional Regulation	Licence renewal completed Foreign practitioner renewals in progress
Annual Licensee Report (ALR), EDI survey and data review	Continue to 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 in 2025. First EDI voluntary survey administered in 2025. ALR administered during 2026 renewal – complete Data analysis from 2026 ALR to help understand trends in the professions– to be complete by June 2026
Consumer needs analysis	Work with government and potentially other IP partners to further understand consumer needs / gaps to facilitate access to services	Professional regulation / Relationships and Communications	Professional regulators are increasingly working with governments, consumer groups and others to consider demand-side need for licensee services. Consumer needs analyses will help CPATA triangulate how it can potentially facilitate access to patent agents and trademark agents
Continuing Professional Development (CPD) Policy	Develop CPD policy pursuant to the CPATA Act. This will be developed in consultation with licensees.	Professional Development and Competency / Relationships and Communications	The public expects licensed professionals to maintain their knowledge and skills, and professional regulators in Canada have developed a range of approaches to CPD. CPATA will consult with licensees and consider what will constitute a right-touch approach for our context.

ACTIVITY PLAN 2026-2028

Project	Project Description / Deliverables	Strategic Framework Component	Notes and Updates (June 2026)
Pro Bono Policy	Develop a Pro Bono policy pursuant to the CPATA Act. This will be developed in consultation with licensees.	Professional Development and Competency / Relationships and Communications	CPATA has a role to play in promoting pro bono services as part of its public interest regulation mandate. CPATA has the power to make by-laws respecting “requirements for licensees to do pro bono work.” CPATA will consider its approach to encouraging pro bono and will engage with licensees and stakeholders to consider a right-touch approach to promoting pro bono within the professions.
Return to Active Practice Policy	Develop and implement policy that uses a risk-based approach for agents wishing to return to active practice after 3 years of inactivity. This will be developed in consultation with licensees.	Professional Development and Competency / Relationships and Communications	CPATA licensees may become inactive C4 agents for a variety of reasons and have the ability to return to active practice at any time. It is well established that knowledge and skills can erode when they are not regularly employed.
Education: Licensee education and resource development	Continue to develop education for all licensees related to ethics, the Code of Professional Conduct, practice management and risk.	Professional Development and Competency	This includes, for example, ethical inquiries and articles, online learning modules (such as CPATA’s new 3-part education series on the Code of Professional Conduct.)
Pathways to licensure: supervised practice training improvements	Implement recommendations from pathways consultation (2024) - Focus on developing resources for supervisors and trainees.	Professional Development and Competency	Implementation of operational changes to improve the supervised practice training program Developing resources to support supervisors and trainees. <i>Working Group appointed to assist on this initiative.</i>
Pathways to licensure: Explore potential new pathways to licensure	Identify potential new pathways to licensure that would facilitate entry into the professions for those demonstrating entry level competencies through the exams	Professional Development and Competency	Exploration of additional potential resources and/or pathways to licensure ongoing. The current focus is on considering resource/educational needs. CPATA continues to engage with Canadian IP ecosystem partners as IP education is mapped and developed. CPATA also continues to engage with other regulators of patent agents and trademark agents and education providers (such as IPIC).
Exam administration	Continue to develop and administer fair and psychometrically defensible qualifying examinations	Professional Development and Competency	<p><i>Winter Knowledge Exams:</i> <i>Trademark Knowledge Exam – Administered February 10, 2026</i> <i>Patent Knowledge Exam – Administered February 24, 2026</i></p> <p><i>Spring Knowledge Exams:</i> <i>Trademark Knowledge Exam – May 26, 2026</i> <i>Patent Knowledge Exam – June 9, 2026</i></p> <p><i>Skills Exams:</i> <i>Trademark Agent Skills Exam – September 9-10, 2026</i> <i>Patent Agent Skills Exam – October 19-22, 2026</i> <i>Test Specification Review: May – July 2026</i></p>

ACTIVITY PLAN 2026-2028

Project	Project Description / Deliverables	Strategic Framework Component	Notes and Updates (June 2026)
Human resources	<ul style="list-style-type: none"> - Hire 1 new staff to assist with Professional Development and Competency work (2026) - Conduct compensation market assessment to maintain fairness and market competitiveness (TBD) - Continue to work with staff on Performance Excellence Program (Annual) 	Organizational and Regulatory Infrastructure	New staff hired and onboarded Q1 2026.
Staff training	Provide staff with annual trainings through lunch and learns and attending conferences.	Organizational and Regulatory Infrastructure	<p>All-staff training day in person April 2026</p> <p>All-staff attendance at CNAR annual conference (Montreal; fall 2026)</p> <p>Future staff training TBD</p>
EDI and Indigenous Strategies	<p>Continue to develop CPATA's EDI and Indigenous strategies</p> <p>Approaches to EDI Based on 3 areas of interrelated activity:</p> <ol style="list-style-type: none"> 1. CPATA governance and operations: govern and run CPATA in a manner that is dedicated to EDI and Indigenous Reconciliation 2. Trademark agent and patent agent competencies and standards: Education and training re cultural competency, consistent with TRC Calls to Action 3. Entry into the profession: Efforts towards building and sustaining a trademark and patent agent profession that is reflective of Canada's population; removes unreasonable barriers to entry 	Organizational and Regulatory Infrastructure / Professional Development and Competency	<p>CPATA governance and operations:</p> <ul style="list-style-type: none"> - Continue staff training on EDI and Reconciliation - Continue review of EDI and Reconciliation operational approaches <p>Competencies:</p> <ul style="list-style-type: none"> - Supporting licensees in understanding and adhering to the Code of Conduct - Continuing to educate the professions on CPATA's technical and professional foundations competency profiles - Reviewing educational resources available to the professions re cultural competency <p>Entry into the profession:</p> <ul style="list-style-type: none"> - Continuous review / improvement of processes to facilitate fair, transparent and defensible pathways into the professions - Accommodating licensees in a variety of circumstances based on human rights, EDI and fairness principles
Continued development of regulatory infrastructure	Continue to build needed back-end regulatory systems, particularly with respect to complaints and UAP data management and certain user experience improvements.	Organizational and Regulatory Infrastructure	Ongoing.
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	Organizational and Regulatory Infrastructure	Ongoing. This will be informed by Annual Licensee Report data, Professional Regulation data when fully moved to inItouch.

ACTIVITY PLAN 2026-2028

Project	Project Description / Deliverables	Strategic Framework Component	Notes and Updates (June 2026)
Enterprise & Regulatory Risk Management / Emergency Response Plans	Maintain and update CPATA's Enterprise & Regulatory Risk Management systems / emergency response plans	Organizational and Regulatory Infrastructure	2026: Staff to engage in tabletop emergency response exercises 2026: Continued engagement with Audit & Risk Committee and Board re risk management
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	Organizational and Regulatory Infrastructure	Ongoing.
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	Organizational and Regulatory Infrastructure	Annual Report submissions occur in summer, with tabling in fall.
Fiscal responsibility: Annual Budget Process	Develop annual budget with Audit and Risk Committee and Board of Directors input	Governance	Budget cycle – Sept – December for the following year's budget Changing annual CPI timing from October to September for Fee changes (by-law amendment required)
Fiscal responsibility: Review of CPATA licensing and other fees	- Right-size annual licensing fees, with consultation, to provide CPATA with the resources required to fulfil its mandate - Implement By-law changes regarding fees	Governance / Relationships and Communications	CPATA consulted with licensees and will work with the Government of Canada to seek amendments to CPATA's by-laws to implement fee changes as necessary. Fee review ongoing; goal of By-law changes re fees for Jan 1, 2027 in force.
Annual Report	Develop and submit CPATA's Annual Report to the Minister in both English and French	Governance	Annual Reports submitted by March 31 annually. Submitted March 2026 and tabled in Parliament May 2026.
Annual General Meetings (AGMs)	CPATA AGM (Ottawa) in person event	Governance	June 2026 will mark 5 years since CPATA came into force.
Board and Committee Meetings	Board and Committee meetings -English and French Board materials to enable effective public interest	Governance	Ongoing. - Public Board meetings: typically 3-4X per year - Strategic Planning meetings (Directors, staff, others as required, in camera) as required: typically 1-2X per year

ACTIVITY PLAN 2026-2028

Project	Project Description / Deliverables	Strategic Framework Component	Notes and Updates (June 2026)
	<p>decision-making and transparency</p> <ul style="list-style-type: none"> - Committee materials to enable effective decision-making 		<ul style="list-style-type: none"> - Statutory Committees to meet 1X/year (minimum) re policy; then as needed - Governance; Audit & Risk Committees to meet according to Committee Work Plan and Board needs
Board and Committee training and education	Assess Board and Committee training and education needs and develop appropriate education as required	Governance	<ul style="list-style-type: none"> - Ongoing. Enhanced Director education and training as CPATA continues to evolve and is supported by professional staff. - Director orientation when new Director elected/acclaimed/appointed. - Committee training for Investigations Committee/Discipline Committee to be developed with Committee Chairs.
Board Director elections	Licensees may vote to elect a Board director.	Governance	Complete for 2025. Trademark agent acclaimed and patent agent elected. Next elections are to be held spring 2027 and spring 2028.
Board GIC appointments and new Director orientation	<p>Next appointments – timing TBD</p> <p>CPATA input to ISED re skills required through appointments</p> <p>New Director orientation session</p>	Governance	
Committee Appointments	Committee vacancies are filled according to Skills Matrices	Governance	Committee appointments ongoing.
CEO evaluation	CEO Performance Management and Compensation Working Group and Board of Directors to oversee on an annual basis	Governance	Working Group engaged in its work through Jan-June 2026
Board evaluation	Board evaluation framework	Governance	- Board evaluation including Director surveys following each meeting; Director annual evaluation; other evaluation may be considered as needed
Committee evaluation (annual)	Committee evaluation	Governance	Self-evaluation survey to be administered in early 2026 for the first time.
CPATA audit	<p>Annual Financial Audit</p> <p>Audited Financial Statements and Audit report</p>	Governance	<p>Audit occurs Q1 annually</p> <p>Annual Financial Audit complete and Audited Financial Statements and Audit Report approved March 2026</p>

Memorandum

TO	Board of Directors
FROM	CEO Juda Strawczynski and CFO Sean Walker
DATE	May 28, 2026
SUBJECT	2027-2028 Licence Fees

Motion

Be it resolved that the Board approves fees in accordance with the Schedule 1 attached at Appendix A to come into effect January 1, 2027, conditional on CPATA's By-Laws, which are drafted in conjunction with the Department of Justice, being amended in time for such changes to come into effect.

Background and New Fee Recommendation

This memo provides the recommended fee amounts for 2027-2028 for the Board's approval.

As an independent regulator, CPATA's funding comes exclusively from fees, 90% of which are licence fees. The College sets licence fees at amounts sufficient to have the necessary resources to meet its extensive mandate.

CPATA sets fees in Schedule 1 of its By-laws. CPATA's By-laws are regulations for the purposes of Canada's Statutory Instruments Act, and are drafted with the Department of Justice and published in the Canada Gazette.

CPATA last adjusted licence fees in 2023, with the goal of scaling-up the College's work and building financial reserves to support the long-term sustainability of the College. As reserve targets were reviewed in 2025 and are expected to be met by the end of 2026, CPATA has been taking steps to adjust licence fees for 2027.

To determine the required fees we have taken several steps including modeling high-level projections for revenues and expenses for the next few years to develop preliminary license fee ranges, and holding a [Call for Comments](#) in January-February 2026 on the proposed licence fee ranges for 2027-2028.

Since the close of its Call for Comments, CPATA's staff, Audit and Risk Committee and Board have reviewed all comments received in response to the Call for Comments, considered financial trends for 2026, and analyzed licence renewal data for 2026. With these inputs we are now able to provide a fee recommendation for 2027 and 2028 and are pleased to recommend a slight further reduction from the initial range presented in the Call for Comments.

CPATA staff and the Audit & Risk Committee recommend a C1 fee reduction from \$1,877 in 2026 to \$1,400 for 2027 (a nearly 25% reduction) with fees indexed to inflation thereafter. Dual license and C2 licensee

fees would be reduced by similar proportions. See **Appendix A** for the proposed revised schedule of CPATA fees.

Inputs, Analysis and Recommendations

i. Call for Comments Input

CPATA held a Call for Comments with respect to its 2027–2028 proposed license fees from January 15 to February 27, 2026. CPATA received feedback from 32 individual licensees (19 with attribution and 13 anonymous) and a submission from IPIC. Of the 19 submissions with attribution:

- Most came from solo and small firm/agency licensees.
- Most submissions are from Ontario-based licensees.
- One submission was made in French and the rest in English.
- Eight submissions took the form of a tailored letter from solo or small agency/firm practitioners.

CPATA appreciates the feedback that was shared by individuals and IPIC and carefully considered it. The feedback on fee amounts can be summarized as follows:

- Nearly all submissions indicated that fees should be reduced, with only one submission cautioning that while fee reductions “sound nice” CPATA should remain wary of longer-term issues such as demographic shifts that might reduce the number of licensees over time.
- CPATA heard a range of views on appropriate ranges or approaches to fees.
 - Suggestions from individuals included, for example: a return to CIPO-level fees around \$400; a step-down approach with an initial reduction to \$1,000, with the goal of reducing to \$500; and several solo and small agency/firm licensees recommending Class 1 fees of \$1,200.
 - IPIC agreed that there should be a reduction in fees, and on its detailed review of CPATA’s financial reports, expressed concerns that CPATA’s expenses were overestimated and that further reductions would be warranted. It recommended a fee reduction of 30% across all license fees for 2027, to then be indexed up 2% for 2028.
- Some suggested that CPATA consider different fees based on different factors, such as:
 - area of practice (ex: trademark vs. patent)
 - practice setting such as firm size (solo and small vs. larger firm) or in-house practice
 - demographic served (ex: serving Canadian innovators; rural communities)
 - full vs. part-time practice (as is available for lawyers in BC), or
 - dual regulated licensees who are both lawyers and CPATA licensees.

ii. 2026 Licensing Input

Since as noted above 90% of CPATA's revenues are license fees (with other fees such as exam fees accounting for other revenues), CPATA bases its revenue and budget primarily on the number of licensees in the professions, and sets license fees based on these figures. Licence fees must consider licensee trendlines. We saw expected decreases in the number of licensees when regulation was introduced in 2021. More recently there has been a decline of approximately 2-4% in the number of Class 1 Trademark agents per year. However, the 2026 renewal period closed in March 2026, and we are seeing the number of licensees leveling out, with numbers of agents in training increasing as well. CPATA is therefore now able to forecast for smaller adjustments for the number of licensees for the next few years.

iii. 2026 Financial Input

Since launching its Call for Comments CPATA has closed its 2025 fiscal year and is well into the 2026 fiscal year. CPATA's finances are strong. CPATA budgeted for a financial reserve surplus of \$200,000 in 2026. This year, operations are running smoothly, with no major expense fluctuations expected, and no matters projected to require a withdrawal from the financial reserves.

iv. Analysis

The original range of fees proposed in the Call for Comments indicated Class 1 licence fees of \$1,450-\$1,550. This range was subject to input from the Call for Comments and from further financial review. Based on the above, both licence number trendlines and CPATA's budget and financial projections are positive. CPATA has a \$200,000 surplus from 2025 that it can apply to further reduce fees. With licensee trendline stabilizing, a surplus from budget 2025, and CPATA's shift to a zero-based budgeting method seeking to match income with operational expenses as closely as possible (without the need to also build reserves) CPATA staff, the Audit & Risk Committee and Board are all of the view that a further fee reduction is possible at this time. This can be done while continuing to meet CPATA's mandate.

Based on the feedback from the Call for Comments, Staff, the Audit & Risk Committee and the Board considered the possibilities of different fees based on different practice settings. This was last considered when fees were set in 2023 by change to the By-laws.

Ultimately no practice-setting changes are recommended. The number of licensees is small, and any change to reduce the fees for one part of the professions would necessitate an increase to others. Certain changes would also increase operational costs. Specifically:

- **Trademark agent vs. patent agent practices:** CPATA treats these licences the same for operational cost. A decrease to one practice area would necessitate an increase to the other that would not be equitable or in the public interest.

- **Practice setting: Firm Size:** It has been suggested that licensing fees could be reduced for solo or small agency/firm licensees given that fees are reported to be a burden on small practitioner practice. CPATA recognizes that fees impact licensees and firms that pay fees on behalf of licensees differently depending on the specifics of their situations. However, CPATA does not base licensing fees on firm size, and while in some cases those in solo/small practice earn less than other licensees, this is not always the case. CPATA cannot use firm size as a proxy for individual licensee income to develop different income-based fees. Moving to an income-based model would have significant impact. It is unlikely that licensees would support a fee model that would require disclosing income or revenue to CPATA. Such a program would also add significant administration costs.
- **Practice setting: In-house agents:** CPATA heard that some agents practice in-house and do not have licensing fees paid by their employers and it was suggested that CPATA consider a discounted rate for agents in this practice setting. While some in house agents do not have their fees paid by their employer, CPATA has observed that in many cases employers do cover this cost. A fee reduction for this category would also not be equitable to other categories of licensees, such as solo practitioners who also pay their own fees.
- **Demographic served:** CPATA recognizes that some licensees serve Canadian innovators who may not be able to afford high fees, or who serve in underserved areas. While CPATA applauds all efforts to facilitate access to services, for similar reasons as those noted above, CPATA is not in a position to charge fees based on area of practice or income.
- **Full time vs. part-time practice:** For those who are taking a leave of absence, the inactive Class 4 licence category is available and provides a significant fee reduction for when the licensee is not working. However, developing different fees for full-time versus part-time practice would be another area that would be difficult to administer in practice.
- **Discounts for dual regulated licensees:** CPATA recognizes that many of its licensees are also regulated as licensees of another profession or professions. However, CPATA has not observed that the costs associated with regulating licensees who are also part of another profession are lower. CPATA is unaware of other professional regulators providing a discount to licensees who are members of another profession and doing so would lead to increased fees to other licensees who are not also members of other professions. A CPATA licensee is a CPATA licensee whether part of another profession or not and the current approach to fees reflects this.

CPATA will maintain its current approach to licensing categories, with Class 1, Class 2, Class 3 and Class 4 and dual-licence options, and fees set for each category.

vi. Recommendations

Schedule 1 attached at Appendix A outlines the recommended licence and other fee amounts for 2027, to be amended in conjunction with the Department of Justice and to come into effect January 1, 2027.

Based on CPATA's most recent licensing renewal numbers and recent financial results, a further reduction to **\$1,400** for Class 1 licensees is appropriate for 2027. This provides a fee reduction while maintaining the income needed to address the costs of delivering on CPATA's significant regulatory mandate.

Class 2 and dual licences will also be reduced proportionally based on the Class 1 reductions.

All other fees (Class 3 and Class 4 licensing fees and all other non-licensing fees) will continue to be indexed to inflation. Certain fees currently in Schedule 1 related to remarking of exams and applications to surrender a license will be removed from Schedule 1 as they no longer apply.

These fee recommendations account for CPATA's current operational needs. It assumes that any major unforeseen operational issues and/or changes to the volume or complexity of unauthorized practice, complaints, investigation and discipline or litigation would be addressed through use of reserve funds.

The fee recommendations are for the 2027-2028 period. Fees for 2028 would continue to be increased by the Canada September consumer price index (CPI). Given CPATA's multiyear budget efforts and available reserves, CPATA does not expect other fee changes during this period.

**BY-LAWS OF THE COLLEGE OF PATENT AGENTS AND TRADEMARK AGENTS
2027 SCHEDULE 1 - REVISED FOR CPI % INCREASE (2%) - DRAFT**

Item	Description	2026 Fee \$	*2027 Fee \$
1	Application for a class 1 licence	261	267
2	Application for a class 2 licence	157	161
3	Application for a class 3 licence	261	267
4	Application for a class 4 licence	157	161
5	Change from a class 2 licence to a class 1 licence	157	161
6	Change from a class 4 licence to a class 1 licence or class 2 licence, less than three years	157	161
7	Change from a class 4 licence to a class 1 licence or a class 2 licence, three years or more	261	267
8	Register to write the qualifying examinations or any part of the examinations	365	373
9**	Request to re-mark failed qualifying examinations, per part of the examinations	N/A	N/A
10	Issuance or renewal of a class 1 licence	1,877	1,400
11	Renewal of a class 1 licence for a licensee who is both a patent agent and a trademark agent	2,815	2,100
12	Issuance or renewal of a class 2 licence	1,564	1,162
13	Renewal of a class 2 licence for a licensee who is both a patent agent and a trademark agent	2,346	1,743
14	Issuance and first and second renewals of a class 3 licence	157	161
15	Renewal of a class 3 licence, third and subsequent renewals	209	213
16	Issuance or renewal of a class 4 licence	105	107
17	Reinstatement of a suspended licence	261	267
18**	Application to surrender a class 1 licence or a class 2 licence	N/A	N/A
19**	Application to surrender a class 3 licence or a class 4 licence	N/A	N/A
20	Issuance of a Registrar's certificate	105	107
21	Foreign practitioner – initial inclusion in the Register	261	267
22	Foreign practitioner – maintain name in the Register for one year	189	193

* The 2027 Fees have been increased by 2.0%. The 2.0% is an estimate of 2027 fees given that the By-law provides for annual fee increases based on CPI. By-law section 89 which states: "Every fee set out in Schedule 1 is to be adjusted in each fiscal year on January 1 by the percentage change in the September ~~October~~ All-items Consumer Price Index for Canada— as published by Statistics Canada under the Statistics Act - between the month of September ~~October~~ in the preceding year and the month of September ~~October~~ in the year before that year, and rounded to the next highest dollar."

** The following fees no longer apply: Request to re-mark failed qualifying examinations (as there is now a build in review for all borderline exams); Application to surrender a class 1 licence or a class 2 licence; Application to surrender a class 3 licence or a class 4 licence.

Memorandum

TO	Board of Directors
FROM	Audit & Risk Committee, CFO and CEO & Registrar
DATE	June 4, 2026
SUBJECT	Appointment of External Auditors for 2026 year-end

MOTION:

Be it resolved: The Board appoints Doane Grant Thornton LLP as External Auditor for CPATA’s 2026 year-end audit.

Information:

CPATA has engaged Doane Grant Thornton as external auditors for the past six years (2020 to 2025 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 15, 2026, to discuss Doane Grant Thornton’s performance on the audit and quoted annual audit fees.

The CFO reached out to Doane Grant Thornton to discuss professional fees for 2026. The fee for 2025 was \$22,000 and they have indicated that they don’t anticipate significant changes for 2026.

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

Recommendation:

The Audit & Risk Committee recommends the appointment of Doane Grant Thornton as the External Auditor for the 2026 fiscal year ending December 31, 2026.



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;