

Assemblée générale annuelle (AGA) de 2023 du CCPM

DATE: VENDREDI 15 SEPTEMBER, 2023

TIME: 12H30 À 13H30 HE

VIRTUELLE: [PRÉ-INSCRIPTION](#) REQUISE POUR LE WEBINAIRE ZOOM

ORDRE DU JOUR

Points de l'ordre du jour	
1.	Mot de bienvenue et adoption de l'ordre du jour <i>Motion proposée : Il est proposé d'adopter l'ordre du jour de l'Assemblée générale annuelle (AGA) du 15 septembre 2023 tel que distribué.</i>
2.	Procès-verbal de l'AGA de 2022 <i>Motion proposée : Il est proposé d'adopter le procès-verbal de l'Assemblée générale annuelle (AGA) du 24 juin 2022 tel que distribué.</i>
3.	Rapport de la présidente
4.	Rapport du registraire
5.	Rapport de l'examineur en chef
6.	Rapport du secrétaire-trésorier a. États financiers vérifiés de 2022 <i>Motion proposée : Il est proposé d'accepter les états financiers tels que présentés.</i> b. Nomination du vérificateur des états financiers de 2023 <i>Motion proposée : Il est proposé de nommer Kelly Huibers McNeely à titre de vérificateur général pour l'exercice 2023.</i>
7.	Divers a. Les règlements du CCPM <i>Motion proposée : Approuver les révisions du règlement du Collège canadien des physiciens en médecine.</i>
8.	Levée de la séance <i>Motion proposée : Il est proposé de lever l'assemblée générale du CCPM</i>

**PROCÈS-VERBAL provisoire
Assemblée générale annuelle**

Vendredi 24 juin 2022

En personne : Salle de bal et foyer

Fairmont Frontenac, QC

Virtuelle via Zoom

1.0 Adoption de l'ordre du jour

La présidente G. Fallone ouvre la séance en présentant les membres du conseil d'administration (CA) à 15 h 00. L'ordre du jour est adopté par consensus.

MOTION 2022-06-22-01

IL EST RÉSOLU À L'UNANIMITÉ d'approuver l'ordre du jour tel que diffusé.

2.0 Adoption du procès-verbal de l'assemblée générale annuelle (AGA) de 2021

MOTION 2022-06-22-02

IL EST RÉSOLU À L'UNANIMITÉ d'approuver le procès-verbal de l'AGA du 22 juin 2021 tel que diffusé.

3.0 Rapport de la présidente

G. Fallone fait état de ce qui a été accompli au cours de la dernière année :

- Contrat de trois ans avec l'AMCES signé en décembre 2021
- Contrat d'un an avec COMP signé en février 2022
- Renouvellement du protocole d'accord COMP-CCPM en février 2022
- Révision du processus de re-certification en cours
- HE Johns - 2 bourses offertes pour 2022-2023

4.0 Rapport du registraire : (G. Menon)

Registre du CCPM

En date du 23 juin 2022 :

513 membres du CCPM (augmentation par rapport à 525 l'an dernier)

- 326 membres qui ne détiennent pas le titre de FCCPM
- 187 membres qui détiennent le titre de FCCPM

37 non-membres qui détiennent le titre de FCCPM

40 personnes certifiées en mammographie

Membres par surspécialité en 2022 (sur un total de 513) :

- Physique de la radio-oncologie : 451
- Physique de la médecine nucléaire : 16
- Physique de la radiologie diagnostique : 13
- Physique de la résonance magnétique : 10

21 membres détiennent 2 surspécialités et 2 membres détiennent 3 surspécialités

Renouvellement de la certification à l'automne 2021

4 membres ont indiqué qu'ils ne souhaitent pas renouveler leur certification

96 membres devaient renouveler leur certification
83 RO, 4 DR, 4 NM
17 membres se sont portés volontaires pour examiner les certifications
8 comités d'examen des demandes ont été formés
91 demandes ont été approuvées par les comités

Demandes d'adhésion présentées en 2021

34 demandes ont été reçues pour l'examen d'adhésion en 2022

- 2 candidats se présenteront à nouveau à l'examen oral seulement
- 31 candidats se présenteront à l'examen au complet
- 25 RO, 2 DR, 2 MR

Les titres de compétence de 3 candidats avaient été examinés dans les 2 années précédentes (examen non requis)

- *2 supplémentaires pour repasser l'examen oral seulement*

Les titres de compétence de 31 candidats ont dû être examinés

- *Tous ceux qui ont présenté une demande étaient de nouveaux candidats à l'examen*

6 comités formés pour examiner les demandes (3 membres chacun)

1 a échoué à l'examen des titres

2 se sont retirés après l'examen des titres

Demandes d'adhésion à titre de fellow en 2021

11 candidats à l'examen d'adhésion à titre de fellow

- Tous RO
- Tous étaient de nouveaux demandeurs nécessitant un examen des titres de compétences

2 comités de 3 boursiers chacun formés pour examiner les candidatures

- Toutes les candidatures ont été examinées et approuvées par le comité
- 1 candidat s'est retiré après avoir été accrédité

Programme de transition 2022

1 candidat a terminé le programme en janvier 2022

1 candidature :

- Reçue en septembre 2021
- Examiné par une équipe de 2 examinateurs et approuvé par le conseil d'administration
- A commencé le programme en novembre 2021

Bourse de voyage Harold E. Johns en 2021

Deux bourses disponibles pour 2021 - aucune demande reçue.

Il est prévu d'accorder trois bourses de voyage HEJ en 2022.

Admissibilité en 2022 : pour ceux qui ont reçu leur MCCPM en 2018 ou après.

Deux demandes reçues

1 équipe de 3 évaluateurs

Félicitations aux gagnants :

- Dr Jeff Winters, Princess Margaret Hospital, Toronto
 - Objet : Installation de protons Centre médical universitaire, Groningue
- Dr. Jean-Luc Ley, Centre Hospitalier Universitaire de Montréal

- Objet : Formation à la communication avec les patients pour les
physiciens médicaux, UC San Diego

Renouvellement de la certification en automne 2021

86 candidats au renouvellement de la certification en 2021.

76 RO, 6 DR, 3 NM, 1 MR

Ne manquez pas l'appel en août 2022

Khadija Cutcher, Andrew Kerr, Nancy Barrett et Erika Brown, examinateurs bénévoles, et le reste des membres du conseil d'administration ont été remerciés pour leurs efforts et leur soutien.

5.0 Rapport de l'examineur en chef : (G. Jarry, présenté par C. Duchesne)

Examen de 2022 – MCCPM

Examen écrit - RO

- Samedi 19 mars 2022
- 13 lieux d'examen, 16 surveillants, 42 correcteurs, 5 « RO » capitaines
- 28 personnes se sont présentées à l'examen
- 0 examens en français
- Taux de réussite de 95 %

Examen écrit - Résultats

- RO
 - 19 ont réussi
 - 3 ont échoué
 - 86% de réussite
- DI
 - 1 ont réussi
 - 1 ont échoué
 - 50% de réussite
- NM
 - 2 ont réussi
 - 0 ont échoué
 - 100% de réussite
- MR
 - 1 ont réussi
 - 1 ont échoué
 - 50% de réussite

Examen oral

- En personne à Toronto
- 14 mai 2022
- 25 RO examinateurs
- 20 candidats +2 mammographie
 - 21 RO
 - 1 DI
 - 2 MR
 - 2 NM
- 2 examens de français
- Résultats

- RO - 17 réussis (81%), 4 échoués (19%)
- DI - 1 réussi (100%)
- MR - 1 réussi (100%)
- NM - 2 réussis (100%)
- Mammo - 1 réussi (50%)

Le taux global (examen écrit et examen oral) de réussite à l'examen de MCCPM en 2022 était 70 %

Examen de 2022 – FCCPM

- En personne à Québec City
- 14 mai 2022
- 10 candidats (RO)
- 12 examinateurs
- Taux de réussite de 60 %

Examen de 2022 – Mammographie

- En personne à Toronto
- 14 mai 2022
- 2 candidats
- 3 examinateurs + 1 Observateur
- Taux de réussite de 50 %

Nouveaux MCCPM en 2022

- | | |
|------------------------|------------------------|
| • Devin Baillie | • Mihunan Modchalingam |
| • Dylan Breitreutz | • Hedi Mohseni |
| • Priscilla Dreyer | • Michael Moore |
| • Troy Farncombe | • Matthew Mouawad |
| • Sara Gholampourkashi | • Erin Niven |
| • Ali Golestani | • James Schneider |
| • Matt Gwilliam | • Amanda Swan |
| • Susannah Hickling | • Isaac Tavares |
| • Keyvan Jabbari | • Tania Wood |
| • Andréanne Lapointe | • Eric Wright |
| • Evan Maynard | |

FCCPM en 2021 :

- | | |
|------------------|-------------------|
| • Lesley Baldwin | • Sarah Quirk |
| • Douglas Hoover | • Alexandra Rink |
| • Tim Olding | • Eric Sabondjian |

Certifications en mammographie 2021 :

- Lesley Buckley

Reconnaissances et remerciements

Les membres du CCPM ont été félicités pour leurs nombreux et excellents bénévoles. Il a été noté que le processus d'examen a reçu l'aide de 80 physiciens cette année. Des remerciements ont également été adressés aux membres du conseil d'administration du CCPM, anciens et actuels, à Alasdair Syme, ancien chef examinateur, à Marcus Sonier, chef examinateur adjoint, et à Khadija Cutcher, Nancy Barrett et Erika Brown de l'AMCES.

6.0 Rapport du secrétaire-trésorier (F. Hobeila)

Aperçu

- Le contrat avec l'AMCES a été renouvelé et court du 1er janvier 2022 au 31 décembre 2024.
- L'accord de financement COMP-CCPM a été signé en février 2022 et expire en décembre 2022.
- L'accord a été mis à jour pour permettre à la CCPM d'être responsable de ses dépenses.
- L'année fiscale 2022 est utilisée pour :
 - démêler les finances et les pratiques comptables du CCPM et du COMP ;
 - examiner et rendre compte des dépenses
 - améliorer le processus de budgétisation ;
 - voir ce qui fonctionne et ce qui doit être amélioré ;
 - négocier un accord de financement à plus long terme avec le COMP
- L'exercice 2022 à ce jour :
 - Les recettes des examens sont plus élevées que prévu en raison d'un plus grand nombre de candidats.
 - Les frais de recertification sont attendus à l'automne.
 - Réception du premier transfert du COMP
 - Les dépenses de bureau/administration et les dépenses liées aux opérations sont conformes aux prévisions.

Examen des états financiers

Nephtin, Winter et Bingley ont examiné les états financiers du CCPM pour 2021.

RÉSOLUTION 2022-06-24-03

IL EST RÉSOLU à l'unanimité que l'état financier 2021 est accepté tel que présenté.

Nomination du vérificateur pour les états financiers 2022

RÉSOLUTION 2022-06-24-04

IL EST RÉSOLU A L'UNANIMITÉ de nommer Kelly Huibers McNeely comme vérificateur de la société pour l'exercice 2022.

7.0 Rapport du Comité des mises en candidature (C. Duzenli)

- Andrew Kerr et Gord Mawdsley quittent le Conseil cette année après avoir rempli deux mandats complets de trois ans.
- Appel à candidatures Des avis ont été envoyés chaque mois à tous les membres du CCPM à partir du début de 2022.
- Date limite de dépôt des candidatures : Mai 2021
- Deux membres se sont présentés et ont satisfait aux exigences du poste de directeur du conseil et étaient prêts à se présenter à l'élection en tant que membre du conseil.
 - Dr Mike Sattarivand, Ph.D., P.Eng., FCCPM
 - Dr. Gabriela Stioan, PhD, FCCPM
- Le conseil n'a pas reçu d'autres candidatures pour ces postes, les candidats sont donc déclarés élus par acclamation.

8.0 Levée de la séance

Les personnes suivantes ont été remerciées pour leur contribution et ont reçu une plaque :

- Andrew Kerr a été greffier (2018-2021) et membre du conseil général (2016-2018 et 2021-2022).
- Gordon Mawdsley a été secrétaire-trésorier (2018-2021) et membre du conseil d'administration (2016-2018 et 2021-2022).
- Nancy Barrett a été directrice générale (2005-2022).

9.0 Ajournement

G. Fallon conclut la réunion en remerciant les membres et le personnel pour leur appui. Sans plus d'affaires à traiter, la séance est levée à 17h 00.

**CANADIAN COLLEGE OF
PHYSICISTS IN MEDICINE**

**FINANCIAL STATEMENTS
(Prepared without Audit)**

DECEMBER 31, 2022

Independent Practitioner's Review Engagement Report

Statement of Financial Position

Statement of Changes in Net Assets

Statement of Operations

Statement of Cash Flows

Notes to the Financial Statements



CHARTERED
PROFESSIONAL
ACCOUNTANTS

KELLY HUIBERS McNEELY

PROFESSIONAL CORPORATION

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Members of Canadian College of Physicists in Medicine

We have reviewed the accompanying financial statements of Canadian College of Physicists in Medicine that comprise the statement of financial position as at December 31, 2022 and the statements of changes in net assets, operations, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as Management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The Practitioner performs procedures, primarily consisting of making inquiries of Management and others within the Entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Canadian College of Physicists in Medicine as at December 31, 2022, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

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Other Matter

The financial statements of Canadian College of Physicists in Medicine for the year ended December 31, 2021, were reviewed by another accountant who expressed an unmodified review conclusion on those financial statements on April 28, 2022.

Kelly Huibers McNeely
Professional Corporation

Stittsville, Ontario
May 3, 2023

Authorized to practise public accounting by
The Chartered Professional Accountants of Ontario

CANADIAN COLLEGE OF PHYSICISTS IN MEDICINE

STATEMENT OF FINANCIAL POSITION
(Prepared without Audit)

As at December 31, 2022

	2022	2021
ASSETS		
CURRENT ASSETS		
Cash	\$ 96,383	\$ 39,146
Government receivables	4,565	-
Due from Canadian Organization of Medical Physicists	-	55,398
Investments (note 3)	46,152	45,535
Prepaid expenses	728	-
	\$ 147,828	\$ 140,079
LIABILITIES		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 3,791	\$ 96
Government payables	-	1,687
Due to Canadian Organization of Medical Physicists	7,066	-
Deferred revenue	<u>21,365</u>	<u>21,911</u>
	32,222	23,694
NET ASSETS	115,606	116,385
	\$ 147,828	\$ 140,079

The accompanying notes are an integral part of these financial statements.

CANADIAN COLLEGE OF PHYSICISTS IN MEDICINE

STATEMENT OF CHANGES IN NET ASSETS
(Prepared without Audit)

For the year ended December 31, 2022

	Balance - Beginning of year	Net revenue (expenditures)	Balance - End of year
Unrestricted	\$ 67,230	\$ (5,392)	\$ 61,838
Internally restricted	49,155	4,613	53,768
	\$ 116,385	\$ (779)	\$ 115,606

The accompanying notes are an integral part of these financial statements.

CANADIAN COLLEGE OF PHYSICISTS IN MEDICINE

STATEMENT OF OPERATIONS
(Prepared without Audit)

For the year ended December 31, 2022

	2022	2021
REVENUE		
Membership exam fees	\$ 18,327	\$ 12,745
Fellowship exam fees	8,195	6,570
Recertification fees	25,055	24,219
Mammography fees	885	630
COMP grant revenue	30,933	3,500
Other	<u>1,145</u>	<u>1,997</u>
	<u>84,540</u>	<u>49,661</u>
EXPENDITURES		
Administration	32,478	6,589
Certificates	4,518	4,756
Mammography exam	2,665	1,695
Membership/fellowship exam	40,021	5,768
Recertification exam	<u>10,250</u>	<u>7,156</u>
	<u>89,932</u>	<u>25,964</u>
NET REVENUE (EXPENDITURES) BEFORE THE FOLLOWING:	<u>(5,392)</u>	<u>23,697</u>
INTERNALLY RESTRICTED		
Investment income	617	771
Contributions	<u>3,996</u>	<u>4,875</u>
	4,613	5,646
NET REVENUE (EXPENDITURES)	<u><u>\$ (779)</u></u>	<u><u>\$ 29,343</u></u>

The accompanying notes are an integral part of these financial statements.

CANADIAN COLLEGE OF PHYSICISTS IN MEDICINE

STATEMENT OF CASH FLOWS
(Prepared without Audit)

For the year ended December 31, 2022

	2022	2021
CASH PROVIDED BY (USED IN)		
OPERATING ACTIVITIES		
Net revenue (expenditures)	\$ (779)	\$ 29,343
Net change in non-cash working capital items:		
Accounts receivable	-	358
Government receivables/payables	(6,252)	1,687
Due from/to COMP	62,464	(35,635)
Prepaid expenses	(728)	359
Accounts payable and accrued liabilities	3,695	(8,194)
Deferred revenue	<u>(546)</u>	<u>4,192</u>
	57,854	(7,890)
INVESTING ACTIVITIES		
Purchase of investments, net	<u>(617)</u>	<u>(771)</u>
NET CHANGE IN CASH	57,237	(8,661)
CASH - BEGINNING OF YEAR	39,146	47,807
CASH - END OF YEAR	\$ 96,383	\$ 39,146

The accompanying notes are an integral part of these financial statements.

CANADIAN COLLEGE OF PHYSICISTS IN MEDICINE

NOTES TO THE FINANCIAL STATEMENTS (Prepared without Audit)

December 31, 2022

1. ORGANIZATION STATUS

Canadian College of Physicists in Medicine (CCPM) is a not-for-profit organization. The purpose of CCPM is to serve the public by identifying, through certification, individuals who have acquired, demonstrated, and maintained a requisite standard of knowledge, skill and understanding to the clinical practice of medical physics.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. The principal accounting policies of CCPM are summarized as follows:

Revenue Recognition

Unrestricted contributions are recognized as revenue when received. Investment income is recognized as revenue when earned. Exam fees are recognized on a fiscal basis in the year earned.

Investments

Investments are recorded at fair value. Changes in fair value are included in the statement of operations.

Accounting Estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires Management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the dates of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from these estimates.

3. INVESTMENTS

Investments consist of a savings account and guaranteed investment certificates that have an effective interest rate of 1.5% per annum and mature in December 2023.

CANADIAN COLLEGE OF PHYSICISTS IN MEDICINE

NOTES TO THE FINANCIAL STATEMENTS (Prepared without Audit)

December 31, 2022

4. COMMITMENTS

CCPM has contracted for management services requiring annual base payments of \$15,375 in 2023 and \$15,760 in 2024. In addition, a variable pricing structure is in place for support for CCPM examinations and recertification. The contract may be terminated by either party on 90 days written notice.

5. FINANCIAL INSTRUMENTS

CCPM's financial instruments consist of cash, accounts receivable, investments, and accounts payable and accrued liabilities. It is Management's opinion that the fair value of these instruments is not materially different than their cost and that CCPM is not exposed to any significant interest rate, currency or credit risk.

**CANADIAN
COLLEGE OF
PHYSICISTS IN
MEDICINE**



**LE COLLÈGE
CANADIEN
DES PHYSICIENS
EN MÉDECINE**

The Canadian College of Physicists in Medicine

Bylaw No. 2

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A bylaw relating generally to the conduct of the affairs of The Canadian College of Physicists in Medicine hereinafter referred to as CCPM.

ARTICLE I – DEFINITIONS

1.01 Definitions

In this bylaw and all other bylaws of the College, unless the context otherwise requires:

- a) “Act” means the Canada Not-for-profit Corporations Act S.C. 2009, c.23 including the Regulations made pursuant to the Act, and any statute or regulations that may be substituted, as amended from time to time;
- b) “articles” means the original or restated articles of incorporation or articles of amendment, amalgamation, continuance, reorganization, arrangement or revival of the College;
- c) “board” means the board of directors of the College and “director” means a member of the board;
- d) “bylaw” means this bylaw and any other bylaw of the College as amended and which are, from time to time, in force and effect;
- e) “CCPM” means the Canadian College of Physicists in Medicine
- f) “College” means the Canadian College of Physicists in Medicine
- g) “COMP” means the Canadian Organization of Medical Physicists
- h) “Fellow” means an individual who has been conferred the distinction of Fellow by the College;
- i) “meeting of Members” includes an annual meeting of Members or a special meeting of Members;
- j) “Member” means an individual who meets certification requirements set forth by the College and maintains membership in COMP.
- k) “special meeting of Members” includes a meeting of any class or classes of Members or a special meeting of all Members entitled to vote at an annual meeting of Members;
- l) “ordinary resolution” means a resolution passed by a majority of not less than 50% plus 1 of the votes cast on that resolution;
- m) “proposal” means a proposal submitted by a Member of the College that meets the requirements of section 163 (Shareholder Proposals) of the Act;
- n) “Regulations of the College” means the regulations made by the College, as amended, restated or in effect from time to time;
- o) “Regulations” means the regulations made under the Act, as amended, restated or in effect from time to time; and
- p) “special resolution” means a resolution passed by a majority of not less than two-thirds (2/3) of the votes cast on that resolution.

1.02 Interpretation

In the interpretation of this bylaw, words in the singular include the plural and vice-versa, words in one gender include all genders, and “person” includes an individual, body corporate, partnership, trust and unincorporated organization.

Other than as specified in 1.01 above, words and expressions defined in the Act have the same meanings when used in these bylaws.

1.03 Corporate Seal

The College may have a corporate seal in the form approved from time to time by the board. If a corporate seal is approved by the board, the treasurer of the College shall be the custodian of the corporate seal.

ARTICLE II – MEMBERSHIP CLASSES

2.01 Membership Classes

Subject to the articles, there shall be one class of Members in the College. The board of directors of the College may, by resolution, prescribe the manner by which Members may be admitted, and approve the admission of the Members of the College. Members certified in the mammography sub-specialty, are not entitled to use the MCCPM designation but are afforded rights and responsibilities of membership as outlined in these bylaws. The following conditions of membership shall apply:

2.02 Eligibility and Rights of Members

Member status shall be available only to individuals who:

- a) hold a post-graduate degree from an accredited university or college in an appropriate discipline as defined in the Regulations of the College; and
- b) have appropriate clinically relevant experience in the field of medical physics as defined in the Regulations of the College; and
- c) are certified by the Board to be competent in one or more of the sub-specialties of medical physics as defined in the Regulations of the College; and
- d) have been accepted by the Board of Directors as Members; and
- e) maintain membership in the Canadian Organization of Medical Physicists.

The term of membership of a Member shall be annual, subject to renewal in accordance with the policies and bylaws of the CCPM.

Each Member is entitled to attend and vote at all meetings of Members and each such Member shall be entitled to one (1) vote at such meetings.

Members are entitled to use the designation MCCPM.

2.03 Recertification

Members in the College shall be required to fulfill re-certification requirements as detailed in the Regulations of the College every five years in order to maintain their status.

2.04 Notice of Meeting of Members

Notice by mail or electronic means shall be sent at least 30 days prior to the meeting to all Members. A notice in the newsletter shall be considered valid providing the newsletter was mailed or transmitted electronically at least 40 days prior to the meeting to each voting Member.

2.05 Mail-in or Electronic Ballots

Whenever required by these bylaws, or at option of the Board, pursuant to the Absentee Voting of the Act, Members may vote by mailed-in or electronic ballot if the College has a system that:

- a) enables the votes to be gathered in a manner that permits their subsequent verification, and
- b) permits the tallied votes to be presented to the College without it being possible for the College to identify how each Member voted.

Pursuant to the Fundamental Changes subsection of the Act, a special resolution of the Members is required to make any amendment to the bylaws of the College to change this method of voting by Members not in attendance at a meeting of Members.

2.06 Amendments to Eligibility and Rights of Members

Pursuant to the Fundamental Changes subsection of the Act, a special resolution of the Members is required to make any amendments to this section of the bylaws if those amendments affect membership rights and/or conditions

described in paragraphs 197(1)(e), (h), (l) or (m).

2.07 Fellowship

The designation of Fellow of the Canadian College of Physicists in Medicine is an honourable distinction bestowed by the College upon individuals who have demonstrated excellence in the practice of medical physics and fulfilled other professional requirements as determined by the Board from time to time.

Fellows are entitled to use the designation FCCPM.

ARTICLE III – MEMBERSHIP FEES, TERMINATION AND DISCIPLINE

3.01 Fees

Examination, recertification, and Bridging Program fees shall be set by the Board. COMP membership dues, required to be paid to maintain CCPM membership, shall be set by the COMP board. All fees and dues shall be paid in accordance to the set schedule.

3.02 Termination of Membership

A membership in the College is terminated when:

- a) the Member fails to renew their COMP membership by April 30th of any given year;
- b) the Member dies;
- c) sufficient evidence has come to light that the individual is judged to be professionally incompetent or ethically unacceptable as deemed by the “CCPM Code of Ethics”
- d) the individual fails to obtain re-certification in their declared subspecialty
- e) a Member fails to maintain any qualifications for membership described in Section 2.02 and 2.03 of these bylaws;
- f) the Member resigns by delivering a written resignation to the Registrar of the College in which case such resignation shall be effective on the date specified in the resignation;
- g) the Member is expelled in accordance with Section 3.03 below or is otherwise terminated in accordance with the articles or bylaws;
- h) the College is liquidated or dissolved under the Act.

Subject to the articles, upon any termination of membership, the rights of the Member, including any rights in the property of the College, automatically cease to exist.

3.03 Discipline

The Board may, expel, suspend, or reprimand a Member for:

- a) engaging in activities that contradict the CCPM Code of Ethics,
- b) violating any provision of the articles, bylaws, or written policies of the College;
- c) carrying out any conduct which may be detrimental to the College as determined by the Board in its sole discretion;
- d) for any other reason that the Board in its sole and absolute discretion considers to be reasonable, having regard to the purpose of the College.

In the event that the Board determines that a Member should be expelled or suspended from membership in the College, the President, or such other officer as may be designated by the Board, shall provide twenty (20) days' notice of suspension or expulsion to the Member and shall provide reasons for the proposed suspension or expulsion. The Member may make written submissions to the President, or such other officer as may be designated by the Board, in response to the notice received within such twenty (20) day period. In the event that no written submissions are received by the President, the President, or such other officer as may be designated by the board, may proceed to notify the Member that the Member is suspended or expelled from membership in the College.

If written submissions are received in accordance with this section, the Board will consider such submissions in arriving at a final decision and shall notify the Member concerning such final decision within a further twenty (20) days from the date of receipt of the submissions. The Board's decision shall be final and binding on the Member, without any further right of appeal.

ARTICLE IV – BOARD OF DIRECTORS

4.01 Board of Directors

The governing body of the College shall be known as "the Board" and shall consist of eight (8) Members of the College and an Executive Director in an ex-officio capacity.

The Board may from time to time and subject to the Act, write, vary, add to, or limit the Regulations of the College in order to achieve the objectives of the College.

4.02 Election and Term

Subject to these bylaws and the articles, any Member in good standing may be nominated in accordance with the Regulations of the College established by the Board from time to time and elected by the membership at each annual meeting at which an election of directors is required for a term expiring not later than three (3) years following their election. At the end of their term, directors may stand for, and be re-elected by the voting Members to a further three-year term.

Members certified only in the mammography sub-specialty are not entitled to be directors on the Board. Former directors may stand for election by the voting Members provided that they have not exercised the office of director for a minimum of three years following the end of their last term.

4.03 Vacancy in Office

Subject to Board Vacancy subsections of the Act, a quorum of directors may fill a vacancy among the directors, except a vacancy resulting from an increase in the number or the minimum or maximum number of directors provided for in the articles or a failure to elect the number or minimum number of directors provided for in the articles. A director appointed or elected to fill a vacancy holds office for the unexpired term of their predecessor.

4.04 Description of Officers

The Board shall elect annually from among themselves, except for the position of Executive Director which shall be appointed by the Board, to serve as the Officers of the College. They shall be the:

- 1) President
- 2) Vice President
- 3) Registrar
- 4) Deputy Registrar
- 5) Secretary-Treasurer
- 6) Deputy Secretary-Treasurer
- 7) Chief Examiner
- 8) Deputy Chief Examiner
- 9) Executive Director

4.05 Duties of Officers

The President shall preside at all meetings of Members and the Board meetings and shall call to the attention of the College any matter which affects its interest. The President shall take action in accordance with the recommendations approved at these meetings. All matters of major policy shall have prior approval of a majority of the Board.

The Vice President shall preside at any meeting of the College from which the President is absent. The Vice President should be prepared to serve as President if requested by the Board.

The Secretary-Treasurer shall:

- (a) Record and distribute the minutes of Annual General Meeting of the College and Board meetings.
- (b) Undertake the general supervision of the financial affairs of the College.
- (c) Maintain the constitution and bylaws of the College.

The Executive Director, or other title as the Board may determine from time to time, if one is appointed, shall be the chief executive officer of the College and shall be responsible for implementing the strategic plans and policies of the College. The Executive Director shall, attend meetings of the Board in a non-voting capacity and subject to the authority of the board, have general supervision of the affairs of the College.

The powers and duties of all other officers of the College shall be such as the terms of their engagement call for or the Board or President requires of them. The Board may from time to time and subject to the Act, vary, add to or limit the powers and duties of any officer.

4.06 Execution of Documents

Contracts, documents, or any instruments in writing requiring the signature of CCPM, shall be signed by any two officers or by the Executive Director, if one is appointed, and any one officer. Documents and instruments in writing so signed shall be binding upon the organization without any further authorization or formality. The officers shall have power from time to time by resolution to appoint a Member or Members on behalf of the organization to sign specific contracts, documents, and instruments in writing.

ARTICLE V – MEETINGS OF MEMBERS

5.01 Persons Entitled to be Present

The only persons entitled to be present at a meeting of Members shall be those entitled to vote at the meeting, the directors and the public accountant of the College and such other persons who are entitled or required under any provision of the Act, articles or bylaws of the College to be present at the meeting. Any other person may be admitted only on the invitation of the chair of the meeting or by resolution of the Members.

5.02 Quorum

The quorum of the Annual General Meeting shall be forty (40) Members.

5.03 Votes to Govern

Votes on motions are generally not secret except when a Member asks for a secret ballot. A simple majority of votes is necessary for the adoption of a motion unless the act or these bylaws otherwise provide.

5.04 Chair of the Meeting

In the event that the President of the Board and the vice-President of the board are absent, the Members who are present and entitled to vote at the meeting shall choose one of their number to chair the meeting.

5.05 Rules

The rules contained in the Modern Edition of Robert's Rules of Order shall govern the CCPM in all cases where they are not inconsistent with these bylaws and any special rules of order the CCPM may adopt.

ARTICLE VI - MEETINGS OF THE BOARD

6.01 Number of Meetings

The Board shall meet at least once each year.

6.02 Quorum

The quorum is four directors including at least one officer.

6.03 Notice of Meeting

Notice of the time and place for the holding of a meeting of the board shall be given in the manner provided in Article IX of this bylaw to every director of the College provided that, forty-eight (48) hours written notice of such meeting shall be given, other than by mail, to each Director.

Notice by mail shall be received at least fourteen (14) days prior to the meeting.

Notice of a meeting shall not be necessary if all of the directors are present, and none objects to the holding of the meeting, or if those absent have waived notice of or have otherwise signified their consent to the holding of such meeting.

Notice of an adjourned meeting is not required if the time and place of the adjourned meeting is announced at the original meeting. Unless the bylaw otherwise provides, no notice of meeting need specify the purpose or the business to be transacted at the meeting except that a notice of meeting of directors shall specify any matter referred to in subsection 138(2) (Limits on Authority) of the Act that is to be dealt with at the meeting.

6.04 Amendments to Manner of Giving Notice

Pursuant to subsection 197(1) (Fundamental Changes) of the Act, a special resolution of the Members is required to make any amendment to the bylaws of the College to change the manner of giving notice to Members entitled to vote at a meeting of Members.

6.05 Votes to Govern

At all meetings of the Board, every question shall be decided by a majority of the votes cast on the question.

ARTICLE VII - COMMITTEES

7.01 Committees

The Board may from time to time appoint any committee or other advisory body, as it deems necessary or appropriate for such purposes and, subject to the Act, with such powers as the Board shall see fit. Any such committee may formulate its own rules of procedure, subject to the Regulations of the College, or such directions as the Board may from time to time make. Any committee Member may be removed by resolution of the Board of Directors.

ARTICLE VIII - FINANCES

8.01 Financial Year End

The financial year of the CCPM shall end on the last day of the calendar year (December 31).

8.02 Banking Arrangements

The banking business of the College shall be transacted at such bank, trust company or other firm or College carrying on a banking business in Canada or elsewhere as the board of directors may designate, appoint or authorize from time to time by resolution. The banking business or any part of it shall be transacted by an officer or officers of the College and/or other persons as the Board of Directors may by resolution from time to time designate, direct or authorize.

8.03 Annual Financial Statements

The College may, instead of sending copies of the annual financial statements and other documents referred to in subsection 172(1) (Annual Financial Statements) of the Act to the Members, publish a notice to its Members stating that the annual financial statements and documents provided in subsection 172(1) are available at the registered office of the College and any Member may, on request, obtain a copy free of charge at the registered office or by prepaid mail.

8.04 Indemnification

- (1) Every director and officer of the College and their
- (2) heirs, administrators, executors and other legal personal representatives shall be indemnified and saved harmless by the College from and on account of:
 - a) any and all liabilities and costs, charges and expenses that they sustain or incur on account of or in respect of any action, suit or proceeding against such person pursuant to anything done or permitted to be done by such director or officer in respect of the execution of the duties of their office; and
 - b) any and all other costs, charges and expenses that they sustain or incur in respect of the affairs of the College, except those costs, charges or expenses resulting from willful neglect or default, and except travel expenses not previously sanctioned by the President of the Board.
- (3) Any act done by a director or officer of the College is not invalid by reason only of any defect that is thereafter discovered in their election, appointment or qualifications.

ARTICLE IX - METHOD OF GIVING NOTICES

9.01 Method of Giving Notices

Any notice (which term includes any communication or document) to be given (which term includes sent, delivered or served), other than notice of a meeting of Members or a meeting of the Board of Directors, pursuant to the Act, the articles, the bylaws or otherwise to a Member, director, officer or of a committee of the Board or to the public accountant shall be sufficiently given:

if delivered professionally to the person to whom it is to be given or if delivered to such person's address as shown in the records of the College or in the case of notice to a director to the latest address as shown in the last notice that was sent by the College in accordance with section 128 (Notice of directors) or 134 (Notice of change of directors); or

if mailed to such person at such person's recorded address by prepaid ordinary or air mail; or

if sent to such person by telephonic, electronic or other communication facility at such person's recorded address for that purpose; or

if provided in the form of an electronic document in accordance with the Act.

A notice so delivered shall be deemed to have been given when it is delivered professionally or to the recorded address as aforesaid; a notice so mailed shall be deemed to have been given when deposited in a post office or public letter box; and a notice so sent by any means of transmitted or recorded communication shall be deemed to have been given when dispatched or delivered to the appropriate communication company or agency or its representative for dispatch. The Secretary-Treasurer may change or cause to be changed the recorded address of any Member, director, officer, public accountant or Member of a committee of the board in accordance with any information believed by the Secretary-Treasurer to be reliable. The declaration by the Secretary-Treasurer that notice has been given pursuant to this bylaw shall be sufficient and conclusive evidence of the giving of such notice. The signature of any director or officer of the College to any notice or other document to be given by the College may be written, stamped, type-written or printed or partly written, stamped, type-written or printed

9.02 Invalidity of any provisions of this bylaw

The invalidity or unenforceability of any provision of this bylaw shall not affect the validity or enforceability of the remaining provisions of this bylaw.

9.03 Omissions and Errors

The accidental omission to give any notice to any Member, director, officer, Member of a committee of the Board or public accountant, or the non-receipt of any notice by any such person where the College has provided notice in accordance with the bylaws or any error in any notice not affecting its substance shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice.

ARTICLE X – ENACTMENT, REPEAL AND AMENDMENT OF BYLAWS

10.01 Member Vote

A resolution or a special resolution of the Members as the case may be, shall be required to enact, repeal or amend the bylaws.

10.02 Member Proposals

In accordance with the Act, a Member may submit to the College notice of any matter that the Member proposes to raise at a meeting of Members and discuss the matter at the meeting. Proposals for changes to the bylaws should be forwarded to the Secretary-Treasurer at least three months before the meeting of Members at which it is desired that they be discussed.

The Secretary-Treasurer shall submit any such proposals to all Members by email and/or other communication methods deemed appropriate by the Board, at least two months before the meeting at which they are to be considered, and shall place discussion of these proposals on the agenda of the meeting.

10.03 Ratification

Proposals for bylaw changes shall be discussed at the meeting. Amendments to proposals may be made at the meeting. Any such amendments shall be approved by ordinary resolution of the Members in attendance except where a special resolution is required in accordance with the Act. Further to the vote by Members in attendance at the meeting, proposals for changes to the bylaws shall require subsequent ratification by a two-thirds majority vote of no less than 15% of the total membership.

Ratification shall be accomplished through an electronic vote to be conducted within 90 days following the meeting of Members at which the proposals were discussed. The final wording of the proposed bylaw changes shall be provided by the Secretary-Treasurer to all Members by email and/or other communication methods deemed appropriate by the Board at least 30 days in advance of the voting date. The votes shall be conducted using a method that is secure and allows only one vote per Member.

ARTICLE XI – DISPUTE RESOLUTIONS

11.01 Dispute Resolution

In the event that a dispute or controversy among Members, directors, officers, committee members or volunteers of the College arising out of or related to the articles or bylaws, or out of any aspect of the operations of the College is not resolved in private meetings between the parties, then without prejudice to or in any other way derogating from the rights of the Members, directors, officers, committee members, employees or volunteers of the College as set out in the articles, bylaws or the Act, and as an alternative to such person instituting a law suit or legal action, such dispute or controversy may be settled by a process of dispute resolution as follows:

The dispute or controversy shall first be submitted to a panel of mediators whereby the one party appoints one mediator, the other party (or if applicable the board of the College) appoints one mediator, and the two mediators so appointed jointly appoint a third mediator. The three mediators will then meet with the parties in question in an attempt to mediate a resolution between the parties.

The number of mediators may be reduced from three to one or two upon agreement of the parties.

If the parties are not successful in resolving the dispute through mediation, then the parties agree that the dispute shall be settled by arbitration before a single arbitrator, who shall not be any one of the mediators referred to above, in accordance with the provincial or territorial legislation governing domestic arbitrations in force in the province or territory where the registered office of the College is situated or as otherwise agreed upon by the parties to the dispute. The parties agree that all proceedings relating to arbitration shall be kept confidential and there shall be no disclosure of any kind. The decision of the arbitrator shall be final and binding and shall not be subject to appeal on a question of fact, law or mixed fact and law.

All costs of the mediators appointed in accordance with this section shall be borne equally by the parties to the dispute or the controversy. All costs of the arbitrators appointed in accordance with this section shall be borne by such parties as may be determined by the arbitrators.

ARTICLE XII - EFFECTIVE DATE

Subject to matters requiring a special resolution, this bylaw shall be effective when made by the board. CERTIFIED to be Bylaw No. 2 of the College, as enacted by the directors of the College by resolution on the 30th Day of May 2023 and confirmed by the Members of the College by special resolution on the **15th** day of **September 2023**.

Dated this 30th day of May 2023.

Erika Brown, Executive Director