



2026 CCPM Annual General Meeting

DATE: Wednesday, June 10, 2026

TIME: 1:00 – 2:00 PM Eastern Time

VIRTUAL: [PRE-REGISTRATION](#) FOR ZOOM WEBINAR

AGENDA

Agenda Item	
1.	Welcome and Adoption of Agenda <i>Motion: To approve the Agenda of the June 10, 2026, Annual General Meeting.</i>
2.	Minutes from the 2025 AGM <i>Motion: To approve the June 12, 2025, Annual General Meeting minutes.</i>
3.	Report of the President
4.	Registrar's Report
5.	Chief Examiner's Report
6.	Secretary-Treasurer's Report
	<ul style="list-style-type: none"> a. 2025 Financial Statements b. Appointment of the Auditor for the 2025 financial statements <i>Motion: To appoint Kelly Huibers McNeely as the corporate auditors for the fiscal year 2026.</i>
7.	Other Business
	<ul style="list-style-type: none"> a. Introduction of the new members of the CCPM Board of Directors
8.	Adjournment <i>Motion: To adjourn the CCPM Annual General Meeting.</i>

Motions:

1. **Motion:** To approve the Agenda of the June 10, 2026, Annual General Meeting.
2. **Motion:** To approve the June 12, 2025, Annual General Meeting minutes.
3. **Motion:** To appoint Kelly Huibers McNeely as the corporate auditors for the fiscal year 2026.
4. **Motion:** To adjourn the CCPM Annual General Meeting.



Draft MINUTES
Annual General Meeting
Virtually via Zoom
Thursday, June 12, 2025, 12:00 PM ET

1.0 Adoption of the Agenda

President C. Duchesne called the meeting to order at 12:00 PM with the introduction of the Board members. The agenda was adopted by consensus.

RESOLUTION 2025-06-12-01

IT WAS RESOLVED that the agenda be adopted as circulated.

2.0 Adoption of the Minutes of the 2024 AGM

RESOLUTION 2025-06-12-02

IT WAS RESOLVED that the minutes from June 7, 2024 be approved as circulated.

3.0 President's Report

C. Duchesne reported on the following work over the past year:

- Financial Agreements
 - COMP
 - EDG
- Website Redesign
- Presentations on new recertification credits system (CHUM, HMR, Laval)
- Residents session on how to prepare for the MCCPM exam (AQPMC)
- Presentation on membership exam, recertification and bridging program (London 2025)

Rotating off the Board:

- **Fadi Hobeila** rotating off the board following a 6-year term:
 - 2019-2021 – Director at Large
 - 2021-2024 – Secretary – Treasurer
 - 2024-2025 – Director at Large

New Roles on the Board:

- **Andrew Goertzen** will become Director-at-Large for 2025-2028

4.0 Registrar's Report: (M. Sattarivand)

CCPM Registry

As of June 9, 2025:

509 members of the CCPM (down from 533 last year)

- 367 without the Fellowship distinction
- 152 with the Fellowship distinction

81 non-members with the Fellowship distinction

43 individuals certified in mammography.

Reminder: Full COMP membership is necessary to maintain CCPM membership status -
Please renew annually

2024 Members by subspecialty (509 total):

- Radiation Oncology Physics: 480
- Nuclear Medicine Physics: 15
- Diagnostic Radiology Physics: 9
- Magnetic Resonance Physics: 10

28 have 2 subspecialties and 2 have 3 subspecialties

Recertification Fall 2024

3 members indicated they are not recertifying.

6 members did not respond to the recertification call.

83 members recertifying

- 71 RO, 8 DR, 2 MR, 2 NM

23 members volunteered to review recertifications.

9 review committees of 2-3 members each

82 applications were approved by the committees.

Membership Applications for 2025 Exams

39 applications received for 2025 membership exam.

- 30 to sit the full exam (written & oral)
 - 29 in RO, 1 in NM
- 2 RO only

12 had undergone a review of credentials in previous years (review not required)

26 required a review of credentials.

- 5 committees formed to review applications (3 Members each)
- All passed credential review.

Fellowship Applications 2025

3 applicants for Fellowship exam

- All RO
- 1 new applicant requiring a credentials review.
- 2 resit from last year

1 committee of 3 Fellows formed to review applicants.

- Approved credentialling of the new applicant.

Bridging Program 2024-25

- 1 applicant completed BP, now eligible for CCPM exam
- 1 applicant approved by the board to start BP
- 1 new application received
 - missing documents, was asked to re-submit

Harold E Johns Travel Award 2024

One award available for 2025 for \$3000 – 3 extremely strong applications received.

Congratulations to the winner:

- Dr. Susannah Hickling, Winnipeg, Manitoba

Recertification Fall 2025

101 candidates to recertify.

93 RO, 2 DRP, 3 NM, 3 MR

Deadline: September 30, 2025

Ali Forgie, Heather Donaldson & Erika Brown, volunteer reviewers and the rest of the Board Members were thanked for their efforts and support.

5.0 Chief Examiner's Report: (M. Sonier)

2025 Examination – MCCPM

Written Exam

- Saturday March 8, 2025
- 17 exam locations, 17 invigilators, 36 markers, 5 RO “captains”
- 28 candidates challenged the exam
 - all RO
- 1 exam in French

Written Exam - Results

- RO
 - 26 passed.
 - 2 failed.
 - 93% pass rate

Oral Exam

- In person in Montreal
- May 3, 2025
- 29 candidates
 - 28 RO
 - 1 NM
- 2 French exams
- Results
 - RO - 23 passed (82%), 5 failed (18%)
 - NM – 1 passed (100%)

The overall (written and oral) pass rate of MCCPM in 2025 was 77%

2025 Examination – FCCPM

- In person in London
- June 2, 2025
- 3 candidates (RO)
- 10 examiners
- 2 passed
- 67% pass rate

2025 Examination – Mammography

- In person in Montreal with the oral exams
- May 3, 2025
- 1 candidate
- 3 examiners

- 1 passed
- 100% pass rate

2025 MCCPM new members

- | | |
|----------------------|---------------------|
| • Ryan Alfano | • Jie He |
| • Reza Askari | • Neil Johnson |
| • June Baron | • Claudia Mendez |
| • Radim Barta | • Nathan Orlando |
| • Braden Chow | • Haydee Rosales |
| • Cody Church | • Esteban Sepulveda |
| • Sahar Darvish | • Munir Shahzad |
| • Marco Di Francesco | • Lingyue Sun |
| • Gabriel Famulari | • Yogesh Thakur |
| • Amy Frederick | • Mathilde Wahl |
| • Maryam Golshan | • Heather Young |
| • Kaiming Guo | • Laszlo Zalavari |

2025 Mammography Certifications

- Eric Reynard

2025 FCCPM Certifications

- Shima Yaghoobpour Tari
- Derek Liu

Acknowledgements and thanks

The CCPM membership was commended for the many great volunteers. It was noted that the exam process received help from 70 physicists this year. Thank you was also extended to CCPM Board Members past and present, Marcus Sonier, Chief Examiner, Alexandre Bourque, Deputy Chief Examiner, Ali Forgie, Heather Donaldson and Erika Brown of EDG Association Management Services.

6.0 Secretary-Treasurer’s Report: (G. Stroian)

Overview

- FY2025 to date:
 - Recertification fees are expected in the fall.
 - On track to meet budgeted revenues
 - Examination expenses are incomplete.
 - Recertification expenses in the fall
 - Office/admin expenses and operations related expenses are on track.
 - Special project – website redesign project
- COMP and CCPM Funding Agreement
 - To ensure long-term financial sustainability by maintaining a reserve equivalent to six months of operating expenses;
 - To support strategic planning activities (approximately \$30,000 every five years);
 - To enable the launch of key initiatives such as a website redesign (for improved functionality and user experience), an overhaul of the recertification process, and the development of a training program for examiners.

Financial Statement Review

Kelly Huibers McNeely reviewed the 2024 CCPM financial statements.

RESOLUTION 2025-06-12-03

IT WAS RESOLVED that the 2024 financial statement is accepted as presented.

Appointment of the Auditor for the 2024 Financial Statements

RESOLUTION 2025-06-12-04

IT WAS RESOLVED that Kelly Huibers McNeely be appointed as the corporate auditors for the fiscal year 2025.

8.0 Other Business

2025 Recertification Credits

Total of 50 credits are required in 4 categories. Minimum credits for several categories and new activities have been added.

Bridging Program

Reviewed Conditions for eligibility, experience and education.

8.0 General Discussion

Is there any discussion whether bridging candidates could be put through the existing residency program a centre has? Does it have to be customized?

Usually, the bridging program is shorter than residency. Internationally trained and practiced medical physicists have plenty of experience before coming to Canada, but often are missing knowledge in some specific areas such as CNSC, HDR, stereotactic etc. The length of bridging program is one (1) year and is customized to fill each candidates' specific knowledge gaps.

Could CCPM approve potential bridging programs before candidates are hired?

No, CCPM Regulations state candidates for the bridging program must have a current offer in Canada.

If centres are limited to hiring only those certified by CCPM what options are available?

When a centre hires a bridging candidate, they are not eligible for CCPM. Once the candidate completed their bridging program, they then become eligible for CCPM certification.

9.0 Adjournment

C. Duchesne closed the meeting by thanking the membership and staff for their support. There being no other business, the meeting was adjourned at 3:45 PM ET.

**CANADIAN COLLEGE OF
PHYSICISTS IN MEDICINE**

**FINANCIAL STATEMENTS
(Prepared without Audit)**

DECEMBER 31, 2025

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



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, 2025 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, 2025, 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.

Kelly Huibers McNeely
Professional Corporation

Stittsville, Ontario
April 11, 2026

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, 2025

	2025	2024
ASSETS		
CURRENT ASSETS		
Cash	\$ 151,585	\$ 119,669
Government receivables	3,729	3,884
Due from Canadian Organization of Medical Physicists	-	36,073
Prepaid expenses	2,497	356
	\$ 157,811	\$ 159,982
LIABILITIES		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 6,891	\$ 2,232
Deferred revenue	<u>33,180</u>	<u>30,665</u>
	40,071	32,897
NET ASSETS	117,740	127,085
	\$ 157,811	\$ 159,982

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, 2025

	Balance - Beginning of year	Net expenditures	Balance - End of year
Unrestricted	\$ 70,805	\$ (6,948)	\$ 63,857
Internally restricted	56,280	(2,397)	53,883
	\$ 127,085	\$ (9,345)	\$ 117,740

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, 2025

	<u>2025</u>	<u>2024</u>
REVENUE		
Membership exam fees	\$ 26,250	\$ 22,869
Fellowship exam fees	1,470	4,370
Recertification fees	34,720	27,335
Mammography fees	1,500	3,975
COMP grant revenue	48,000	37,612
Investment income	-	485
Other	<u>3,083</u>	<u>3,110</u>
	<u>115,023</u>	<u>99,756</u>
EXPENDITURES		
Administration	34,409	37,611
Certificates	3,439	2,105
Mammography exam	2,939	2,115
Membership/fellowship exam	33,703	34,793
Recertification exam	19,148	14,406
Special projects	<u>28,333</u>	<u>-</u>
	<u>121,971</u>	<u>91,030</u>
NET REVENUE (EXPENDITURES) BEFORE THE FOLLOWING:	<u>(6,948)</u>	<u>8,726</u>
INTERNALLY RESTRICTED		
Contributions	2,360	1,268
Awards	<u>(4,757)</u>	<u>(4,190)</u>
	(2,397)	(2,922)
NET REVENUE (EXPENDITURES)	<u>\$ (9,345)</u>	<u>\$ 5,804</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, 2025

	2025	2024
CASH PROVIDED BY (USED IN)		
OPERATING ACTIVITIES		
Net revenue (expenditures)	\$ (9,345)	\$ 5,804
Net change in non-cash working capital items:		
Government receivables	155	4,222
Due from/to COMP	36,073	(14,389)
Prepaid expenses	(2,141)	387
Accounts payable and accrued liabilities	4,659	(6,368)
Deferred revenue	<u>2,515</u>	<u>975</u>
NET CHANGE IN CASH	31,916	(9,369)
CASH - BEGINNING OF YEAR	119,669	129,038
CASH - END OF YEAR	<u>\$ 151,585</u>	<u>\$ 119,669</u>

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, 2025

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 and other fees are recognized on a fiscal basis in the year earned.

Capital Assets

Capital assets are expensed on acquisition. Special projects expense for the year relates to the redevelopment of CCPM's website.

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.

CANADIAN COLLEGE OF PHYSICISTS IN MEDICINE

NOTES TO THE FINANCIAL STATEMENTS (Prepared without Audit)

December 31, 2025

3. COMMITMENTS

CCPM has contracted for management services for a three year period commencing January 1, 2025 through December 31, 2027 requiring annual base payments of \$17,860 in 2026 plus an annual 2.5% cost of living increase (\$18,320 in 2027). 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.

4. FINANCIAL INSTRUMENTS

CCPM's financial instruments consist of cash, accounts receivable, 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.