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Figure provided by Brenda Clark, Chair, CAMPEP Graduate Education Program Review Committee.



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Message from the COMP President

Dear members, colleagues and friends

The joint meeting with CARO is approaching quickly and with that meeting, the annual general meeting (AGM). This year AGM is an important one for COMP, as it must transition to the new Not-For-Profit (NFP) Act. The new NFP Act is intended to empower the members more strongly than it use to. As such, it requires COMP not only to change some of its by-laws to conform to it but also review the overall governance i.e. how COMP used to conduct business and how it should do it moving forward.

By now, you have received numerous communications from COMP regarding this process. This includes a copy of the new by-laws and a document detailing the changes from the previous by-laws. You will notice that a large portion of our by-laws does not change much. Some sections of our old by-laws are simply replaced by specific sections of the new NFP Act as to keep with the good practice of not repeating the regulation and keeping the by-laws manageable. Finally, parts of the previous document are now included in an accompanying document called The Articles of Continuance, which must be submitted to Industry Canada for incorporation; the Articles are meant to explain what COMP is, what we do.

There are however a few major changes, relative to the previous by-laws and to historical ways of doing things, that were necessary for COMP to make.

First, as stated in a joint communication from COMP and CCPM presidents sent to you the members, it is necessary for COMP and CCPM to enter into a full legal contract with regards to the financial support COMP provides to CCPM. This is for the protection of CCPM and to place financial details outside of by-laws, and into a formal contract, which we were advised to do by our counsel. To ensure that this contract is maintained, COMP's Article of Continuance states that such a contract must be negotiated with CCPM. The reasons we

were given for this important change is that the previous language in the old by-laws was not only vague but, according to an expert opinion, had no legal weight. Furthermore, the new NFP Act also means the end of the Joint Treasury in which CCPM, a distinct organization under the NFP Act, gives its approval to the COMP budget. Thus the contract will spell-out CCPM rights with regards to the money it put initially in COMP. A copy of the contract will be sent to you for transparency.

Second, the NFP Act gives more power and an increased participation to members into the governance of the organization. Members must elect and can remove any directors of the organization. It turns out, that our current 6 year mandate of president-elect who *de facto* becomes president followed by past-president contravenes the NFP Act. First because, under the new rules, the maximum term for a board director is 4 years, and so our current 6 year term goes beyond this maximum. As well, under the new rules, directors must be elected, and cannot be appointed after a term ends. Similarly, the CCPM president has always been a *de facto* voting COMP board member, which is not allowed under the new Act.

The issues described above have forced COMP to review its governance in depth. We were also fortunate to have Nancy Barrett provide us with AMCES' experiences working with various organizations in transitioning to the new NFP Act. We are therefore recommending that the president-elect position becomes a vice-president (VP) position to be elected for two years. It is expected that the VP would be nominated to the president position after his/her two-year term. However, we are proposing to directly elect the position of president. We are proposing that the past-president position become an appointed officer of COMP in a non-voting capacity. Since it will be a non-voting position, the past-president does not have



Luc Beaulieu

to be elected and can simply be nominated directly by the COMP board. Policies (term of references) will indicate that the past-president position will be a two-year position to be taken by the president once his/her two-year mandate is completed.

COMP has been growing and in recent years has become to be much more active on the imaging side. For example, we have created the Imaging Task Force Committee. In order to make COMP more *nimble*, we have removed the Councillor positions (who where the chairs of COMP standing committees) and we are now proposing directors-at-large positions. One of these is the position of CCPM representative, which is described below. These are voting board positions, thus each director must be elected by COMP members and will be expected to lead or participate in one of COMP's standing committees. We are proposing, however, that the COMP board determine the distribution of these positions.

The CCPM representative will have to be elected by COMP members. He or she will be a director-at-large on the COMP board with full voting power and a term of three years. Finally, the treasurer and secretary positions remain as they are: three-year positions and both are voting board members.

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Message from the CCPM President

Since the time of my last report, the Membership oral exams for this year have taken place in Montreal. Prior to being directly involved in this process, I really did not have a good sense of how much work is involved in carrying this out. Many hours of question bank updating, exam preparation, recruiting of examiners, scheduling, and general organization go into this process. We all owe a great deal of thanks to our Chief examiner, Boyd McCurdy, and our Deputy Chief Examiner, Renée-Xavière Larouche for the time they spent to get this done. Thanks also to all the other board members and examiners involved.

The examination process is obviously the core business of the CCPM, however, over the past few weeks, we have been devoting a huge amount of time to another important issue – amending our by-laws in order that our organization will be compliant with the new Canadian Not-For-Profit Corporations Act. In one sense, it seems nothing short of a nuisance to have to spend so much time at this, but on the more positive side, it affords us an opportunity to examine our by-laws carefully to make sure they reflect our organizational structure and operations as they exist today.

In this issue of InterACTIONS, you will find an article describing some of the issues faced by COMP related to the new NFP Act. One section of this article describes the relationship between COMP and CCPM. Since the founding of COMP, the two organizations have enjoyed a special relationship that has served both organizations well. A cornerstone of this relationship has always been the independence of the certification process, but the organizations have shared financial resources and many efficiencies and cost savings have been realized over the years. When preparing a new set of

proposed by-laws in accordance with the new Act, it has not been possible to maintain the exact arrangement between COMP and CCPM that now exists. A number of our current practices are simply not allowed under the new Act. Details of the new arrangements will be communicated to all members as part of our overall communication strategy, and you have already received some preliminary information about this.

As well as amending our by-laws, many changes to our policies and procedures (P&P) are also required. In fact, our P&P are past due for a major review, and as part of this process, they will be replaced with a set of regulations.

Our new Articles of Continuance (a description of the purpose of these is in the article mentioned above) define the very most basic information about our organization, for example, the name, the location of the corporate office, and most importantly, the “Statement of the purpose of the corporation” and the classes of members that the corporation is authorized to establish.

At present, all of these items are in our by-laws, but they will be moved to the new Articles of Continuance. The Articles of Continuance can be modified by a “special resolution”. A special resolution must be passed by a vote of the members with a 2/3 majority. If the Articles are amended, they must be re-filed with Industry Canada, which, not surprisingly, costs money. Because of the basic (but important) information contained in the Articles of Continuance, it is not anticipated that they will be amended often.

By-laws are meant to contain information about how our organization is structured and governed. For example, they define the structure of the board of directors. They contain



Matthew G. Schmid

basic information about eligibility and rights of members, fees, termination of membership, and disciplinary action.

Over the past few years, much of what was in our old by-laws has been moved to our P&P document. For example, the details of how credits are awarded when evaluating recertification applications are now in our P&P, although this information was formerly in our by-laws.

Amending the by-laws requires a vote by the members. This is too cumbersome to consider doing for details such as recertification credits. There are many other details in our present by-laws that will be moved. Our new by-laws will thus be much more compact than at present, because some of the basic principles will be in the Articles of Continuance, and some of the details will be moved to our new regulations.

Our new regulations will be taking the place of what is now our P&P. The regulations will contain the details of the operation of our organization, for example, the details of the examination and recertification processes will be found here. The regulations will be somewhat

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Executive Director Report

The only man I know who behaves sensibly is my tailor; he takes my measurements anew each time he sees me. The rest go on with their old measurements and expect me to fit them.

George Bernard Shaw

I am guessing that you have all heard more than your share of stories and presentations about change, that fact that change is inevitable and that in order to survive we have to figure out how to embrace it. There are really two kinds of change that we encounter: change that we don't choose but that is imposed on us (for example illness, death, job loss) and change that we choose because we are hopeful that it will improve our lives (such as marriage and children, a new job, deciding to adopt a healthier lifestyle etc.).

COMP is undergoing both types of change at the same time. The change that has been imposed on both COMP and the CCPM is the new Not-for-Profit Corporations Act. There have been articles about the new Act in previous issues of InterACTIONS and hopefully you are aware that all federally incorporated not-for-profit corporations have to comply in order to maintain their status. Complying with the new Act requires that we update the bylaws of both COMP and CCPM.

The COMP and CCPM Boards have embraced this imposed change by seeing it as an opportunity for both organizations to be more flexible and to clarify their relationship with each other. Both Boards have put in countless hours considering all

of the possibilities, discussing the options and coming up with the best solutions. The proposed changes have been communicated to all members in a variety of ways: e-broadcast, website postings, InterACTIONS articles etc. We will also be scheduling teleconferences in July and August and invite all members to call in and learn more. *Please take the time to review the proposed changes and let us know now if you have any questions or concerns. Your advance input will help us better prepare for both the CCPM and COMP AGMs in Montreal in September.*

And now for the planned changes - here are some other initiatives that support COMP's goals of providing scientific and continuing education and increasing the profile of Canadian medical physicists:

1. The 2013 Annual Scientific Meeting will be a joint meeting with CARO and in Montreal from September 18 – 21st. The theme is "Innovations in Imaging" and this joint meeting provides COMP with an opportunity for further collaboration with CARO. Stephen Breen and Clément Arsenault have been representing COMP and CCPM on the planning committee.
2. The planning of the World Congress on Medical Physics and Biomedical Engineering, which will be taking place in Toronto from June 7 – 12, 2015, is well underway under the leadership of COMP's David Jaffray and Tony Easty of the Canadian Medical and Biological Engineering Society. The World Congress is a significant undertaking but will provide COMP with an opportunity to increase its profile on the international stage.



Ms Nancy Barrett

3. The Imaging Taskforce has developed a position statement on Imaging Medical Physics in Canada that has been ratified by the Board and will increase the profile of imaging physicists. The Taskforce has also drafted a position statement on Safety Code 35 that is currently being reviewed and should be finalized in the very near future. Thor Bjarnason has taken on a key leadership role in the development of these position statements.
4. An RFP for a new website has been developed and proposals are currently being evaluated. Thank you to Parminder Basran and the Communications Committee for their work on this project.
5. The COMP Winter School has a new Chair – BeiBei Zhang of Toronto. Plans for the 2014 program are underway – stay tuned for more details.

There is much happening and by adapting as required and taking advantage of new opportunities, COMP continues to move forward.



The New *Canada Not-For-Profit Corporations Act* = New By-laws and Articles of Continuance for COMP

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1. Introduction to COMP governance changes

The new “Canada Not-for-profit Corporations Act”, herein referred to as the NFP Act, and its associated Regulations (SOR/2011-223) came into force on October 17th, 2011. The NFP Act and its Regulations provide a set of rules and provisions for corporate governance of federally incorporated not-for-profit corporations such as COMP that are modern, flexible and more suited to the needs of the not-for-profit sector. The NFP Act replaces Part II of the Canadian Corporate Act (CCA), which has not changed substantially since its enactment in 1917.

All corporations that are currently governed by Part II of CCA are required to apply for a Certificate of Continuance by October 17th 2014 in order to achieve corporate status under the new legislation. Corporations that fail to make this transition by the deadline will be assumed to be inactive and will be subject to dissolution!

To obtain a Certificate of Continuance, COMP must, as per the NFP Act, replace its letters patent and by-laws with new charter documents by October 17th 2014. More specifically, COMP must submit Form 4031 – Articles of Continuance and file new by-laws that comply with the NFP Act. Because the rules and provisions under the new NFP Act are different, what needs to appear in the Articles of Continuance and by-laws is also different.

Recognizing that this was not just a simple task of copying the provisions of the letters of patents to the Articles of Continuance and submitting the same by-laws, the COMP Board, with the help of our Executive Director, employed a consultant in early 2013 to guide COMP (and CCPM) through this transition process. The result is a set of proposed new by-laws and Articles of Continuance for COMP that have been approved by the Board in late May 2013.

At the time of this reading, each member should have received two electronic copies of the proposed new by-laws, one in its final format for approval – by 2/3rd majority of casted vote as per the NFP Act – at the next Annual General Meeting (AGM) in Montreal on September 20th, 2013 and one in a three column format showing the old by-laws in the left column, the proposed

new by-laws in the center column and the reasons for the change or addition in the right column. Each member should have also received a copy of the Articles of Continuance, which contains provisions such as the minimum and maximum number of directors, the purpose of the corporations and additional provisions such as the COMP-CCPM financial agreement.

Given that any future change to either of these two charter documents (i.e. COMP by-laws and Articles of Continuance) after receiving the Certificate of Continuance will require a special resolution and money, two teleconferences will be organized in July and August to allow members the opportunity to comment on the proposed new by-laws and Articles of Continuance and/or ask specific questions.

2. Changes to the Structure of the Board

The business and affairs of COMP are currently managed by a Board of Officers, namely a past-president, president, president-elect, treasurer, secretary, 4 councilors and a CCPM president. As per our current by-laws, not all positions on the Board are elected by voting members. The president-elect, which is elected by the voting members, moves to the president position after a 2-year term and finally to the past-president position after another 2-year term as president. Under section 124 of the new Canada Not-for-profit (NFP) Corporations Act, the business and affairs of any NFP corporation must be governed by a Board of Directors, and each director shall be elected by the voting members (Sec 128(3)). Therefore, to comply with the new Act, changes to the structure of the Board have been made.

COMP voting members will now be electing directors, not officers. Under section 124 of the new NFP Act, directors have a duty to the members to manage the affairs and property of COMP. Only directors have voting rights on COMP's business issues that are not subject to members' vote. Since only voting members have the power to elect directors, only voting members can remove a director from the Board (Sec 130(1)). By contrast, officers are appointed by the Board, and serve at the pleasure of the Board, not the members (Sec 148). In very large organizations, entirely different people serve as directors and officers. However, in smaller organizations, such as COMP, most directors also serve



as officers. Officers have limited authority (Sec 142), so directors vote only in their capacities as directors.

Therefore, COMP will elect 4 directors that will also serve as officers, namely, the president, vice-president, treasurer and secretary. Under the new NFP Act, the vice-president will not automatically become president; hence the title change. To promote new ideas amongst board members, the vice-president will be elected for a 2-year, non-repeatable term, and may then choose to run for president, which is also a two-year, non-repeatable term. After serving his/her term, the president will be appointed by the board to the office of past-president for a 2-year term. The executive director will also be appointed by the board to serve as an officer of the board. Both the treasurer and secretary will serve a 3-year, non-repeatable term.

The COMP board has traditionally elected the Committee Chairs as Board members. To comply with the new NFP Act as well as promote flexibility of the board, voting members will now elect a number of directors-at-large. The intention is that these directors will still chair the COMP committees (Science and Education, Professional Affairs, Communications, Quality Assurance and Radiation Safety, and Imaging). However, the new structure will provide the Board flexibility in its structure, and this structure is consistent with other not-for-profit Boards of directors. All directors-at-large will serve a 3-year term. Under the NFP Act, ex-officio members are not allowed. In order to enable the CCPM president or a representative of CCPM to serve on the board as a director, voting members will need to elect that individual as a director-at-large.

In summary, Article 4.01 of the proposed by-laws states that the property and business of the Corporation shall be managed by a Board of not less than seven (7) and not more than twelve (12) Directors, comprised of:

- One (1) individual who shall be elected as president;
- One (1) individual who shall be elected as vice-president;
- One (1) individual who shall be elected as secretary;
- One (1) individual who shall be elected as treasurer;
- Five (5) individuals who shall be elected as directors-at-large (and will continue to chair committees);
- One (1) individual who shall be a representative of the CCPM Board elected as a director-at-large.

This leaves 2 additional director-at-large positions that will be filled by election as required.

Article 4.04 state that Officers of the Corporation shall be the president, the vice-president, the past-president, the secretary, the treasurer, and the executive director, if one is appointed.

3. Transparency of governance in the new NFP Act

The purpose of the new Canada Not-For-Profit (NFP) Act is to require NFP corporations to govern themselves in a manner that is accountable to its membership. There are several provisions in

the new Act that provide for this. Generally, these fall into three broad areas: the rights of classes of members, accountability of directors of NFP corporations to the members, and requirements on the numbers of directors based on the financial situation of the NFP corporation.

NFP corporations are governed by their Articles of Continuance, which define in broad terms the purpose of the corporation, and by-laws, which spell out the rules under which the NFP corporation operates. The by-laws typically define what classes of members are allowed, and what rights these members have; for instance, whether they have voting rights or not. Under section 199(1) of the new NFP Act, for any by-law change that diminishes the rights of a particular class of member, these changes can only be enacted by what is called a special resolution of the members, which requires 2/3rd majority of casted vote. Further, this section also stipulates that in cases where there are proposed changes to membership classes and voting rights, the members of a class or group of members may be entitled to vote separately as a class or group, even if they have no voting rights under existing by-laws.

One of the most important manners in which accountability to members is ensured under the new Act is by requiring under section 199(1), that all directors be elected by simple majority vote at meetings of members. For this reason, NFP corporation by-laws should not contain sections relating to election of directors since the NFP Act itself stipulates that directors must be elected at meetings of members. Further, NFP regulation 28(1) states that the terms of office may not exceed 4 years. Based on the financial situation of the NFP, there are a minimum number of directors; section 125 stipulates that under no circumstance can this be less than 1. In other words, there must at least one elected director of the NFP, and this director must be accountable to the members. For instance, section 170 states that directors must make certain financial reports to members at member meetings, and members, by majority resolution, can remove a director if they desire, as stipulated in section 130(1).

Directors, can of course, designate other persons to carry out the business of the NFP Corporation, which is allowed under sections 138 and 142. They may appoint a “managing director” or an “officer” to hold any of the powers of the director except for the following items:

1. submit to the members any question or matter requiring the approval of members;
2. fill a vacancy among the directors or in the office of public accountant or appoint additional directors;
3. issue debt obligations except as authorized by the directors; approve any financial statements;
4. adopt, amend or repeal by-laws;
5. establish contributions to be made, or dues to be paid, by members.

In other words, directors cannot delegate certain “core” responsibilities, which namely have to do with by-laws, finances



or appointment to director vacancies. Anything else can be delegated. Any position on the board can be an appointed officer or director, including President. There is one important exception to this, allowed under section 128(8), which states that directors can appoint a director with all the responsibilities of elected directors to a term not to extend past the next members meeting. This is in the case where there is a vacancy on a board of directors due to (for instance) resignation, death or some other reason, in which case a board can appoint an un-elected person but only until the members have an opportunity to elect someone to that position, which would be at the next members' meeting.

4. Rights and Obligations of Members and Directors

COMP, as a federally incorporated not-for-profit corporation, is currently subject to the out-of-date Canada Corporations Act. By October 17, 2014, all not-for-profit corporations in Canada will be governed by the new Not-For-Profit Act. This has meant changes for COMP in its governance. The intention of the new Act is to increase the accountability and transparency of NFP corporations and lessen the regulatory burden for such organizations. In particular, the old Canada Corporations Act did not adequately address the rights and obligations of members and the board of directors. The new NFP Act addresses the qualifications of directors, the election of directors, and the holding of directors' meetings.

4.1. Membership

The old by-laws had seven classes of members; under the new by-laws, the classes of honorary and emeritus members have been eliminated because the new NFP Act requires a clear definition of these membership classes, and historically, these have been neither defined nor used. Full members are allowed to vote at the Annual Meeting; associate, student, corporate and retired members do not have voting rights, but may be invited to the Annual Meeting at the Board's discretion. Voting members may raise issues for discussion at the Annual Meeting. Fundamental changes to the by-laws or Articles of Continuance can only be made by Special Resolution by the membership at the Annual Meeting (NFP Act, Section 197(1)). Non-voting members have the right to vote on by-laws which change the rights of their membership class, even though they are non-voting members (NFP Act, Sec 199(2)). Many of the rules pertaining to the Annual Meeting have been removed from our by-laws because they are now covered by the Act.

The section of the by-laws pertaining to discipline of members has been made clear (Bylaws, Section 3.01), particularly in regards to non-payment of dues. Of particular note, unauthorized use of the members' register is addressed in Section 262(3) of the NFP Act.

4.2. Directors

Under the NFP Act, directors have a duty of loyalty (to act honestly and in the best interests of the corporation) and a duty

of care (to exercise the diligence and skill of a reasonably prudent person) to the Corporation.

Many of the duties of directors are now explicitly included in the NFP Act, rather than in the COMP by-laws. This requires a change in language, in that our by-laws now refer to the Board of Directors rather than the Board of Officers. Under the Act, at least two-thirds of the board members must be elected (NFP Act, Sec 128(8)). Appointed directors may serve only until the next Annual Meeting, where they must be elected to continue to serve (NFP Act, Sec 128 (8)). The Board may appoint officers to manage the Corporation, but under the Act (Sec 142 and Sec 138 (2)), the officers' decision-making is limited.

5. COMP-CCPM relationship

The relationship between COMP and CCPM has always been close and amiable. Over the decades since their founding, each organization has evolved into the present form. COMP is the main professional organization for medical physicists in Canada. The College was established in 1979 to recognize proven competence in physics as applied to medicine. Membership in COMP is a requirement of membership in the CCPM.

Although these organizations have historically been very close, their missions are now clearly differentiated. The mission of the 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 essential to the clinical practice of medical physics. COMP's objectives promote and encourage certification by the CCPM, but COMP's objectives are also to promote scientific knowledge, to further the exchange and publication of scientific or technical information, promote educational opportunities, to develop and protect professional standards, and to link to activities of other organizations with similar objectives.

The old by-laws of COMP contain several references to the CCPM, some of which are proposed for change under the new by-laws and NFP Act. COMP will continue to state its belief in the importance of certification through the CCPM, but this is now best stated in the Articles of Continuance, rather than in the by-laws. Membership in CCPM is a sufficient condition for membership in COMP. By-laws for the dissolution of COMP, which require a transfer of COMP's assets to the CCPM, have moved, unchanged, to an item in our Articles of Continuance.

Under the old by-laws, the president of the CCPM was appointed as a member of the board; under the new by-laws, the president of the CCPM (or a representative) must be elected by COMP members to the COMP board as a director-at-large. References to the CCPM president's role in the COMP ASM have been removed from the by-laws, and will be addressed by regulations.

Perhaps the most important aspect of the COMP-CCPM relationship regards finances. This relationship is mentioned in the

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CNSC Feedback Forum

An update on some important CNSC initiatives

Kavita Murthy,
Director

Accelerators and Class II Facilities Division (ACFD) / Directrice, Division des
installations de catégorie II et des accélérateurs (DICA)
Canadian Nuclear Safety Commission / Commission canadienne de sûreté nucléaire

RD/GD-99.3, Public Information and Disclosure

In March of 2012, the CNSC published RD/GD-99.3, “*Public Information and Disclosure*”, (http://www.nuclearsafety.gc.ca/pubs_catalogue/uploads/RD_GD-99_3-eng.pdf). RD/GD-99.3 applies only to certain types Class II nuclear facilities, and is required to be in place over the entire lifecycle of the facility. Class II licensees, such as cancer treatment centres, are explicitly exempt from the requirements of this document. Other Class II facilities may be required to develop and implement a public information and disclosure program, depending on the extent and nature of the nuclear materials and activities they engage in.

The intent of a public information and disclosure program (PIDP) is to improve the level of understanding by the public, of information about proposed or licensed nuclear facilities and activities. Each public information program and its disclosure protocol is expected to be designed to address the information needs of its target audience. The scope of the PIDP must be commensurate with the public’s perception of risk and the level of public interest in the licensed activities. This may be influenced by the complexity of the facility’s lifecycle and activities, and the risks to public health and safety and the environment which are perceived to be associated with the facility and activities.

A specific implementation plan for RD/GD-99.3 at Class II Facilities is in the process of being finalized and will be sent to affected licensees in fall 2013. **Table 1** identifies the Class II facility types that would be subject to GD 99.3 under the implementation plan. All other Class II licensed facilities would be excluded. Broadly, the inclusion criteria includes activities that may arouse public interest, especially operations where a nuclear substance or sources can potentially come into proximity to the public either intentionally or otherwise.

REGDOC-2.12.3, Security of Nuclear Substances: Sealed Sources

On May 30, 2013 the CNSC published the regulatory document REGDOC-2.12.3, *Security of Nuclear Substances: Sealed Sources* (<http://www.nuclearsafety.gc.ca/eng/acts-and-regulations/regulatorydocuments/published/html/regdoc2-12-3/index.cfm>)

This document sets out the minimum physical security measures that licensees must implement to prevent the loss, sabotage, illegal use, illegal possession, or illegal removal of sealed sources during their entire lifecycle, including while the sources are in storage, transport, or being stored during transportation. The CNSC’s implementation plan for REGDOC-2.12.3 is as follows:

- *Security Measures for Sealed Sources* will be incorporated into licence conditions within the **next two years** for sites with high risk category 1 and 2 radioactive sources.
- *Security Measures for Sealed Sources* will be incorporated into licence conditions as licences come up for renewal for medium and low risk category 3, 4 and 5 sources

Discussion Paper on proposed Amendments to Radiation Protection Regulations

The CNSC uses discussion papers to solicit early public feedback on CNSC policies or approaches. This early feedback is used to shape anything from proposed regulatory amendments and policy to guidance documents produced by the CNSC. In addition to promoting CNSC’s values of openness and transparency, it serves to streamline and facilitate the approval process further downstream as many stakeholder concerns are addressed early on in the development of the document.

Stay tuned for the publication of the CNSC’s discussion paper on proposed amendments to the Radiation Protection Regulations. Over the years, if you have noted shortcomings or areas of possible improvements in these regulations, this would be a good time to articulate them officially. We will be notifying your radiation safety officers directly by email when the paper is available for comment. You will have a second opportunity to comment on the proposed amendments to these regulations during the official consultation phase of regulation making, when the regulation is published in Canada Gazette Part 1.

Annual Compliance Reporting Class II Nuclear Facility licences

Did you know that the CNSC Class II Nuclear Facility licences no longer have an ACR form attached to the licence? Annual



compliance report forms can be downloaded, completed and submitted electronically to the CSNC. The forms are available at www.nuclearsafety.gc.ca/acr for all types of Class II Nuclear Facilities.

ACR online has been piloted to a limited group of licensees operating certain types of Class II Nuclear Facilities, specifically those who have a licence to operate a medical accelerator facility, a teletherapy facility, or a high dose rate or pulsed dose

rate brachytherapy facility. The success of this limited release pilot will inform future investment into this initiative. So far the uptake has been very slow, but we are very interested in getting feedback from you about this initiative.

If you have any questions on any of the topics discussed in this article, please contact me at kavita.murthy@cnsccsn.gc.ca. We will also be at the CARO –COMP meeting in Montreal in September and we look forward to seeing you there!

Table 1: Class II Facility Types subject to requirements of RD/GD 99.3

CII Facility Type	Excluded	Included	Rationale for inclusion or exclusion
Isotope production accelerators (IPA), including cyclotrons	Hospital based IPAs, provided that the licensee is the Hospital and not a third party and the IPA is not used for commercial purposes.	IPAs licensed to any organization other than a hospital regardless of location. This includes commercial licensees and universities	<u>Exclusion:</u> Section 1.2 of the document explicitly exempts Class II licensees such as hospitals and cancer treatment centres from the requirements set out in RD/GD 99.3 <u>Inclusion:</u> Commercial operations handle large volumes of activity, resulting in greater potential releases to the environment.
Pool type irradiators	None	All	<u>Inclusion:</u> Perceived risks from events (e.g., natural disasters) and perceived security risks
CII equipment development and testing facilities and/or research and industrial facilities	Facilities that do not produce environmental releases. (e.g., linear accelerators used for irradiation for product sterilization)	Facilities that could produce environmental releases. (e.g., facilities used for irradiating volatile targets)	<u>Exclusion:</u> Activities conducted in shielded facilities with no possibility of environmental releases or public exposure. <u>Inclusion:</u> The potential exists for environmental releases which could be of public concern and, under certain conditions, could result in public exposure.

The New *Canada Not-For-Profit Corporations Act* = New By-laws and Articles of Continuance for COMP

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existing COMP by-laws (Section 8(D)): CCPM will be guaranteed financial support within COMP to maintain its activities related to certification and continuing education. Expert opinion provided to the boards of COMP and CCPM underlined that this statement was vague and provided no guarantees of the nature and cost of support to either organization. Consequently, the Boards of COMP

and CCPM have agreed to address this issue through a contract between the two organizations. This agreement will provide certainty around costs and obligations for the two organizations.

The Articles of Continuance indicate COMP's intention to maintain a close and productive relationship with the CCPM, and we anticipate that the contract covering financial issues between the two organizations will bring clarity to the valued alliance.



Report from the Ontario Radiation Incident and Safety Committee (RISC)

Brenda G. Clark

RISC Chair, Ottawa Hospital Regional Cancer Centre, Ottawa, ON

The Ontario Provincial Radiation Treatment Program under the auspices of Cancer Care Ontario has been monitoring and recording incidents occurring during radiation treatment for a period of five years. The initiative is managed through a multidisciplinary committee comprising radiation therapists and medical physicists from all Ontario cancer centres. The committee reviews and discusses incidents reported quarterly via teleconference. This article summarises an analysis of some of the incidents reports to RISC.

A total of 563 actual incidents were reported from 14 cancer centres in Ontario during the fiscal year 2011 to 2012; 497 (88.3%) of these were classified as minor with no impact to any patient and a further 61 (10.8%) were classified as major with a moderate impact to the patient. Only five were classified as having a severe impact to a patient corresponding to, for example, a dose deviation greater than 25% of the prescription dose. The number of cases treated during the same period was 46,463, giving an incident rate of 1.2% per treated case. These incidents were classified according to the categories initially set by RISC as indicated in the plot below (figure 1). In retrospect, this classification proved to be somewhat ambiguous with some terms descriptive, e.g., patient positioning, and others referring to a root cause, e.g., documentation. The incidents allocated to documentation in particular proved to be resistant to further analysis. However, a subset of incidents in the Patient Positioning and Accessories categories was further explored in an attempt to identify corrective actions for some of the more commonly reported incidents.

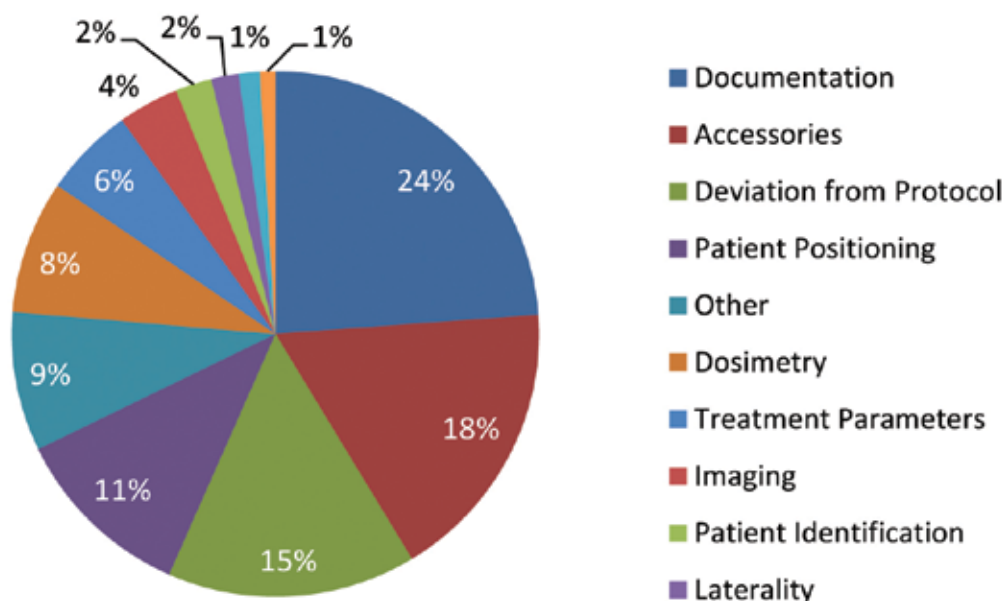


Figure 1: Distribution of Ontario Radiation Incidents Reported in Fiscal 2011-12

The distribution of the 48 incidents relating in some measure to treatment accessories are shown below (figure 2), the vast majority (83%) relating either to the use of bolus or immobilisation devices. Only one of these incidents involved a dose deviation of between 5% and 10% from the total prescription, the remainder either incurred a dose deviation of less than 5% or none at all.

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CURRENT CORPORATE MEMBERS

2013



CDR Systems Inc.

Phone: 1-855-856-7035 (ext 3)
www.cdrsys.ca

Contact: Mike Wallace
mikewallace@cdrsys.ca



CSP Medical

Phone: 1-800-265-3460
www.cspmedical.com

Contact: Steve Gensens
sg@cspmedical.com



Donaldson Marphil Medical Inc

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LAP of America

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Modus Medical Devices Inc

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NELCO

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Standard Imaging Inc

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Sun Nuclear

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Varian Medical Systems

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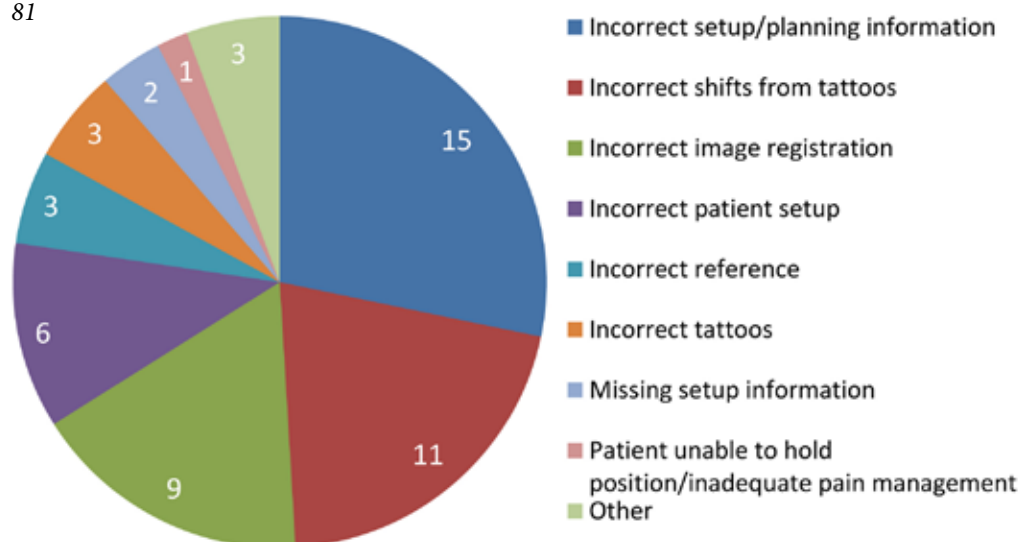


Figure 2: Distribution of 48 Incidents Relating to Accessories

Of these 48 incidents, 23 (48%) involved the use or misuse of bolus: either the bolus was not used at all, left on too long, placed in the wrong position, or not made the right thickness or area, etc. Several centres have made attempts to reduce these persistent errors but robust solutions have yet to be identified. A further 17 (35%) of the accessory incidents related to immobilisation devices which were either used incorrectly (7; 3 of which related to breast boards), spontaneously deflated (4), not used (5) or inadequate (1).

Fifty three incidents were reviewed relating to patient positioning (figure 3) and in this group, three of these incidents involved a dose deviation of between 5% and 10% from the total prescription. The remainder either incurred a less than 5% dose deviation or none at all.

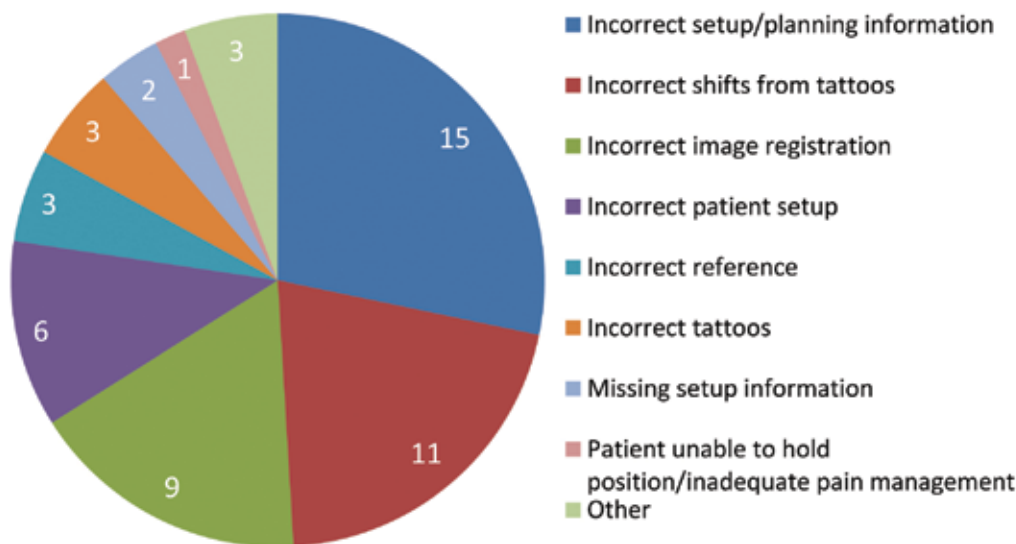


Figure 3: Distribution of 53 Incidents Relating to Patient Positioning

The take-home message from this analysis is primarily that almost all incidents arise from some type of human interaction, a well accepted principle. There are, fortunately, very few failures of equipment or software. Secondly and more importantly, data of this nature must be collected in a standardised way to be useful. A recent publication from the AAPM Working Group on the Prevention of Errors has proposed common terminology including causal taxonomies for radiation treatment incident reporting [1]. We have used this analysis together with these recommendations to modify our provincial reporting practice with the aim of strengthening the data collected to aid the identification of potential corrective actions and learning. We anticipate submitting a follow up report to InterACTIONS when sufficient data has been recorded.

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QATrack+

R. Taylor, C. Angers, D. La Russa, R. Studinski
The Ottawa Hospital Cancer Centre

A Free and Open Source Tool For Radiotherapy Quality Assurance

About

QATrack+ was developed at The Ottawa Hospital Cancer Centre to help manage the growing complexity of radiotherapy QA programs by: providing a consistent interface for entering QC test results, making data review and trending simple, providing a high level overview of QC test status across all treatment and imaging units and collecting all QC data in a single database. QATrack+ is currently being evaluated at a number of other cancer centres across Canada. More discussion is available in our article in the Jan 2013 Issue of COMP Interactions.

Features

- Free & Open Source
- Easy to use web based interface
- Online admin pages for configuring tests, test lists and units
- Multiple test types (Numerical, Boolean, Mult. Choice and Composite/Calculated) with integrated procedures via embedded html
- Data charts and statistical process control charts
- Pages for getting a quick overview of current state of your QC program
- Multiple user groups and permissions
- Deployable on Windows, Linux or Mac

Try It Out Online

A QATrack+ demo is available online.

URL: <http://randlet.com/qatrack/>

User / Password: demo / demo

Download It

The source code for QATrack+ can be downloaded from our online source code repository.

URL: <http://qatrackplus.com>

More Information

There are a few channels for getting help and more information about QATrack+:

QATrack+ Wiki: <http://goo.gl/rNlcl>

Google Groups: <http://goo.gl/hFwjv>

Email: rataylor@toh.on.ca

QATrack+ at TOHCC

QATrack+ is being used for all Daily QA and the majority of Monthly QA in our clinic. Here are some stats about QATrack+ at TOHCC:

Live In Clinic	10 Sep 2012
Users	120 Therapy/Physics
Units	20 treatment and imaging units over 2 campuses
Daily QA	50 Test Lists Performed on Daily Basis (Therapy) 200 Test Lists
Monthly QA	Performed on Monthly Basis (Physics Techs)
Performed to Date	170,000 Tests / 10,000 Test Lists Performed
Spreadsheets Replaced	> 100



COMP Imaging Taskforce

Thor Bjarnason

Interior Health Authority, Kelowna, BC

The Canadian Organization of Medical Physicists has recently created an Imaging Taskforce in order to increase the visibility of Imaging Physicists within COMP and Canada. I presently chair this taskforce.

The previous COMP structure was ill-equipped to field medical imaging questions in a formal and representative manner, so the COMP Imaging Taskforce (ITF) was created and had its first T-con in January. COMP believes the time is ripe for greater visibility of its medical imaging members and also for greater involvement of imaging physicists within COMP. On the longer term, once we have a clearer idea of the activities covered by the ITF, the group will generate terms of reference and a specific mandate just like any other COMP standing committee.

Our present roster consists of Thor Bjarnason (Chair), Nancy Barrett, Luc Beaulieu, Ian Cameron, Anna Celler, Michelle Cottreau, Ian Cunningham, Maxime Guillemette, Ting Lee, Daniel Rickey, and Glen Wells. Our membership stretches across Canada and consists of Medical Physicists with expertise in X-ray, MRI, Nuclear Medicine, and Ultrasound.

We have just finished developing a position statement for COMP outlining the need to increase the number of Imaging Medical Physicists in Canada, and we are presently working on a position statement promoting the adoption of Safety Code 35 by the provinces and to encourage Health Canada to develop equivalent safety codes for MRI, NM, and Ultrasound. In more of an ad-hoc manner, we have been solicited by various organizations, Ministries, and Health Canada regarding Imaging Physics issues. Two of our most notable and recent contributions were the development of literature for Imaging Team Day on May 16 (imagingteam.ca), and providing input to the Canadian Association of Radiologists on their soon to be updated lifecycle guidelines.

It is an exciting time for Imaging Physicists in Canada – we better be organized and develop a common voice.

Message from the CCPM President

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larger than our previous P&P because they will now contain some of the details contained in our old by-laws. Having said that, there are a number of items that will no longer be included because they are no longer relevant or are outdated. For example, there are references in our present P&P to the “Joint Finance Committee”, which no longer exists. Our new financial arrangement with COMP will also necessitate some changes to the regulations. The regulations may be amended by the board. They are intended to spell out the details of the day to day operation of our organization, and flexibility is required to ensure that the board can carry on the business of the organization in a timely and efficient manner.

The board is committed to ensuring that our members are fully informed of the

proposed changes and that they have ample opportunity to comment on the changes prior to the completion of the final draft. This communication will take place primarily through a number of email updates and the website, and by the time you read this, you will have already received a number of email communications. If we determine that there is sufficient interest from our members, we are also planning to host live dial-in forums where members will have an opportunity to discuss the issues and present their opinions directly to the board.

The final discussion of the proposed by-laws will take place at the AGM in Montreal. This will be the last chance to make amendments to the proposals. I strongly urge all our members to attend if possible. Prior to that time,

we will have circulated our proposed new Articles of Continuance, By-laws, and Regulations. Following the AGM, the final version of the documents will be circulated to all our members and voted on by electronic ballot. Electronic balloting will be new for us, but it will afford the opportunity for all our members to participate in this important process.

As I mentioned in my last report, it is not the intention of the board to make any substantive changes to how the CCPM operates or is governed, but some changes are coming and I encourage you all to be open to change. It has not always been easy to fit all the pieces together, but the board is working hard to produce a new set of by-laws and regulations that will serve us well, not only at the present time, but well into the future.



Update on the CAMPEP Accreditation of Graduate Programs

Brenda Clark

Chair,

CAMPEP Graduate Education Program Review Committee,
Ottawa Hospital Regional Cancer Centre, Ottawa, ON

As of this writing at the end of March, there are 40 graduate programs accredited by CAMPEP, distributed across North America, approximate location shown by the white asterisks in figure 1. (The program in Seoul, S Korea is not shown.) One of these universities also offers a DMP program, and another university is indicating they will submit an application for a DMP program within a year. There are also four new program accreditations in the review process.



Figure 1: The white asterisks show the distribution of CAMPEP accredited graduate programs in North America

As a result of the tightening of the academic requirements to enter the profession, individuals with terminal degrees in other areas of physics who wish to move into a residency in clinical medical physics will be required very soon in both the US and Canada to address a set of basic didactic requirements before or during their residency. To provide a pathway for these individuals to meet these requirements, CAMPEP has accredited seven certificate programs since 2011. A certificate program is a program of didactic coursework, recommended in AAPM Report 197S and adopted by CAMPEP, that is intended to enable individuals with a PhD or equivalent terminal degree in physics or a related discipline to meet the didactic requirements needed to enter the profession of medical physics. A certificate program may be offered only by an accredited graduate or residency program. To date, all certificate programs are housed within accredited graduate programs. Application of an accredited graduate program to be approved as a certificate program is a streamlined process that requires no additional expenditure by the graduate program. This process is described on the CAMPEP website.

A recent poll of the seven certificate programs indicates that these programs are quite popular, with more than 20 students currently registered. As indicated by the program directors, the programs' graduates to date have had no difficulty securing residency positions. The program directors report fielding a high number of enquiries but have restricted

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Medical Imaging Team Day Celebrated on May 16, 2013

Nancy Barrett

Executive Director, COMP/CCPM



Medical Imaging Team Day celebrated its 2nd annual event on Thursday, May 16, 2013. To mark this event, important new resources were launched: a brochure created to provide patients with a better understanding of what will happen when they are referred for a medical imaging test, a brochure for referring healthcare professionals to assist them in selecting the most appropriate procedure, and a poster for clinics and waiting rooms to enhance awareness of medical imaging. The new COMP Imaging Taskforce played a key role in the development of the resources.

This day celebrated the imaging team, comprised of physician radiologists, **physicists**, sonographers and technologists, who give back to the community and to the Canadian healthcare system by sharing their expertise on topics that improve the quality of patient care.

COMP was represented by Past-President Peter McGhee and Imaging Taskforce member Glenn Wells. Peter provided the audience with an interesting and entertaining overview of the role of medical physicists on the Imaging Team. This event was open to healthcare professionals and to the public. Representatives of the Canadian College of Family Physicians of Canada and patient advocacy groups attended the event.

COMP's new Imaging Taskforce provided important expertise and insight on ionizing radiation and cancer risk. Following the event, a representative of the Canadian College of Family Physicians of Canada contacted COMP to get further background on the issue.

For more information on Medical Imaging Team Day, its healthcare team and medical imaging procedures, visit www.imagingteam.ca.

Update on the CAMPEP Accreditation of Graduate Programs

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the class size to between two and five students. The current students have backgrounds in a variety of disciplines such as: medical biophysics, biomedical engineering, atomic physics, solid state physics, nanotechnology, nuclear engineering, high energy physics, experimental condensed matter physics, experimental particle physics and optical physics to name a few. A quote from one program director: "over the past seven years we have had 18 students enter our graduate programs who already had a PhD in physics. The majority of those completed an MS in medical physics and presumably many of them would have chosen the Certificate Program if we had offered it back then."

Message from the COMP President

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I strongly encourage you to also read the InterACTIONS article "The New *Canada Not-For-Profit Corporations Act* = New by-laws and Articles of Continuance for COMP" on page 76 for more details about the required change under the new NFP Act.

It is obvious that the new Not-For-Profit Act has forced us to rethink how COMP is doing business and also how COMP and CCPM interact with each other. We believe that the time spent (many hours!) was well worth the effort, if only to revisit why and how things were set as they were in the previous by-laws. In the end, the new By-law together with the Articles of Continuance and the contract between COMP and CCPM are in our opinion leaving COMP with a renewed governance structure that will served COMP (and CCPM) for many years to come.



COMP and CCPM Business Meetings

Hilton Bonaventure Hotel, Montreal, QC

DATE	ROOM	ACTIVITY/MEETING NAME	TIME
Monday Sept 16	St. Laurent	CCPM Examinations	8:00 am - 5:00 pm
Monday Sept 16	St. Michel	CCPM Examinations	8:00 am - 5:00 pm
Tuesday Sept 17	St. Laurent	CCPM Examinations	8:00 am - 5:00 pm
Tuesday Sept 17	St. Michel	CCPM Examinations	8:00 am - 5:00 pm
Tuesday Sept 17	Jacques Cartier	Communications Committee	2:00 pm - 4:00 pm
Tuesday Sept 17	Jacques Cartier	Professional Affairs Committee	4:00 pm - 6:00 pm
Tuesday Sept 17	Jacques Cartier	Science and Education Committee	6:00 pm - 9:00 pm
Wednesday Sept 18	Jacques Cartier	COMP Board Meeting	8:00 am to 12:00 pm
Wednesday Sept 18	St. Laurent	Imaging Taskforce	10:00 am – 12:00 pm
Wednesday Sept 18	Jacques Cartier	CCPM Board Meeting	1:00 pm - 4:00 pm
Wednesday Sept 18	St. Laurent	QARSAC	1:00 pm - 4:00 pm
Wednesday Sept 18	Jacques Cartier	Joint COMP Board / CCPM Board	4:00 pm - 6:00 pm



ASM Info

Hotel block drops August 18th.

The Hilton Bonaventure is offering rooms at our group rate of **\$189** from 14th to 25th of September.

For more information, please visit www.medphys.ca.

CARO
COMP
2013

Montreal, QC

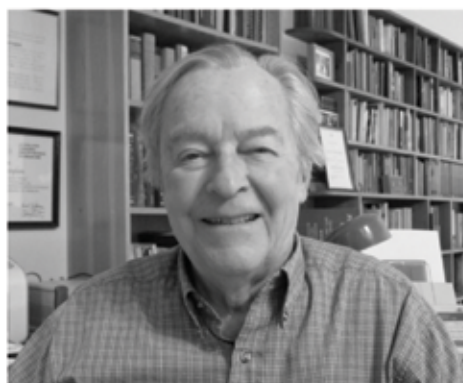
September 18-21

INNOVATIONS IN IMAGING



2013 marks the 50th anniversary of the foundation of the International Organization of Medical Physics. To celebrate this milestone, 50 medical physicists who have made an outstanding contribution to the advancement of medical physics and healthcare through research, clinical developments, education and training activities, service development and professional matters will be profiled. Congratulations to John R. (Jack) Cunningham, Aaron Fenster, Ervin B. Podgorsak, David Rogers and Jake Van Dyk on being five of the 50!

The 50th anniversary will be celebrated at the ICMP2013 conference in Brighton, England in September (<http://www.icmp2013.org/>) and the contribution made by each of the 50 medical physicists selected will be recognized by an individual poster displayed in the conference foyer for each of the honourees. Each poster will also have a QR Code displayed. Smartphone users with a QR-code scanner app can read the displayed QR Code and be directed to the IPEM website where the poster and any supplementary information will be available.



Dr. John R. (Jack) Cunningham



Dr. Aaron Fenster



Dr. Ervin Podgorsak



Dr. David W.O. Rogers



Prof. Jacob (Jake) Van Dyk



New COMP Members

Please welcome the following new members who have joined COMP since our last issue:

Last Name	First Name	Institute/Employer	Membership Type
Bourgoin	Alexandra	Université Laval	Student
Bourque	Alexandra	McGill University	Student
El Naqa	Issam	McGill University	Full
Gagnon	Louis-Philippe	Université Laval	Student
Hickling	Susannah	Montreal General Hospital	Student
Hoover	Douglas	London Regional Cancer Program	Full
Johnstone	Christopher	San Diego State University	Student
Koger	Brandon	University of Calgary	Student
Kry	Stephen	UT MD Anderson Cancer Center	Full
Lamothe	Reina	Queen Elizabeth Hospital Cancer Treatment Ctre	Associate
Lausch	Anthony	University of Western Ontario	Student
Markel	Daniel	McGill University	Student
Montégiani	Jean-François	Université Laval	Student
Rafie	Frank	Targeted Radiation Therapy	Full
Rodriguez Vega	Manuel	Carleton University	Full
Shahedi	Maysam	Western University	Student
Sheikh	Khadija	Robarts Research Institute	Student
Svenningsen	Sarah	Robarts Research Institute	Student
Yip	Eugene	University of Alberta	Student

Congratulations to our past student COMP members who are now full members:

Last Name	First Name	Institute/Employer
Bourque	Alexandre	CSSS Champlain Charles Le Moyne
Cherpak	Amanda	The Ottawa Hospital
Gonzalez	Marjorie	Vancouver Coast Health Authority
Leduc	Vincent	Hôpital Maisonneuve-Rosemont
Shin	Naomi	McGill University Health Centre
Teke	Tony	BC Cancer Agency - Southern Interior
Therriault-Proulx	François	MD Anderson Cancer Center

Report from the Ontario Radiation Incident and Safety Committee (RISC)

continued from page 84

Reference:

1. Ford EC, Fong de Los Santos L, Pawlicki T, Sutlief S and Dunscombe P. Consensus recommendations for incident learning database structures in radiation oncology. Medical physics. 2012;39:7272-90.

Acknowledgement: Thanks to all the radiation therapy and medical physics members of the CCO Radiation Incident and Safety Committee who participate in this initiative.



Message from the Editor

Christopher Thomas, PhD, MCCPM

Nova Scotia Cancer Centre



Hello! It's been awhile since I've written one of these but I thought I'd put together a short note since this is my 4th issue as editor (that's a whole year!). It's been a great learning experience so far and I'm sure everyone loves my harassing emails to submit. I think by this point I have a system in place to get everything done quickly. Each issue is composed of the standard columns by the regulars (Matt, Luc, and Nancy) but everything comes from YOU, the members. So if you enjoy reading InterActions I highly encourage you to

submit something as you are what make it interesting to read each issue.

This issue is heavy on information on the shiny new NFP Act which will change how COMP operates. I never knew all the changes afoot until I read the big article by Isabelle, Marco, and Stephen, and the columns by Matt and Luc. Big changes and lots of hard work on the part of all involved parties, so thanks to all involved for all their hard work!

Soon it will be time for the annual meeting, and this year, as you know by now, is a joint meeting with CARO in Montreal. With CARO members there, it's sure to open new possibilities for collaborations, so please come out. Oh, and Montreal is a fantastic city. I know I greatly enjoyed the walk from my hotel to my CCPM examination. But seriously, if you've never been to Montreal you're in for a treat as it truly is a great city with amazing culture.

Take care and see you next issue!

Dates to Remember

CARO/COMP Joint
Scientific Meeting:

September 18 to 21st, 2013,
Montreal, QC



CCPM AGM:

September 19, 2013, Hilton
Bonaventure Hotel, Montreal



COMP AGM:

September 20, 2013, Hilton
Bonaventure Hotel, Montreal



InterACTIONS Autumn
Issue Deadline is

September 1, 2013



International Day of
Medical Physics

November 7, 2013

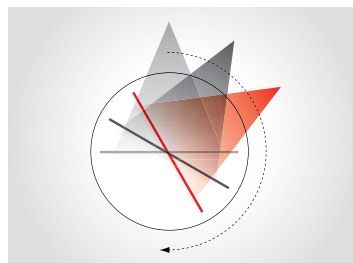
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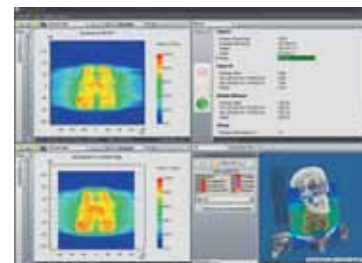
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