

System of quality management call to action: **Strengthening audit quality**

This publication is intended to assist audit firms as they implement their system of quality management to comply with the new quality management standards¹. We expect firm leadership to distribute this document to individuals with operational and functional responsibilities relating to the firm's system of quality management and to all audit engagement team members. Furthermore, we also expect firms to promote the importance of the role played by all team members in achieving a quality-driven culture, which is foundational to the operation of a strong system of quality management.

In this publication, we highlight the importance of culture to a firm's system of quality management, our preliminary observations on the implementation of the new quality management standards and provide an illustrative example to demonstrate the identification of quality risks and iterative nature of a firm's system of quality management. We have observed that firms frequently underestimate the amount of time and effort necessary to design, implement and operate an effective system of quality management. The detailed scenario and examples presented are intended to illustrate the level of complexity involved in identifying quality risks and designing and implementing effective responses.

We emphasize the importance of the role played by all members of audit engagement teams to provide feedback to influence firm culture and enable firm leadership to take meaningful actions.



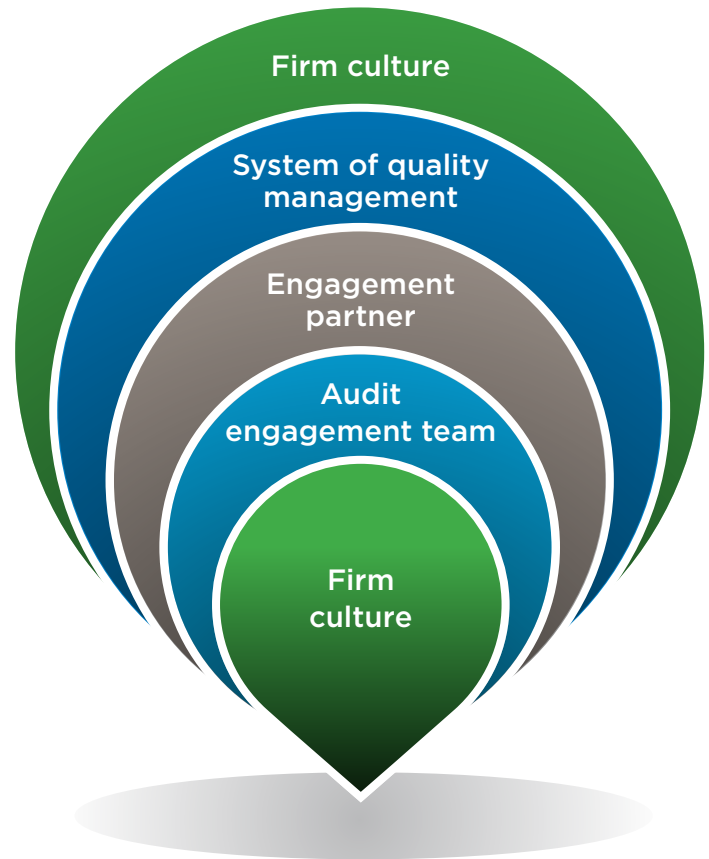
CPAB's updated **Quality Management Systems (QMS) Assessment Model** published in June 2020 continues to be a relevant source of information for participating audit firms implementing the new quality management standards in conjunction with CSQM 1.

¹ The new quality management standards include the Canadian standard on quality management (CSQM 1), quality management for firms that perform audits or reviews of financial statements, or other assurance or related services engagements (systems of quality management required to be designed and implemented by December 15, 2022), CSQM 2, engagement quality reviews and Canadian Auditing Standard (CAS 220), quality management for an audit of financial statements (effective date for CSQM 2 and CAS 220 is for audits of financial statements for periods beginning on or after December 15, 2022).

The importance of culture to a firm’s system of quality management

The consistent execution of quality audits requires both a strong system of quality management and a firm culture that demonstrates a commitment to quality including reinforcing the importance of the profession’s public interest responsibility. Firm leadership must dedicate enough resources to ensure robust systems of quality management are designed and implemented that comply with the new quality management standards.

Our continued focus on a firm’s system of quality management, including firm implementation of the new quality management standards, considers the nature and circumstances of the firm and its public company audit engagements. **CPAB’s 2022-2024 strategic plan** recognizes the importance of firm culture and includes a commitment to advance a quality-driven culture across auditors of Canada’s public companies. An effective culture emphasizes doing the right thing — all the time, putting the public interests first. The system of quality management is not a separate activity within the firm but is the integration of a culture that demonstrates a commitment to quality².



Preliminary observations on the implementation of the new quality management standards

To monitor progress against implementation plans, we requested certain firms not currently subject to CPAB’s QMS assessments to provide an implementation plan for the new quality management standards. Our observations on the implementation activities at these firms are summarized below.

Evaluation of the **sufficiency and competency of resources** necessary to ensure controls and processes that respond to CSQM 1 are designed and implemented³.

- The challenges faced by several firms in meeting their project plan timelines underscore the importance of project management and not underestimating the level of resources necessary to comply with the new quality management standards by the effective date.

² CSQM 1, A30 Quality management is not a separate function of the firm; it is the integration of a culture that demonstrates a commitment to quality with the firm’s strategy, operational activities, and business processes. As a result, designing the system of quality management and the firm’s operational activities and business processes in an integrated manner may promote a harmonious approach to managing the firm, and enhance the effectiveness of quality management.

³ CSQM 1, paragraph 32

- Firms generally utilized between 20-25 per cent of their budgeted implementation resources to identify and prioritize gaps in their system of quality management.
- Two thirds of the firms used network member platform/tools and/or consultants to facilitate the implementation of CSQM 1, primarily to support the documentation of the risk assessment process.

Risk assessment process to assess quality risks and establish quality objectives taking into consideration the nature and circumstances of the firm and the engagements it performs⁴.

- The risk assessment process is foundational and will continually evolve during this pre-implementation stage as firms develop the appropriate responses needed to address risks identified.
- The robustness of the risk assessments performed varied significantly.
 - Examples of good practices observed include:
 - Assessments took into consideration factors such as firm structure, applicable laws and regulations and firm specific data in the evaluation of the likelihood of occurrence and significance of the quality risks.
 - Differentiation between firm and engagement level risks to determine the nature, timing and extent and response required.
 - Source of the inputs to the risk assessment were clearly identified and evaluated for completeness and accuracy.
 - Quality risks identified were prioritized with supporting rationale.
 - Examples observed where the documentation of the firm's risk assessment process was not sufficiently clear to enable proper understanding include:
 - Limited visibility into the inputs such as source of information, key players and rationale for prioritization of quality risks.
 - A lack of identification of key drivers that may indicate a reassessment of the risk assessment process is required. For example, the acquisition of another firm or change in specialized expertise required to support audit engagements.
 - Firm responses do not address the quality risks identified.
 - Some firms performed assessments, either formally or informally, through pulse surveys, to evaluate their quality culture but it was unclear how the results of the culture assessment were incorporated into the firm's risk assessment.

Mapping of quality risks to current controls and process, including a gap analysis and remediation plan⁵.

- Gaps identified by firms in their current controls and processes included:
 - Development of an accountability framework for firm leadership.
 - Client portfolio evaluation model to identify high risk engagements for continual and incremental monitoring.
 - Scheduling/budgeting systems for effective milestone monitoring via timely review of engagements at specific stages of the audit (planning/interim/completion) and alignment to budgeted audit hours.
 - Press/media monitoring to identify events that represent potential changes in audit risks.
 - Enhancing the consultation program by incorporating consultation requirements for complex and contentious matters.
 - Enhancing the performance evaluation by incorporating consistent, well defined quality metrics into the compensation structure.

⁴ CSQM 1, paragraph 25

⁵ CSQM 1, paragraph 27

- Examples of deficiencies in the firm’s mapping of quality risks included:
 - A lack of identification of quality risks related to the confidentiality, integrity, accessibility, and safe custody of engagement documentation including client data and related technology.
 - Firms identified the significance of the integrity of information shared in the system of quality management as a risk but did not identify how they intend to ensure completeness and accuracy of information.
 - Mapping of the quality risks did not address all of the specified responses required by CSQM 1.

Illustrative example

The implementation of the new quality management standards requires the application of professional judgment in designing, implementing and operating the firm’s system of quality management. Effective systems of quality management are designed to operate in a continual and iterative manner to respond to changes in the nature and circumstances of the firm and its engagements.

Below is an illustrative example which is designed to demonstrate the identification of quality risks and iterative nature of the firm’s system of quality management (SQM). **The scenario is not intended to include all quality objectives, quality risks and firm responses that may be relevant.** The ‘what can go wrong’ illustrates the impact on audit quality when the firm has not appropriately identified quality risks and designed and implemented responses to address those risks.

Scenario

Part one

1

In October, the firm accepts a new reporting issuer audit engagement with a December 31 year-end. The reporting issuer has complex revenue with multiple performance obligations and revenue recognized over time. The revenue contracts are completed over a two-to-three-year period and there is significant estimation uncertainty related to the estimated costs to complete. The processes and internal controls over financial reporting are not yet formalized. The firm provided accounting advisory services to the reporting issuer during the engagement period and prior to accepting the audit engagement.

Quality objective:

The firm understands and fulfills its responsibilities related to relevant ethical requirements. CSQM 1, paragraph 20(c)(i) *The firm shall assign operational responsibility for specific aspects of the system of quality management, including compliance with independence requirements.*

The firm only accepts or continues with client relationships when the firm has sufficient resources to perform the engagement in accordance with professional standards and applicable legal and regulatory requirements.

CSQM 1, paragraph 27 *The firm shall establish policies or procedures that are designed to identify information that indicates additional quality objectives, or additional or modified quality risks or responses, are needed due to changes in the nature and circumstances of the firm or its engagements.*

Part one

Quality objective continued

CSQM 1, paragraph 28(e) *Resource needs, including financial resources, are planned for and resources are obtained, allocated or assigned in a timely manner that is consistent with the firm's commitment to quality.*

CSQM 1, paragraph 29(a) *The firm and its personnel: (i) Understand the relevant ethical requirements to which the firm and the firm's engagements are subject.*

CSQM 1, paragraph 30 *The firm shall establish the following quality objectives that address the acceptance and continuance of client relationships and specific engagements: (a) Judgments by the firm about whether to accept or continue a client relationship or specific engagement are appropriate based on: (i) information obtained about the nature and circumstances of the engagement and the integrity and ethical values of the client (including management, and, when appropriate, those changed with governance) that is sufficient to support such judgments; and (ii) The firm's ability to perform the engagement in accordance with professional standards and applicable legal and regulatory requirements.*

What can go wrong

- The acceptance process does not identify an accounting advisory engagement related to revenue recognition that was performed by the firm during the engagement period.
 - No evaluation of the self-review threat created by the accounting advisory engagement is performed, including whether safeguards can be implemented to reduce the risk to an acceptable level.
 - The engagement team inappropriately relies on the contract analysis that was performed as part of the advisory engagement, as a result, sufficient appropriate audit evidence is not obtained to support the accounting treatment for a significant revenue stream.
- No background check is performed resulting in late identification of key members of management with adverse media attention that was not discovered until after the auditor appointment was filed on SEDAR (The System for Electronic Document Analysis and Retrieval). The adverse media raises questions about the integrity of senior management.
- Budget is not sufficiently detailed to support the estimate of the expected hours and no firm level check is completed to consider the availability of resources to complete the work within the agreed upon timeline.
- After accepting the client and preparing a more detailed budget, the engagement team is unable to obtain all the resources that are considered necessary to perform the audit engagement.
- The complexity of the reporting issuer's revenue recognition is not identified resulting in the assignment of senior members of the engagement team who do not have sufficient experience auditing complex revenue transactions recognized over time. This results in insufficient audit work being performed to support the reliability of management's estimated costs to complete.

Quality risks:

1. Responsibility for compliance with independence standards is delegated to individuals who do not have the skills, capacity, or authority necessary to fulfill those responsibilities.
2. The firm does not identify relevant independence matters.
3. The firm does not appropriately assess and therefore comply with relevant independence requirements.

Part one

Quality risks continued

4. Reporting issuer audit engagement acceptance and continuance decisions are made using inaccurate or incomplete information.
5. Completeness and significance of audit and client risks, including firm reputation risks, identified by engagement teams are not challenged by industry, office, territory, risk, and professional practice leadership.
6. The firm accepts or continues a reporting issuer audit engagement when resources (professionals, specialist, technology and intellectual), including engagement quality reviewers with the appropriate competence and capabilities to perform the work within the reporting deadline are not available.
7. The overall hours needed to service the firm's portfolio of audit clients are not accurately forecasted (by location and resource level), including experts.
8. Anticipated resourcing shortfalls (during initial firm budgeting) are not identified and resolved on a timely basis.
9. Resources assigned to individual engagements do not have the appropriate competency (skills, experience, training) to execute a quality audit.

Firm response:

- Standardized acceptance and continuance forms are used that are sufficiently detailed to ensure all audit and client risks are identified.
- The firm assigns operational responsibility for compliance with independence requirements to an individual who possesses the technical competence and authority within the firm to fulfil the responsibility. This individual has a direct reporting line to the individual who has ultimate responsibility for the firm's SQM.
- An independence analysis is required to be performed for all new reporting issuer audit engagements, including existing private companies that become public. The independence analysis is performed by identifying all non-audit services provided during the period the firm is required to be independent and reviewing relevant documents for each service to identify any threats to the firm's independence.
- The partner responsible for independence provides the independence clearance in writing prior to acceptance of the reporting issuer audit engagement. The independence analysis and conclusion include an evaluation of all threats identified and safeguards required to be implemented to reduce the threat to an acceptable level. For any services identified where safeguards cannot be implemented to reduce the threat to an acceptable level, the impact of the non-permissible service and actions required are clearly laid out.
- A background check is required to be completed prior to accepting new reporting issuer clients to identify any adverse information related to the company and /or senior leadership and those charged with governance. The firm monitoring includes an independent review and risk monitoring of SEDAR filings, media reports, changes in market capitalization, deal alerts, etc. to review and challenge client acceptance and continuance decisions, including the overall client risk rating.
- The acceptance of the client is reviewed and challenged by leadership with the appropriate knowledge and authority within the firm. The review and challenge include the completeness and accuracy of information in the continuance form, results of background checks and the reasonableness of budgeted hours.

Part one

Firm response continued

- Taking into consideration the high-risk characteristics of the engagement (late acceptance, complex accounting), the new reporting issuer audit engagement is identified as higher risk and additional firm resources are assigned to complete a pre-issuance review to ensure a quality audit is performed.
- The pre-issuance review team is led by a partner who has the appropriate authority within the firm and is supported by a team with the capacity and competency to perform the review. Specifically:
 - The pre-issuance review focus area is revenue and the review is performed throughout the process and agreed upon check points are established to monitor both the progress and quality of the work.
- A detailed budget is prepared by staff level and incorporates agreed upon timelines for key deliverables and the reporting issuer's expected filing date for the year-end financial statements. The detailed budget and availability of resources is specifically considered and evidenced as part of the client acceptance process. For example,
 - The assignment of the partner and engagement quality reviewer are approved by firm leadership taking into consideration relevant experience, including auditing complex revenue transactions recognized over time; and sufficient capacity based on the timing of the work to be performed and anticipated filing deadline.

Part two

2

The reporting issuer completed a significant acquisition in December 2022. The acquisition is determined to be an acquisition of a business and the accounting for the acquisition is provisional on December 31, 2022.

Quality objective:

The firm appropriately allocates and assigns resources who have appropriate competence and capabilities, including being given sufficient time, to consistently perform quality engagements. CSQM 1, paragraph 31 (b) *The nature, timing and extent of direction and supervision of engagement teams and review of the work performed is appropriate based on the nature and circumstances of the engagements and the resources assigned or made available to the engagement teams, and the work performed by less experienced engagement team members is directed, supervised and reviewed by more experienced engagement team members.*

CSQM 1, paragraph 32 (d) *Engagement team members are assigned to each engagement, including an engagement partner, who have appropriate competence and capabilities, including being given sufficient time, to consistently perform quality engagements.*

The firm communicates information within the firm on a timely basis.

CSQM 1, paragraph 33 (c) *Relevant and reliable information is exchanged throughout the firm and with engagement teams, including: (i) how information is communicated to personnel and engagement teams, and the nature, timing and extent of the information is sufficient to enable them to understand and carry out their responsibilities relating to performing activities within the system of quality management or engagements.*

Part two

What can go wrong

- The significant business acquisition is not identified until the year-end fieldwork commenced in mid-February.
- Due to the late identification of the business acquisition, the individuals with the necessary capacity and competency is limited so not all resources requested are assigned to the engagement.
- The resource issue is not escalated to the firm's leadership and the audit engagement is completed within agreed timelines without consideration of the lack of resources with sufficient capacity and competency.

Quality risks:

1. Information used by leadership to identify changes in audit and client risk, including firm reputation risk is incomplete.
2. Changes in audit and/or client risks, including reputation risks, are not identified, reassessed and responded to/pro-actively mitigated on a timely basis and escalated to leadership, where appropriate.
3. Incremental monitoring, intervention, and escalation is not performed for high-risk engagements.
4. Resources assigned to individual engagements do not have the appropriate competency (skills, experience, training) or capacity to execute a quality audit.

Firm response:

- The firm has controls in place to ensure the list of reporting issuer audit engagements is complete and accurate. Any changes to the firm's portfolio of reporting issuer audit engagement clients are updated on an on-going basis.
- The firm monitors SEDAR filings, media reports, changes in market capitalization, deal alerts, etc. for all reporting issuer audit clients based on pre-established criteria. Media articles are tracked, evaluated for the potential impact to firm reputation and quality risks and escalated, as necessary, to ensure appropriate action is taken. Specifically, in response to the significant acquisition identified:
 - The information is shared with the engagement team and escalated to the firm's resource coordinator and firm leadership due to the higher risk associated with the audit engagement and proximity of the transaction compared to year-end.
 - An updated budget is prepared by the engagement team and additional resources are allocated to the engagement prior to year-end, including the addition of valuation experts with relevant experience.
 - The business acquisition is added as a focus area to the pre-issuance review and an additional resource with relevant experience is added.
- Partner workloads and manager programs are re-evaluated prior to busy season for completeness and to confirm that the partners and managers have sufficient capacity during the audit engagement period. In response to capacity constraints identified, re-allocations are completed for impacted partners and managers.
- Unfilled resource requests are tracked and escalated to firm leadership, as necessary.

Part three

3

At the end of January 2023, the engagement partner identified concerns about the quality and timeliness of information being received by the reporting issuer's management. The engagement partner, with the support of firm leadership, discussed concerns related to the quality and timelines of deliverables and concluded there is a high risk that they will not be able to maintain audit quality and meet the timeline initially agreed to, if there are any further delays.

Quality objective:

The firm appropriately allocates and assigns resources who have appropriate competence and capabilities, including being given sufficient time, to consistently perform quality engagements. CSQM 1 paragraph 32 (d) *Engagement team members are assigned to each engagement, including an engagement partner, who have appropriate competence and capabilities, including being given sufficient time, to consistently perform quality engagements.*

What can go wrong

- The partner and manager portfolio reviews are not revisited prior to busy season contributing to significant excessive overtime being performed by senior members of the engagement team.
- The excessive overtime being worked by the engagement team is not identified by leadership and no additional resources are provided to the engagement team.
- The delays in receiving information are not escalated and the engagement team continues to work towards the initially agreed timeline despite significant concerns over the quality and timeliness of information received from the reporting issuer's management.
- Significant stress is experienced by the engagement team resulting in a key team member taking a leave of absence prior to the expected release date.
- Due to limited capacity and competing deadlines, the supervision and review of work performed by junior team members is not completed in a timely manner.
- The pre-issuance review is not effective because the reviewer assigned does not have the necessary experience reviewing revenue recognized over time.

Quality risks:

1. Incremental monitoring, intervention, and escalation is not performed for high-risk engagements.
2. Resources assigned to individual engagements do not have the appropriate competency (skills, experience, training) to execute a quality audit.
3. Leadership does not have accurate and timely information necessary to identify situations where team members are working excessive hours.
4. Excessive workloads are not resolved on a timely basis and escalated to leadership where appropriate.
5. Leadership does not have complete and accurate information to assess the progress of audit engagements to identify delays requiring intervention.

Part three

Quality risks continued

6. Leadership does not perform monitoring of engagement progress and provide timely support to engagement teams experiencing delays.
7. Leadership has not defined appropriate indicators to identify material changes in engagement scope, risk or other matters that may require intervention.
8. Information used by leadership to monitor material changes in engagement scope, risk or other matters is not accurate or complete.
9. Leadership does not monitor information related to material changes in engagement scope, risk or other matters and provide timely intervention to support engagement teams.

Firm response:

- The firm's resource management system is updated on a regular basis to ensure accuracy and completeness of available resources.
- Staff utilization and overtime is reviewed by a resource manager monthly from May to December and weekly from January to April. In response to excessive overtime identified for a manager on the engagement:
 - The resource manager escalated the matter to the engagement partner and people manager.
 - In conjunction with the engagement partner, redistributed task allocations within the engagement team to ensure this manager had reduced overtime for the remaining time on the engagement.
- When a pre-issuance review identifies concerns regarding the quality and timeliness of information being received from the reporting issuer's management and/or the sufficiency and competency of resources assigned to the engagement:
 - Firm leadership prioritizes the issue and supports the engagement partner in determining a response.
 - A revised timetable is agreed with the reporting issuer's management including a delay to the issuance of the financial statements by two weeks. The firm adds additional resources to align with the revised timeline of expected deliverables and revised budget.

Bringing it all together

Below are some examples of the interrelationship among firm leadership, engagement partners and individual members of the engagement team with a firm's culture and system of quality management.



Firm leadership

Firm leadership and those in managerial roles promote the importance of, and hold themselves and others accountable for, demonstrating the ethical values of the organization. Firm leadership sets the tone of a firm's culture and demonstrates a commitment to quality through the establishment of financial and operational priorities that emphasize the importance of achieving consistent audit quality in the firm's strategic decisions and actions. Some examples include:

- The importance of ethics, including independence, is reinforced through firm leadership actions.
- Decisions on whether to accept new, or continue with existing, reporting issuer audits take into consideration the alignment of the client with the firm's culture. For example, at the firm level, this may include not accepting new reporting issuers in industries before acquiring the necessary skills and capabilities to perform quality audits or where there are concerns about the integrity and ethics of senior management.
- The firm effectively manages talent and resource management at both the firm and engagement level to ensure there are sufficient competent resources to service the firm's portfolio of audit clients and that sufficient time is allocated to perform quality audits and on-the-job coaching to develop core audit skills.
- Consultation on difficult or contentious matters is supported by dedicating firm resources that have both the technical expertise and capacity to support engagement teams. The firm engages external experts when necessary. Escalation of issues is encouraged and rewarded.
- Firm leadership supports engagement teams with difficult conversations with audit clients, which may include a delay in the issuance of financial statements, restatement of previously audited financial statements or evaluating the impact on the audit opinion.
- The firm maintains appropriate technological resources, guidance, and practice aids necessary to support high quality audits.
- Partners and staff have the confidence that the policies and procedures are effective in protecting those who report actual or suspected illegal or unethical behavior, including whistleblowers.



Engagement partners

The engagement partner has overall responsibility for managing and achieving quality at the audit engagement level. This includes taking responsibility for creating an environment that emphasizes the firm's culture and clear, consistent and effective actions that reflect the firm's commitment to quality and establishing the expected behaviors of team members.⁶ Specifically:

- Creating an environment that promotes open and robust communication within the engagement team that encourages intellectual curiosity without fear of reprisal. For example, when inconsistent information or concerns are identified by engagement team members it is used as an opportunity to develop staff and concerns are not unduly dismissed or rationalized.

⁶ CAS 220, paragraph 13

- Initiating consultation outside the engagement team on difficult or contentious matters and supporting engagement team members when challenging conversations are warranted.
- Recognizing and taking appropriate actions when facts and circumstances change, and the engagement team collectively no longer has sufficient expertise or capacity to perform a quality audit.
- Maintaining professional skepticism throughout the audit, recognizing the possibility that a material misstatement due to fraud could exist, notwithstanding the auditor's experience with the honesty and integrity of the reporting issuer's management and audit committee.
- Having the strength of character to act appropriately, even when facing pressures to do otherwise or when doing so might create potential adverse personal or firm consequences.
- Recognizing and taking the actions necessary when threats to independence, that are other than clearly insignificant, are identified. For example, requesting management to engage outside expertise if they don't have the capabilities in-house for material, complex transactions requiring significant judgment to determine the appropriate accounting treatment.



Individual members of engagement teams, including the engagement partner

The role and mindset of all members of the engagement team play a critical role in performing quality audits that comply with relevant standards. Some examples include:

- Having an inquiring mindset and not being afraid to ask questions when contradictory information is encountered.
- Escalating concerns regarding the sufficiency of evidence or resistance from management to senior members of the engagement team.
- Asking clarifying questions of senior team members when the rationale behind significant judgments made is not understood.
- Reporting concerns regarding suspected illegal or unethical behaviour within the engagement team or at the client to firm leadership directly or confidentially through the firm's whistleblower program.



CPAB Whistleblower Hotline



Next steps

In addition to observations above, the following should be critical areas of focus for firms over the next several months to ensure they have designed and implemented a strong system of quality management and a firm culture that demonstrates a commitment to quality:

- Firms must have designed and implemented their system of quality management by December 15, 2022 and are required to perform an evaluation within one year. Successful implementation will require an on-going commitment from firm leadership to dedicate the necessary senior resources to develop, operate and monitor the firm's system of quality management.
- Risk assessments to identify and assess quality risks and implement responses to address those risks, need to consider the nature and circumstances of the firm, including how the firm is structured and organized. This is a continual process; firms need to revisit the risk assessment to take into consideration changes in the nature and circumstances of the firm and its portfolio of reporting issuer audit clients, including the results of culture assessments. A robust risk assessment process will support the development of appropriate indicators to monitor effectiveness of a firm's responses and the ability to make changes to controls and processes in a timely manner.

CPAB has been impressed with the positive impact that strong systems of quality management have had on audit quality. This has been demonstrated in the pilot implementation at several Canadian audit firms of CPAB quality management systems assessment model. We believe that implementation and testing of these systems at all audit firms will further enhance audit quality. The implementation process takes significant effort- we hope this publication is a helpful resource to audit firm practitioners.

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