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**THE COLLEGE OF  
FAMILY PHYSICIANS  
OF CANADA**



**LE COLLÈGE DES  
MÉDECINS DE FAMILLE  
DU CANADA**

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# **CFPC Board of Directors Decisions/Directions and Impacts**

**NOVEMBER 7, 2016**

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## STRATEGIC THEME 4: PROVIDING THE ORGANIZATIONAL CAPACITY TO MEET OUR STRATEGIC GOALS AND OBJECTIVES

### *The CFPC's 2015–2016 audited statement of revenue*

The audited financial statements for the 12-month period ending on May 31, 2016, have been accepted.

#### **AUDITED FINANCIAL STATEMENTS**

**THAT** the Audited Financial Statements for the CFPC for the twelve month period from 1 June 2015 to 31 May 2016 and for the CFPC Employees' Pension Plan for the twelve month period from 1 June 2015 to 31 May 2016, be approved.

### *Updates to the CFPC's reserve fund policy*

An education initiative reserve will be established with no minimum balance required, and a research initiative reserve will be established with no minimum balance required.

#### **RESERVE POLICY**

**THAT** the revisions to the Reserve Policy be approved, which will include the following:

1. Education Initiatives Reserve with no minimum balance be established.
2. Research Initiatives Reserve with no minimum balance be established.

**FURTHER THAT** the reserve adjustments as recommended by the Finance and Audit Committee be approved.

### *The CFPC's purchasing policy*

The CFPC is introducing a purchasing policy to ensure accountability, ethical practices, transparency, risk management and quality service delivery.

#### **PURCHASING POLICY**

**THAT** the Purchasing Policy be approved in principle.

### *The CFPC's pension plan and statement of investment*

The following pension plan policies as outlined below, have been accepted and will not be undergoing revisions.

#### **POLICIES**

**THAT** the following policies be accepted as not requiring revisions:

- Capitalization Policy
- Defined Benefit Pension – Funding Policy

- All Pension Plans – Governance Structure
- All Pension Plans – Statement of Investment Principles and Policy
- All Pension Plans – Record Management and Retention
- All Pension Plans – Communications Policy
- All Pension Plans – Member Responsibility Notice
- All Pension Plans – Service Provider Selection and Review
- All Pension Plans – Expenses Policy
- Statement of Investment Objectives and Guidelines for Socially Responsible Investing

### *The CFPC's cost allocation*

Cost allocation principles and methods have been developed to explore the use of a functional budget. A functional budget provides an indication of the total resources required for any one division/department/program/function. Given that all resources are finite, this can aid senior management in prioritizing decisions on what to start, continue, or discontinue doing.

#### **COST ALLOCATION**

**THAT** the Cost Allocations Principles and Methods be further explored by staff.

### *The CFPC's pension plan amendments*

The CFPC has approved amendments to the pension plan and will seek to clarify the following: provisions with respect to leaves, eligibility for part-time and non-permanent employees, eligibility for Quebec residents, and commuted value transfers for all employees.

#### **PENSION PLAN AMENDMENTS**

**THAT** the Board approve the amendments to the CFPC Pension Plan, which will include the following:

- Clarify provisions respecting leaves
- Clarify plan does not apply to non-permanent employees
- Clarify eligibility rule for part-time employees
- Clarify commuted value transfers for all employees
- Clarify Quebec part-time eligibility rule

### *The CFPC membership fee increase*

The 2017–2018 family medicine and emergency medicine exam fees, and CFPC membership fees, including non-member Mainpro+® participant fees, will increase by 2%. The fee increase was approved by members November 10, 2016, at the Annual Meeting of Members.

#### **FEES FOR 2017–2018**

**THAT** the Board approve that:

- The Family Medicine Exam fee be increased for the 2018 spring and fall exam by forecasted inflation of 2%
- The Emergency Exam fee be increased for the 2017 fall exam by forecasted inflation of 2%

- Membership Fees for each class of member be increased as of 1 June 2017 by forecasted inflation of 2%
- Non-Member Mainpro+ Participant fee be increased as of 1 June 2017 by forecasted inflation of 2%

Member Class	June 1, 2016 Fee	Proposed June 2, 2017 Fee*
Active	\$807	\$823
Active 1st Year (Resident Joining)	\$417	\$425
Affiliate Specialist	\$519	\$529
Out of country	\$548	\$559
Senior	\$548	\$559
Sustaining	\$548	\$559
Students	\$ 0	\$ 0
Residents 1st year	\$ 0	\$ 0
Residents 2nd year	\$100	\$102
Residents 3rd year	\$100	\$102
Life	\$ 0	\$ 0
Retired	\$ 0	\$ 0
Honorary	\$ 0	\$ 0
Associate	\$100	\$102

	June 1, 2016 Fee	Proposed June 1, 2017 Fee*
NMMP	\$613	\$625

Exam Type	Spring/Fall 2017	Proposed Spring/Fall 2018*
Family Medicine	\$2,845	\$2,902
Exam Type	Fall 2017	Proposed Fall 2018*
Emergency Medicine	\$2,849	\$2,906

\* Increase of 2% year over year

## *The CFPC macro budget*

The macro budget has been approved for 2017–2018.

### **2017-2018 DRAFT MACRO BUDGET**

**THAT** the 2017–2018 Draft Macro Budget be approved.

## *Approval of reappointments*

The CFPC has reappointed the following consultants/service agencies for the 2017–2018 fiscal year. Please refer to the list below.

## RE-APPOINTMENTS

THAT the following re-appointments be approved for the 2017–2018 fiscal year.

Ecclesiastical	Property and Crime Insurance
Encon	Directors & Officers Liability Insurance and Errors and Omissions Insurance
Marsh Canada Ltd.	Insurance Consultants
Mercer	Travel Accident Insurance
RYAN	Sales tax consultants
Great West Life	Group Benefits Provider
Manulife Financial	Pension Fund Investment Administrators
Morneau Shepell	Pension Consultants and Actuaries
PPI Financial Group	Employee Benefit Consultants
Vision Travel	Travel Agent

### *The CFPC's signing officers for 2017–2018*

For the purpose of banking transactions, other than borrowing arrangements, the following signing officers have been approved: Dr Guillaume Charbonneau, Dr Francine Lemire, Mrs Theresa Maguire-Garber, and Mr Sandeep Kumar. For the purpose of entering into borrowing arrangements, the following have been appointed as signing officers: Dr Guillaume Charbonneau, Dr Francine Lemire, Mrs Theresa Maguire-Garber.

### **SIGNING OFFICERS**

THAT the following be appointed as the CFPC's signing officers\* for 2016–2017 and 2017–2018:

- Executive Committee Member Dr Guillaume Charbonneau, CCFP
- Executive Director and Chief Executive Officer Dr Francine Lemire, CCFP, FCFP
- Executive Director, Corporate Services Mrs Theresa Maguire-Garber
- Director, Finance and Asset Management Mr Sandeep Kumar

\*Signing Officers for the purposes of banking transactions other than borrowing agreements

**FURTHER THAT** the following be appointed as the CFPC's signing officers for 2016–2017 and 2017–2018 for the purposes of entering into any borrowing arrangements as deemed necessary by the Board of Directors:

- Executive Committee Member Dr Guillaume Charbonneau, CCFP
- Executive Director and Chief Executive Officer Dr Francine Lemire, CCFP, FCFP
- Executive Director, Corporate Services Mrs Theresa Maguire-Garber

### *Extending CFPC internal auditor*

CFPC's internal auditor has been extended to October 18, 2017.

## **INTERNAL AUDITOR**

**THAT** the Board approve extending the term of the CFPC's Internal Auditor from October 18, 2016 to October 18, 2017 at a cost of up to \$100,000 from the Strategic Initiatives Reserve.

### *The CFPC's committee appointment*

Dr Suzanne Levitz of Montreal-Ouest, Quebec, has been approved as Chair of the Respiratory Medicine Program Committee, for a 3-year term.

## **CHAIR – RESPIRATORY MEDICINE PROGRAM COMMITTEE**

**THAT** Dr Suzanne Levitz of Montreal-Ouest, Quebec be approved as Chair of the Respiratory Medicine Program Committee for a three year term beginning at the time of the 2016 Annual Meeting and ending at the time of the 2019 Annual Meeting, renewable once.

### *Board of Examiners*

The revisions to the terms of reference for the Board of Examiners have been approved. Changes will include: the addition of an observer from the Federation of Medical Regulatory Authorities of Canada, consultants in staff support, clarification to frequency of meetings, and requirements for quorum.

## **BOARD OF EXAMINERS**

**THAT** the Board approve revisions to the terms of reference for the Board of Examiners related to adding an observer from the Federation of Medical Regulatory Authorities of Canada as well as some minor updates to include consultants in staff support, clarification of the frequency of meetings and requirements for quorum.

## STRATEGIC THEME 6: SEIZING ALL OPPORTUNITIES TO BUILD CAPACITY IN FAMILY MEDICINE RESEARCH

### *The CFPC's external research funding requests*

The policy and guidelines for submitting external research funding requests, the required criteria and related procedures, have been approved.

#### **POLICY FOR EXTERNAL RESEARCH FUNDING REQUESTS**

**THAT** the Board approve the Policy for external research funding requests that outlines the criteria that must be met for requests to be considered and the related procedures.

### *The CFPC's partnership with the Besroure Centre*

The CFPC, in collaboration with the Foundation for Advancing Family Medicine (formerly the Research and Education Foundation), signed a funding agreement with Dr Sadok Besroure on November 11, 2016.

### *Special projects*

#### **BESROURE CENTRE AGREEMENT**

**THAT** the Board approve in principle the directions and budget commitments outlined in the draft Agreement between Dr Sadok Besroure, the CFPC and the Research and Education Foundation/Foundation Advancing Family Medicine of the CFPC, provided that a clause pertaining to intellectual property is added and that the dollar amounts in the agreement be fully clarified.