

THE COLLEGE OF
FAMILY PHYSICIANS
OF CANADA



LE COLLÈGE DES
MÉDECINS DE FAMILLE
DU CANADA

Fall 2019

CFPC Board of Directors Decisions/Directions and Impacts

Contents

- GOAL 1: Set standards to develop and sustain skilled family physicians..... 1
 - CanMEDS-Family Medicine Undergraduate 2019 1
 - Position Statement on Physical Activity 1
 - Ethics 1
- GOAL 2: Meet the evolving health care needs of our communities 3
 - Access to Care..... 3
 - Environment: Climate Change 3
- GOAL 3: Promote the value of patient care provided by family physicians..... 4
 - New Health Policy Analyst to Support Atlantic Chapters 4
- GOAL 4: Strengthen our member-based organization 5
 - CFPC 2019–2020 Board Election Results 5
 - Chair of the Board 5
 - Chair of the CFPC’s Annual Forum..... 5
 - The CFPC Financial Year-End Report 6
 - Volunteer Expense Reimbursement 7
 - CEO Emergency Succession Planning 7
 - Privacy Policy 8
 - Emerging Topics Bulletins for Educators 8
 - Member-centric Platform 8
 - Chapter Bylaw Updates 9
 - Honours and Awards..... 9
 - Committee Leadership..... 9
 - Finance and Audit Committee Membership 10

GOAL 1: SET STANDARDS TO DEVELOP AND SUSTAIN SKILLED FAMILY PHYSICIANS

CanMEDS-Family Medicine Undergraduate 2019

Created by our Undergraduate Education Committee to align with CanMEDS-Family Medicine, CanMEDS-Family Medicine Undergraduate 2019 (CanMEDS-FMU 2019) features definitions and descriptions of the key and enabling competencies relevant to undergraduate medical education from a family medicine perspective. CanMEDS-FMU 2019 aims to support Canadian medical education programs in meeting the Committee on Accreditation of Canadian Medical Schools (CACMS) Standards and Elements requirements for medical schools. CanMEDS-FMU 2019, a living document, was disseminated at Family Medicine Forum (FMF) 2019 to Canadian undergraduate family medicine directors and the Faculty Development Interest Group. Once translation is complete it will be available at www.cfpc.ca/teaching. It will be shared with family medicine chairs and undergraduate deans, and be discussed at a January 15, 2020 undergraduate retreat and the 2020 Canadian Conference on Medical Education.

CANMEDS-FAMILY MEDICINE UNDERGRADUATE 2019

THAT the Board approve CanMEDS-Family Medicine Undergraduate 2019 (CanMEDS-FMU 2019).

Position Statement on Physical Activity

Created by our Sport and Exercise Medicine Program Committee, the 2019 position statement provides an up-to-date, evidence-based message from the CFPC to the people of Canada regarding physical activity. It emphasizes physical activity as one of the most important health measures that family physicians can integrate into practice, as well as discuss and monitor with patients. Once translated and formatted the statement will be posted on the CFPC website.

POSITION STATEMENT ON PHYSICAL ACTIVITY

THAT the CFPC adopt the revised Position Statement on Physical Activity, dated October 7, 2019.

Ethics

The CFPC Ethics Committee and the Royal College of Physicians and Surgeons of Canada (Royal College) Ethics Committee are jointly planning to revisit the current standards of bioethics in medical residency curriculum to identify and consider addressing potential areas of improvement.

JOINT CFPC-ROYAL COLLEGE ETHICS EDUCATION SUMMIT

THAT the Board approve ongoing planning of the Joint CFPC-Royal College Ethics Education Summit, including designation of \$10,000 from the External Initiatives Reserve fund to sponsor.

GOAL 2: MEET THE EVOLVING HEALTH CARE NEEDS OF OUR COMMUNITIES

Access to Care

- The CFPC and the Society of Rural Physicians of Canada called on all leaders of government and politicians to prioritize comprehensive **access to health care as close to home as possible**. ([September 25th release](#))
- The CFPC, the Canadian Association of Social Workers, the Canadian Medical Association, and the Canadian Nurses Association called on federal party leaders to commit to establishing a targeted \$1.2 billion Primary Health Care Transition Fund. This would support ongoing reform toward models of primary care based on the CFPC's Patient's Medical Home vision of team-based care. ([October 3rd release](#))

Environment: Climate Change

The CPFC has joined the Canadian Medical Association, the Canadian Nurses Association, and many other organizations to support the Canadian Association of Physicians for the Environment (CAPE)'s [Call to Action on Climate Change and Health](#). We are proud to be part of this call to action and will continue to ensure the voice of family medicine with respect to environmental health and climate change is heard through [CAPE](#).

**GOAL 3:
PROMOTE THE VALUE OF PATIENT CARE PROVIDED
BY FAMILY PHYSICIANS**

New Health Policy Analyst to Support Atlantic Chapters

For Chapter leaders: A new Health Policy Analyst position at the College was filled, focusing on supporting Atlantic provinces in government relations, due to start November 12, 2019. Additional capacity provided by this staff will enhance the advocacy work of the Atlantic Chapters with provincial governments highlighting the crucial value of family physicians as a foundation of the health care system.

GOAL 4: STRENGTHEN OUR MEMBER-BASED ORGANIZATION

CFPC 2019–2020 Board Election Results

The CFPC welcomed its new President, President-Elect, Secretary-Treasurer, Director-at-Large, and two Directors-at-Large for second terms, at the Annual Meeting of Members (AMM) held on Thursday, October 31st, at FMF in Vancouver. See the [Information Release](#) for more details about the CFPC Board Directors.

The 2019–2020 CFPC Board of Directors:

- Shirley Schipper, MD, CCFP, FCFP, President
- Paul Sawchuk, MD, MBA, CCFP, FCFP, Past-President
- Catherine Cervin, MD, CCFP, FCFP, MAEd, President-Elect
- Brady Bouchard, MBBS, CCFP, Secretary-Treasurer
- Jean-Pierre Arseneau, MD, CCFP, Director-at-Large (2018–2020)
- Carrie Bernard, MD, MPH, CCFP, FCFP, Director-at-Large (2018–2021)
- Marie Giroux, MD, CCFP, FCFP, Director-at-Large (2019–2022)
- Alan Katz, MB ChB, MSc, CCFP, FCFP, Director-at-Large (2018–2021)
- John Maxted, MD, MBA, CCFP, FCFP, Director-at-Large (2018–2021)
- Christie Newton, MD, CCFP, FCFP, Director-at-Large (2019–2022)
- Yan Yu, MD, MPP, MBA, CCFP, Director-at-Large (newly elected for 2019–2022)
- Francine Lemire, MD CM, CCFP, FCFP, CAE, ICD.D, Executive Director and Chief Executive Officer (non-voting member)

Chair of the Board

One element of the regular assessment of the Board's effectiveness is to consider whether the Chair of the Board position should continue to be held by the President or someone else.

CHAIR OF THE BOARD

THAT the Chair of the Board position continue to be held by the President;

FURTHER THAT this be reviewed by the Board in 2022.

Chair of the CFPC's Annual Forum

The CFPC's Annual Forum was introduced in 2016, after CFPC members approved restructuring the Board of Directors to a smaller skills-based board. The Annual Forum is an important opportunity for the leaders of CFPC's constituent groups—Chapters, committees, Sections, chairs of university departments of family medicine, learners, senior CFPC staff—to provide input to the Board and be aware of the Board's direction. The role of Chair of the CFPC's Annual Forum was

originally assigned to the CFPC Past-President, spreading out the leadership responsibilities. In 2019 the President had to fill this role and it was deemed to be an excellent opportunity for the President to interact with the CFPC's leaders.

CHAIR OF CFPC'S ANNUAL FORUM

THAT the role of the Chair of the CFPC's Annual Forum be moved from the Past-President to the President, effective 2019;

FURTHER THAT this be reviewed by the Board in 2022.

The CFPC Financial Year-End Report

The Board approved the following:

- Financial Report for the year ended May 31, 2019, including the clean unqualified audit report. A copy of the year-end financial statement is available online.
- The CFPC experienced a surplus of \$1,682,759 (3.7 per cent of the 2018–2019 operating budget) for the year ended May 31, 2019. This includes:
 - A surplus in member programs of \$4,411,245. Member programs include revenues from member fees, investments, *Canadian Family Physician*, Foundation for Advancing Family Medicine funding, and other revenues. This surplus is used to cover the deficits in two programs: the Certification and Assessment program, which had a deficit compared to budget of \$1,783,397; and programs not supported by member fees, which had a deficit compared to budget of \$945,089.
 - The surplus will be transferred to reserves to support future member-focused initiatives
- The Investment Report for the year ended May 31, 2019:
 - The Board approved revisions to the policy on investment objectives and ethical guidelines, including increasing the percentage of the total amount invested in equities to be no more than 50 per cent of the total portfolio, from no more than 40 per cent.
- Updating the Supplemental executive retirement plan text in the pension policy.
- The Macro Budget for 2020–2021, with an anticipated deficit of \$111,787, will be funded from the 2018–2019 fiscal year-end surplus:
 - The Board approved recommending to the members that the 2020–2021 member fees be maintained at the June 1, 2017, levels. This was voted on and confirmed by members at the October 31, 2019, AMM.
- The CFPC signing officers
- Re-appointments (e.g., insurance providers, group benefits provider, travel agent)
- Deloitte LLP remains our auditor (three-year term beginning 2017–2018)
- Adoption of a compensation philosophy of providing competitive base salaries and performance-based bonuses as key elements of a comprehensive total rewards program designed to attract and retain top staff talent
- The CFPC has purchased additional cyber insurance to help mitigate the impact and cost of data security breaches

Volunteer Expense Reimbursement

The Board has held several discussions about volunteers who serve on committees (includes Sections, working groups, etc.) and the Board. We have been fortunate to have engaged members working with the CFPC to assist in setting standards for education, certifying and supporting family physicians, championing advocacy and research, and honouring the patient-physician relationship as being core to our profession.

We are committed to attracting members to serve in leadership roles in our membership-based organization and complying with Canada Revenue Agency requirements related to reimbursement of expenses. To introduce greater consistency, fairness, and comparability in our volunteer expense reimbursement policy, we have reviewed policies used by other organizations; we have considered that our members have different payment models, different distances to travel to attend meetings, and different expenses related to participating in CFPC work (e.g., overhead expenses, childcare expenses, etc.).

The motion below provides the direction for updating our volunteer expense reimbursement policy. More information will be shared with current volunteers and all members. The shift to reimbursing receipted ground transportation, accommodation, and meal expenses will occur during the June 1, 2019 to May 31, 2020 fiscal period. We will find the most user-friendly way to submit photos of receipts. Travel expenses (air/rail) will continue to be covered. The introduction of the reimbursement for additional expenses affects our budget and needs to be incorporated in the next budget being developed for 2021–2022. We will share more information as it is ready and will be interested in your feedback as this is introduced.

VOLUNTEER EXPENSE REIMBURSEMENT

THAT all ground transportation, accommodation, and meal expenses will be reimbursed based upon receipts. Per diems will be eliminated. This amount could be claimed only if the meeting was face-to-face.

FURTHER THAT other expenses, if applicable, be reimbursed to a maximum of \$500/day, or \$250/half day, allowing flexibility for members to claim amounts that more closely reflect their other expenses, guided by their professional discernment. Such reimbursement will result in a T4A being issued starting with the 2021–2022 fiscal year unless the claim is from a corporation. This amount could be claimed if the meeting was face-to-face or virtual.

CEO Emergency Succession Planning

The current plan includes that the College President temporarily act as the Executive Director/Chief Executive Officer (ED/CEO) under such circumstances. This is no longer felt to be a realistic solution given the time commitment and knowledge of operations required. It is proposed that the CEO appoint a Deputy CEO from among the Executive Directors (staff), to be in place should they be needed.

CEO EMERGENCY SUCCESSION PLANNING

THAT the Board approve updating the Emergency Succession Policy to include that a Deputy CEO, previously appointed by the CEO, temporarily act as ED/CEO.

Privacy Policy

Our Privacy Policy is reviewed annually.

PRIVACY POLICY

THAT the Privacy Policy, dated October 28, 2019, be approved.

Emerging Topics Bulletins for Educators

Our Postgraduate Education Committee consulted with the university family medicine residency training programs and prepared an Emerging Topics Bulletin for Educators on Abortion to address a gap identified in training family medicine residents on abortion and patient counselling related to abortion. [The Bulletin](#) has been shared with family medicine residency training programs as an education resource to help them provide resources on the topic to residents wishing further education.

Further work is being done to establish a proactive process for approaching emerging topics. For example, opioids, Indigenous health care, abortion—areas that would benefit from an enhancement in curricular development or making practising physicians and learners aware of what we are being made aware of. Our objective is to provide members with timely access to information that will help in their patient care.

EMERGING TOPICS BULLETIN FOR EDUCATORS ON ABORTION

THAT the Board approve the Emerging Topics Bulletin for Educators on Abortion.

Member-centric Platform

The CFPC Member Engagement Management System (CMEMS) will replace the current membership database and be the primary point of contact for members. It will focus on a membership portal (self-serve, engaging members), invoicing/refunds, analytic reporting, and data quality improvements. We have encountered challenges and delays with this major project but are nearing a launch date before the end of the calendar year.

CMEMS REVISED BUDGET

THAT the Board approve an addition of \$253,500 to the current CFPC Member Engagement Management System (CMEMS) total budget for a revised aggregate budget of \$5,428,043;

FURTHER THAT the additional \$31,688 per year related to amortization of this capital expense for 8 years be funded out of the operating budget. The partial amount in the

2019–2020 fiscal year based upon the go-live date can be absorbed within the current approved budget.

Chapter Bylaw Updates

The British Columbia Chapter and the Alberta Chapter will present the proposed bylaw amendments to their members for consideration.

BYLAW AMENDMENTS – BRITISH COLUMBIA COLLEGE OF FAMILY PHYSICIANS

THAT the Board approve the proposed amendments to the British Columbia College of Family Physicians Bylaws dated July 23, 2019.

BYLAW AMENDMENTS – ALBERTA COLLEGE OF FAMILY PHYSICIANS

THAT the Board approve the proposed amendments to the Alberta College of Family Physicians Bylaws dated September 27, 2019.

Honours and Awards

The Board approved all 2019 Honours and Awards recipients.

Committee Leadership

The Board approved the following Committee chair succession:

Outgoing Chairs – recognized at the October 31, 2019, Annual Meeting of Members

- Ms. Sarah Cino (ON) – Co-Chair, Section of Medical Students
- Dr. Sharon Cirone (ON) – Addiction Medicine Program Committee
- Dr. Clayton Dyck (BC) – Global Health Program Committee
- Dr. Sabrina Dzafovic (ON) – Section of Residents
- Dr. Martin Fortin (QC) – Section of Researchers
- Dr. David Gass (NS) – Advisory Committee on Family Practice
- Dr. Stephen Hawrylyshyn (ON) – First Five Years in Family Practice Committee and Practice Management Working Group
- Dr. Ed Kucharski (ON) – Cancer Care Program Committee
- Dr. Suzanne Levitz (QC) – Respiratory Medicine Program Committee
- Dr. Roxanne MacKnight (NB) – Child and Adolescent Health Program Committee
- Dr. David Ponka (ON) – Besroux Centre Advisory Council
- Dr. Anthony Wiens (MB) – Family Practice Anesthesia Program Committee

New Chairs:

- Dr. Fraser Brenneis (AB) – Chair-Elect, Residency Accreditation Committee
- Dr. Danielle Cutts (SK) – Chair-Elect, Nominating Committee

- Dr. Lisa Bonang (NS) – Advisory Committee on Family Practice
- Dr. Annelise Miller (ON) – First Five Years in Family Practice Committee
- Dr. Lynda Redwood-Campbell (ON) – Besroux Centre Advisory Council

Approved by the Member Interest Groups Section Council:

- Dr. Melissa Holowaty – Addiction Medicine Member Interest Group
- Dr. Vaibhav Kamble (ON) – Family Practice Anesthesia Member Interest Group
- Dr. Pierre-Paul Tellier (QC) – Child and Adolescent Member Interest Group
- Dr. Anna Wilkinson (ON) – Cancer Care Member Interest Group

Chair Renewals or Extensions:

- Dr. Leslie Griffin (NS) – Co-Chair, Family Medicine Forum Committee
- Dr. Stephen Hawrylyshyn (ON) – Co-Chair, Family Medicine Forum Committee
- Dr. Lisa Graves (ON) – Committee on Examinations – Family Medicine
- Dr. Andrew MacPherson (BC) – Committee on Examinations – Emergency Medicine
- Dr. Anne DuVall (ON) – Governance Advisory Committee

Finance and Audit Committee Membership

A member of the public with subject matter expertise will be added to the Finance and Audit Committee. This is a volunteer position.

FINANCE AND AUDIT COMMITTEE MEMBERSHIP

THAT the Board approve the recruitment plan for a public member for the Finance and Audit Committee.

Please contact us at sschipper@cfpc.ca or flemire@cfpc.ca, or Sarah Scott, Director of Governance and Strategic Planning at sscott@cfpc.ca, if you have any questions.

Shirley Schipper, MD, CCFP, FCFP
President and Chair of the Board

Francine Lemire, MD CM, CCFP, FCFP, CAE, ICD.D
Executive Director and Chief Executive Officer