



Annual Meeting of Members (AMM)
Wednesday, October 30, 2024 | 7:00 p.m. to 8:30 p.m. (ET)

To participate: Members and invited guests will find registration instructions delivered via email.

Dr. Michael Green presiding

Agenda	Presenter
1. Call to Order & Land Acknowledgement Supporting documentation: View the meeting norms (page 3).	M. Green
2. Memorial Roll of CFPC Members Supporting documentation: View the memorial roll (pages 4-5).	M. Green
3. Minutes of Previous AMM Supporting documentation: View the minutes of the 2023 AMM (pages 6-14). Decision (by ordinary resolution): <i>THAT the minutes of the CFPC annual meeting of members held virtually on November 1, 2023, be approved.</i>	M. Green
4. Report of the President Supporting documentation: <ul style="list-style-type: none">view the CFPC annual report (external link); andattend the State of the College Address during the 2024 FMF.	M. Green
5. Report of the CEO Supporting documentation: None, report provided verbally.	M. Allan
6. Report from the Honorary Secretary-Treasurer Supporting documentation: View the report of the Secretary-Treasurer, and briefing note outlining the public accountant appointment decision (pages 15-33). Decision (by ordinary resolution): <i>THAT Deloitte LLP be appointed as public accountant to audit the accounts of the CFPC for the 2025-26 fiscal year.</i> <ul style="list-style-type: none">a) Financial Statements for the Year Ended February 29, 2024 Supporting documentation: View the financial statements (external link).b) Financial Statements for the period ended August 31, 2024 Supporting documentation: View the financial statements (external link).	S. Cook
7. Report of the Nominating Committee Supporting documentation: None, Board Director election results are announced during the meeting.	D. Cutts

8. **Member Recognition** M. Green
Supporting documentation: None, accomplishments will be shared during the meeting.
9. **Support for Authorization to extend the time for calling the 2024-2028 CFPC AMMs** M. Green
Next AMM date: October 29, 2025
Supporting documentation: View the briefing note (pages 34-38).
Decision (by special resolution): *THAT the members of the CFPC hereby support the Deputy Director's authorization for the CFPC to extend the time for calling its 2024 - 2028 AMMs.*
10. **Question and Answer Period** C. Bernard
Supporting documentation: None. Please communicate with Sarah Scott at amm@cfpc.ca if you have known questions now, or outstanding questions following the close of the meeting.
11. **Closing** M. Green

Meeting Norms

We look forward to welcoming you to the CFPC's annual meeting of members (AMM) on Wednesday, October 30, 2024 from 7:00-8:30pm (ET). This year marks the third AMM that the CFPC will be hosting virtually on Lumi's secure platform. Participant microphones will be enabled for those who wish to contribute during discussion.

Understanding that we have limited time available for important discussions and many engaged voices, we will be instituting the following meeting norms to ensure respectful, fair, and optimal participation conditions for all members in attendance:

- Arriving a few moments early is encouraged, to ensure any tech related disruptions can be quickly resolved with the Lumi support team at support-ca@lumiglobal.com. The lines will be open one hour before the meeting.
- If you plan on contributing to discussion, please ensure you connect to the meeting in a quiet environment with stable internet that is as free of background noise as possible.
- Participants are asked to direct questions and comments to the chair (and not the topic presenter), and to wait for chair acknowledgement before speaking.
- Each discussion participant will have a maximum of 90 seconds, with a visible timer projected on the meeting screen. A visual reminder will be provided as the timer counts down, and the participant's microphone will be muted once the time expires. An opportunity to speak a second time would be granted only after everyone has had a chance to speak, and the chair reserves the right to allow additional chances to speak as necessary.
- A speaker list will be maintained by the chair, or their designate, who:
 - will try to ensure that anyone with a raised hand has their point addressed.
 - may, at any time, choose to amend the order of speakers to ensure different perspectives are presented while respecting time.
- Restating or reiterating a previously presented point is strongly discouraged.
- A safe and respectful environment is encouraged at all times.
- Amendments to motions presented on the agenda or main motions made from the floor relating to corporate issues or by-law amendments, for example, are not in order at the AMM.
- Voting will be done using Lumi's secure platform, in compliance with the *Canada Not-for-profit Corporations Act*.
- Typed messaging will not be available during this meeting. Members with outstanding questions following the close of the AMM are encouraged to communicate with Sarah Scott at amm@cfpc.ca.

Voting members who have registered will receive an email the morning of the meeting with personalized instructions on how to participate. AMM observers will receive a separate link to join with no voting privileges.

I look forward to an engaging AMM.

Michael Green, CCFP, FCFP
CFPC President, and 2024 AMM Chair



Memorial Roll

List of CFPC members who died between October 1st, 2023, and September 30, 2024

Last Name	First Name	Province
Ahmed	Nafeesa Q.	Ontario
Atia	John	Nova Scotia
Barr	Donald A.	Ontario
Beach	Michael A.	Ontario
Birch	Christopher	Quebec
Bouchard	Gilles R.	Quebec
Bourque	Jean-Claude	USA
Brennan	John P.	Ontario
Carey	Aidan G.	Nova Scotia
Cawkell	William A.	British Columbia
Chary	Srini	Saskatchewan
Chu	Patrick	Ontario
Clark	Marvin R.	Prince Edward Island
Clendenning	Robert D.	Ontario
Cochrane	Brian M.	Ontario
Das	Jyoti Nath	Saskatchewan
Dooley	Patrick J.	Ontario
Dostie	Louise	Quebec
Ek	Daniel M.	Ontario
Evans	Michael D.	Nova Scotia
Fayerman	Paula R.	Alberta
Ferguson	Blair R.	Ontario
Fontaine	Francis	Quebec
Gagnon	Suzanne	Quebec
Govender	K.	Saskatchewan
Harman	John K.	Ontario
Harvey	Janice Anne	Ontario
Holmes	Stewart	Saskatchewan
Hutchison	Brian G.	Ontario
Kimberley	Raymond A.	Alberta

Last Name	First Name	Province
Kredentser	Sarah	Manitoba
Lai	Kenneth	Ontario
Landry	Matthew	New Brunswick
Marshall	Ann T.	Ontario
McKenzie	Andrew W.	Ontario
O'Neil	Leonard S.G.	Nova Scotia
Paul	Vivian	British Columbia
Peebles	Tom	Alberta
Pluye	Pierre	Quebec
Schneider	Arielle	Ontario
Shin	Jacob (Hyo Pum)	Ontario
Shub	Elliot Henry	Ontario
Spackman	Geoffrey C.	Ontario
Sum	Peter T-Y.	Ontario
Swain	John R.	Ontario
Townson	Janice	New Brunswick
Van Helder	Walter	USA
Vu	Nguyen Quang (Wayne)	Ontario
Walker	Hilda M.	British Columbia
Walker	Margot A.	British Columbia
Warbeck	Paul J.	British Columbia
Wilson	Scott	Ontario
Withers	Trevor	Alberta
Wouterloot	Johan	British Columbia



Minutes (Draft) CFPC Annual Meeting of Members (AMM) November 1, 2023

Meeting format: This meeting was held virtually, one week before Family Medicine Forum.

Participation:

- 37,810 CFPC members were invited to vote.
- 2,775 members voted (7.4% of voting members)
- 2,347 members voted by proxy in advance of the meeting (84.6% of votes)
- 645 attendees joined:
 - 526 were voting members
 - The remaining attendees were non-voting, including: Members (Learners, Non-Practising, Associate); CFPC National and Provincial Chapter Staff; and Contracted supporting staff (Lumi, Simultaneous Interpreters)

1. Call to Order

Dr. Christie Newton, CFPC President and meeting chair, called the Annual Meeting of Members (AMM) to order at 7pm ET and welcomed College members. She and each speaker shared an acknowledgement of the traditional land from which they were joining the meeting.

2. 2022-2023 Memorial Roll of CFPC Members

Members in attendance remembered colleagues who died between October 1, 2022 and September 30, 2023. Their names were included in the meeting materials. Drs. Carlos Brailovsky, Robin Krause, and Walter Rosser were identified as CFPC champions lost this year.

3. Minutes of 2022 Annual Meeting of Members

The minutes were pre-circulated.

Moved and seconded

THAT the minutes of the CFPC annual meeting of members held virtually on November 2, 2022, be approved.

Discussion:

- Concerns related to part 5 of the 2022 AMM minutes, Member Classes, specifically the impact of the fee structure applied to Practising Members who have earned Life Membership were raised. Request was made for further opportunity to provide feedback and that this be brought back to the members for consideration.

Carried

Action Item: The Board will review life member concerns raised and communicate further with members.

4. Report of the President and Chair of the Board

The Annual Report was pre-circulated, and Dr. Newton reminded the members of the State of the College, planned for Thursday, November 9, 2023, at the Family Medicine Forum.

5. Report of the Deputy CEO

Dr. Nancy Fowler, Deputy CEO, shared a report highlighting the activities of the College over the past year, and noted initiatives that will be introduced in 2024.

6. Report of the Honorary Secretary-Treasurer

Dr. Carrie Bernard, Honorary Secretary-Treasurer, presented her report including the pre-circulated documents that included the report, the financial statements, and the briefing note outlining the proposed 2024-2025 member fees.

a. Audited Financial Statements for the Year Ended February 28, 2023

The pre-circulated audited financial statements were presented. Given the decision made by the members at the 2022 AMM to approve Deloitte LLP as external auditor for three fiscal years, a motion to appoint the auditor was not required.

No discussion was had.

b. 2024-2025 Member Fees

Dr. C. Bernard presented the Board's member fee recommendation, noting that the CFPC last increased member fees in 2017. Since 2017, the Consumer Price Index has increased at a rate of 17.6% - such that if member fees were keeping up with inflation, the practising member fee on July 1, 2024 would be \$968 as compared to the proposed \$880. Additionally, the value of the CFPC membership was emphasized.

Moved and seconded

THAT member fees be increased by 7%, and rounded up to the nearest \$5 increment, as of 1st July 2024.

Discussion:

There were some comments of support made in respect of the increase, and a question was received as to whether members have been asked whether they feel they are getting value for money.

Defeated

7. Report of the Nominating Committee

Drs. Brady Bouchard and Jean-Pierre Arseneau are completing their service on the Board of Directors and were recognized.

Dr. Danielle Cutts, Chair of the Nominating Committee, announced the results of the election and reported a total of 2,566 (6.9%) of members who participated (compared with 1,539 (3.7%) last year). The 2023-24 Board of Directors was introduced:

- Dr Alykhan Abdulla, Director-at-Large (continuing his term)
- Dr Carrie Bernard, Director holding the office of President-Elect (newly elected)
- Dr Magaly Brodeur, Director-at-Large (continuing her term, in her first five years of practice)
- Dr Sarah Cook, Director holding the office of Honorary Secretary-Treasurer (newly elected)
- Dr Amanda Condon, Director-at-Large (continuing her term)
- Dr Helen Cuddihy, Director-at-Large (continuing her term)
- Dr Sarah Funnell, Director-at-Large (re-elected for an additional 3-year term)
- Dr Michael Green, Director holding the office of President (acclaimed)
- Dr Christie Newton, Director holding the office of Past President (acclaimed)
- Dr Meenakshi Natarajan, Director-at-Large (newly elected)
- Dr Avik Nath, Director-at-Large (newly elected)
- Dr Yan Yu, Director-at-Large (continuing his term)

8. Member Recognition

Each outgoing Committee Chair as noted below was recognized, and will be receiving a gift in recognition of their commitment to the CFPC:

- Dr. Fraser Brenneis (Alberta), Residency Accreditation Committee
- Dr. Michelle Greiver (Ontario), Practice-Based Research Network Action Group
- Dr. Aaron Johnston (Alberta), Section of Teachers Council
- Dr. Andrew Lam (Ontario), Section of Residents Council
- Dr. Andrew MacPherson (British Columbia), Committee on Examinations – Emergency Medicine
- Dr. Vivian Ramsden (Saskatchewan), Section of Researchers Council
- Emily Seale (Ontario), Co-chair, Section of Medical Students Council
- Dr. David White (Ontario), Governance Advisory Committee

Recognition of committee chairs whose terms will be renewed for a second term or extended for one year at the time at the 2023 AMM include:

- Dr. Vanessa Brcic (British Columbia), Editorial Advisory Board, Canadian Family Physician
- Dr. Danielle Cutts (Saskatchewan), Nominating Committee
- Dr. Lisa Graves (Ontario), Committee on Examinations – Family Medicine
- Dr. Paul Sawchuk (British Columbia), Honours and Awards Committee
- Dr. Benjamin Schiff (Quebec), Member Interest Groups Section Council

The following new committee chairs, effective November 1, 2023, were welcomed:

- Dr. Jobin Varughese (Ontario), Section of Teachers
- Dr. Lee Green (Alberta), Section of Researchers
- Dr. Jennifer Hall (New Brunswick), Residency Accreditation Committee
- Dr. Robert Primavesi (Quebec), Committee on Examinations - EM

9. Member-Proposed Motions Regarding Organizational Transparency and Decision Rationale

The members were informed that on August 18, 2023, Dr. Paul Dhillon introduced four (4) member-proposed motions, with appropriate support demonstrated by 10 voting members in good standing. Dr. Dhillon presented the motions. Dr. Newton shared the current CFPC projects underway that will address the concerns raised and recommended that members vote against the motions. General comments on these matters included:

- Communication to members was not clear on this matter. Some members were not aware of the direction being considered until it was already decided to implement a third year.
- Dissatisfaction with the implementation of a third year being a Board decision and not a Member decision. In response, the chair reflected on the conflict of the College's standard setting and member value generating roles.
- College resources should be used to improve other areas of family physician administrative overload, including coordination with other specialties.
- Fair compensation being unaddressed, along with the extra year of training, generates an unfair environment. It was noted in response, that compensation is related to length of training, and an increase in training time allows for an increase in the base rate for the profession. Fair compensation and equity are major areas of focus for advocacy efforts.
- The President of the Society of Rural Physicians of Canada noted that while several issues have been addressed, concerns remain about the consultation process. Additionally, the standard setting side and the presence of any rural proofing and the consideration of impact, and how this will be part of the ongoing work of the CFPC. The impact on advanced skills training could be devastating for rural communities.

a. Transparency and Governance Enhancement

Moved and seconded

We propose that the CFPC Board officially adopts a policy to maintain transparency and open governance. Board Meeting and Committee Meeting Minutes shall be accessible to CFPC members via a dedicated web portal. While promoting transparency, this motion recognizes the need for confidentiality by allowing Board members the option to convene in-camera for discussions of sensitive matters.

Discussion:

- Three perspectives were shared:
 - All of the contributing members emphasized their interest in improvements.
 - The majority of comments on this motion demonstrated dissatisfaction with the proposal to introduce a third year of family medicine residency training (9d).
- The chair noted the Board's goal of increased transparency, which will be considered comprehensively within the governance review.

Carried

b. Residency Expansion Documentation Accessibility

Moved and seconded

The CFPC Board moves to ensure comprehensive communication and member engagement. By the conclusion of 2023, we commit to making all minutes, discussions, committee meeting records, and attendee lists available online for CFPC Members. This pertains particularly to the deliberations and documents associated with the introduction of the 3rd year of Residency training.

Discussion:

- Two perspectives were shared:
 - One member commented on this motion noting dissatisfaction with the proposal to introduce a third year of family medicine residency training (9d), that it could deter individuals from entering practice.
 - One member commented against the motion, that asking the College to manage added administrative tasks pulls the focus away from important matters.

Carried

c. Financial Documents and Review - Implications and Rationale Clarity

Moved and seconded

To foster informed decision-making, the CFPC Board commits to providing the membership with a detailed budgetary analysis regarding the implementation of the 3rd year in Family Medicine to the organisation and to future residents.

Furthermore, we recognize the importance of transparency in governance evolution, and thus, we undertake to share all historical and present documentation along with the underlying rationale that led to the transition from a self-sustaining funding model to the current subsidisation of the CFPC examination.

Discussion:

Three perspectives were shared:

- The majority of members who commented on this motion demonstrated dissatisfaction with the proposal to introduce a third year of family medicine residency training (9d). Specifically:
 - Request was made that a financial and equity analysis (gender and racial perspective) be done on the proposal.
 - Concern was raised about the impact on rural communities.
- In commenting on the topic of transparency, one member noted the difficulty experienced in connecting to the meeting.

Carried

Extending meeting time: Because the meeting was scheduled to run from 7:00 to 8:30 pm (ET), and there was still business to transact, Dr. Newton proposed a motion at 8:29pm to extend the time of the meeting.

Moved and seconded

That the meeting be extended by 15 minutes to 8:45 pm (ET).

Carried

d. Review and Suspension of 3rd Year Family Practice Implementation

Moved and seconded

Whereas, the College of Family Physicians of Canada (CFPC) is committed to upholding the highest standards of education, training, and professional development for its members; Whereas, the CFPC has proposed the implementation of a 3rd year in family practice as part of its educational program;

Whereas, concerns have been raised by various stakeholders regarding the process and potential outcomes of the 3rd year family practice implementation;

Whereas, it is essential to maintain the principles of openness, transparency, and inclusivity in decision-making processes that impact the education and training of family physicians;

Whereas, the Board of Directors of the CFPC holds the responsibility of ensuring that the best interests of its members and the medical community are served;

Be it resolved, that the Board of Directors of the College of Family Physicians of Canada (CFPC) hereby directs the organization to immediately cease the implementation of the 3rd year in family practice program;

Be it further resolved, that the CFPC Board of Directors hereby establishes a comprehensive and independent review committee, consisting of diverse stakeholders, including representatives from medical education, practicing family physicians, residents, and patient advocates;

Be it further resolved, that the review committee shall be tasked with conducting an open, transparent, and inclusive review of the proposed 3rd year family practice program, evaluating its objectives, curriculum, potential outcomes, benefits, challenges, and any concerns raised by stakeholders;

Be it further resolved, that the review committee shall be granted a period of 6-9 months to complete the review process and present their findings and recommendations to the CFPC Board of Directors;

Be it further resolved, that upon receipt of the review committee's findings and recommendations, the CFPC Board of Directors will carefully consider the report and determine the appropriate course of action, which may include modifications, improvements, or the continuation of the program based on evidence-based and informed decision-making;

Be it further resolved, that the CFPC Board of Directors commits to providing timely updates to its members and stakeholders throughout the review process, ensuring transparency and engagement in the decision-making process;

Be it finally resolved, that this motion shall take effect immediately upon approval by the CFPC Board of Directors and shall remain in force until the review process is completed and the Board makes a final decision regarding the 3rd year family practice program.

Discussion:

- Three perspectives were shared:
 - The third year of family medicine residency training will result in the end of enhanced skills.
 - A residency program director noted the lack of capacity for rural residency programs to train additional individuals each year, reflecting in less graduates per year if the change proceeds. The chair noted that the programming to realize the residency training profile is projected to include teaching skills within the third year.
 - A former family medicine residency training program director and member of the CFPC's Education Reform Task Force (involved in this work) spoke in support of the thoughtful, comprehensive, and widely consultative process that has taken place.

Carried

10.Question and Answer (Q&A) Session

There was no opportunity for Q&A following the conclusion of business. Members with questions were encouraged to contact the CFPC at amm@cfpc.ca.

Dr. Newton terminated the meeting at 8.43 pm ET, thanking participants for the feedback and time they took to engage.

Next meeting: To be held October/November 2024.

Attachment 1: Deputy CEO and Honourary Secretary Treasurer report summaries:

Deputy CEO:

- Shared gratitude for the member participation/engagement in this meeting.
- Advocacy for members and the profession. CFPC's Prescription for Primary Care.
- Education is part of our prescription.
- Through the Foundation for Advancing Family Medicine (FAFM) funding secured for the Team Primary Care: Training for Transformation initiative. This work includes the CFPC'S Outcomes of Training Project (OTP).
- Need identified through the OTP to renew residency training to ensure training keeps pace with dynamic changes occurring in both practice and education. Regular review and critical analysis is a necessary part of the College's standard setting role.
- Changes haven't started yet related to updating the length of family medicine residency training, nor are they imminent. We are 5 years into a 10-year process, and we'll take the time needed to get it right.
- We've heard your concerns. Some are asking for a "pause" and we agree. This will happen in the spring of 2024. At this time we will have a full suite of information from our current implementation planning. Evidence in hand, we will take stock and recalibrate; determining what is possible for a responsible start in 2027.
- This has been a complex process to navigate, and we recognize the need to improve member communications.
- 2024 initiatives:
 - strategic plan development will consult members regarding emerging direction.
 - review of CFPC's governance aimed at making us more nimble, efficient, responsive, and transparent, aligning with best practices for non-profit, member-driven organizations across Canada.
- The CFPC is the sole organization in Canada dedicated to advancing family doctors and the practice of family medicine. The College's Board, volunteers, and staff are fiercely devoted. We are in this together.

Honourary Secretary-Treasurer:

- Three supporting documents included in the agenda package: Report of the Secretary-Treasurer, Audited Financial Statements for the year ended February 28, 2023, and Briefing note about the 2024-2025 member fees.
- At the 2020 Annual Meeting of Members a special resolution was passed to change the CFPC's fiscal year from June 1 to May 31 to March 1 to February 28 or 29. The audited financial statements for the 2022/23 fiscal period represent this transitional period for nine months. CFPC received an unqualified, or clean, audit report.
- Over the nine month period, CFPC has experienced a deficit of \$5.6 million, which was less than originally planned due to a number of factors and decisions made to reduce our deficit.
- This current fiscal year, we are budgeting for a \$5M deficit, which is partially the result of deferring last year's member fee increase.
- In the five year period including the current 2023/24 fiscal year we have used a net reserve amount of over \$3.1 million.
- In 2020/21 we cut programs and projects in anticipation of COVID having a devastating impact on CFPC financial resources. That did not come to fruition, and the resulting surplus has been used to maintain and enhance member programs, and to begin work on a number of projects.

- The CFPC last increased member fees in 2017. Any fee increases that you may have seen during this time have been Chapter fee increases. Since 2017, the Consumer Price Index has increased at a rate of 17.6% - if member fees were keeping up with inflation our practising member fee on July 1, 2024 would be \$968 as compared to the proposed \$880. This gap has had a significant impact on the CFPC's ability to provide services.
- A pie chart displayed a snapshot of the cost of every service the CFPC provides and how a practising member fee is spent.
- The CFPC is about much more than we often consider. It is about standard setting for certification and accreditation, continuing professional development, research, member recognition and support, and, advocacy. We expect a lot for our membership dollars, and the current membership fee schedule is not adequate to cover the cost of work being done in service of CFPC members.
- Member fees: In order to ensure that the organization can continue in the current fiscal environment, with the need for a refreshed strategic plan and governance review, the Finance and Audit Committee recommended to the Board of Directors that member fees be increased by 7%, bringing the practising member fee to \$880 effective July 1, 2024. This increase was deferred from last year's AMM and was approved unanimously by the board of directors.
- The 7% member fee increase will not fully resolve the deficit, and further refinements to CFPC operations will be made to optimize deployment of resources, with reserve funding still being required for the 2024-2025 fiscal year. The long-term goal is to reduce reliance on reserves, so that they are used for unique one-time opportunities, or for sudden unexpected negative impacts that only require contingency reserves in the short run.
- External auditor: Decision at the 2022 AMM to approve Deloitte LLP as external auditor for three fiscal years.

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MÉDECINS DE FAMILLE
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Honorary Secretary-Treasurer's Report

**Annual Meeting of Members
30th October 2024**

**Included in the AMM Agenda
Dr. Sarah Cook
CFPC Honorary Secretary Treasurer**

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What is in this Presentation?

- 2023-2024 Auditor's Report and Audited Financial Statements
- 2024-2025 Budget
- 2025 Member Fees
- Appointment of Public Accountant

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DU CANADA**

2023-2024 Auditor's Report and Audited Financial Statements

Auditors' Report

Deloitte LLP completed their audit of the financial statements for the year ended February 29, 2024 in accordance with Canadian Generally Accepted Auditing Standards.

The CFPC received an **unqualified*** audit report.

**An unqualified Independent Auditor's Report signifies that the auditors were not limited in the scope of their work, and they are able to conclude that in all material respects, the financial statements are fairly presented in accordance with the applicable accounting framework.*

Surplus/(Deficit) for the year ended February 29, 2024

	Operating Surplus/ (Deficit)	Realized and (Unrealized) Gain/(Loss) on Investments	Total
Certification and Assessment program subsidy - Deficit	(\$3,311,502)	-	(\$3,311,502)
Programs that are not supported by member fees – Surplus [includes realized and unrealized investment income and TPC overhead payment by FAFM]	\$2,316,381	\$3,045,393	\$5,361,774
Programs supported by member fees (excluding Certification & Assessment) – Deficit	(\$4,230,520)	-	(\$4,230,520)
Net surplus/(deficit)	(\$5,225,641)	\$3,045,393	(\$2,180,248)

Note: For the year ended February 29, 2024, the actual deficit of \$2,180,248 is much lower than the budgeted deficit of \$5,159,308. This deficit has been funded through reserves.

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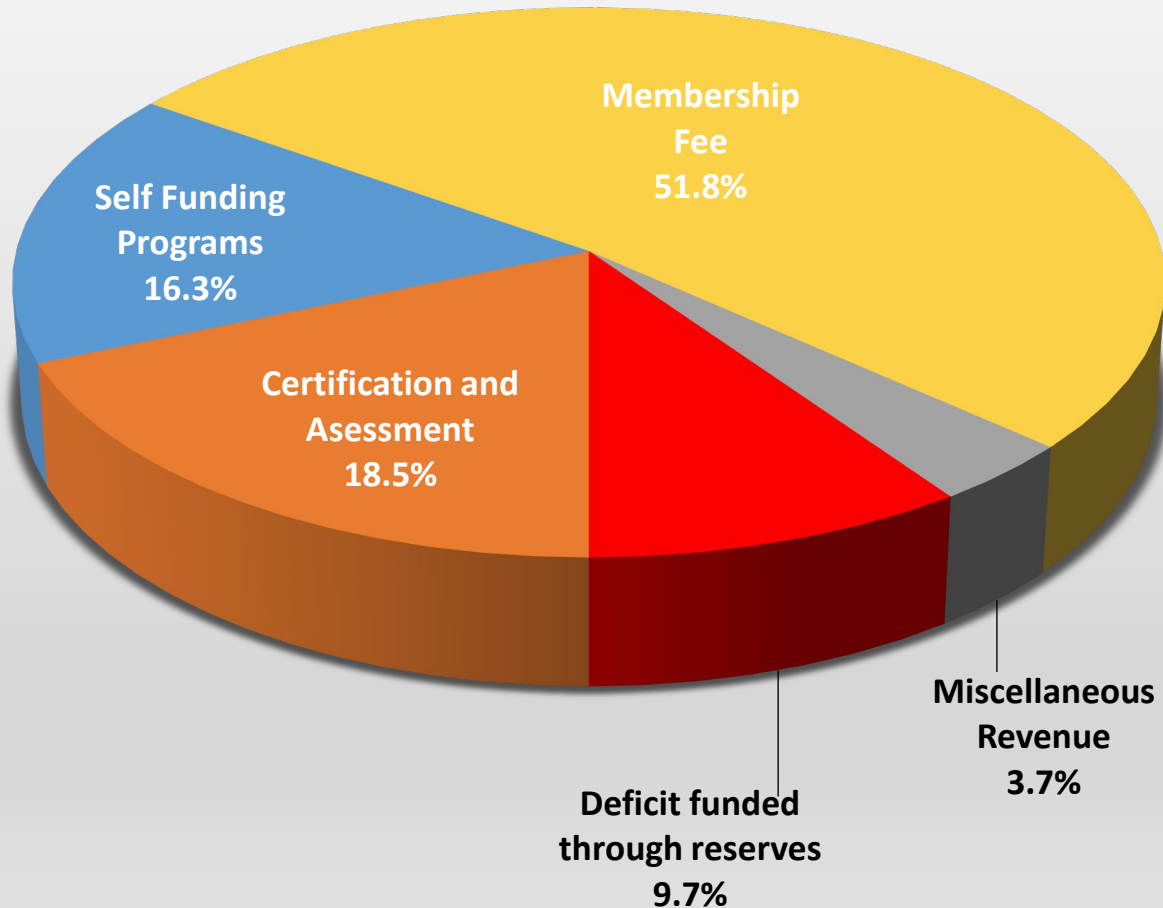
2024-25 Budget

For the year ended February 28, 2025

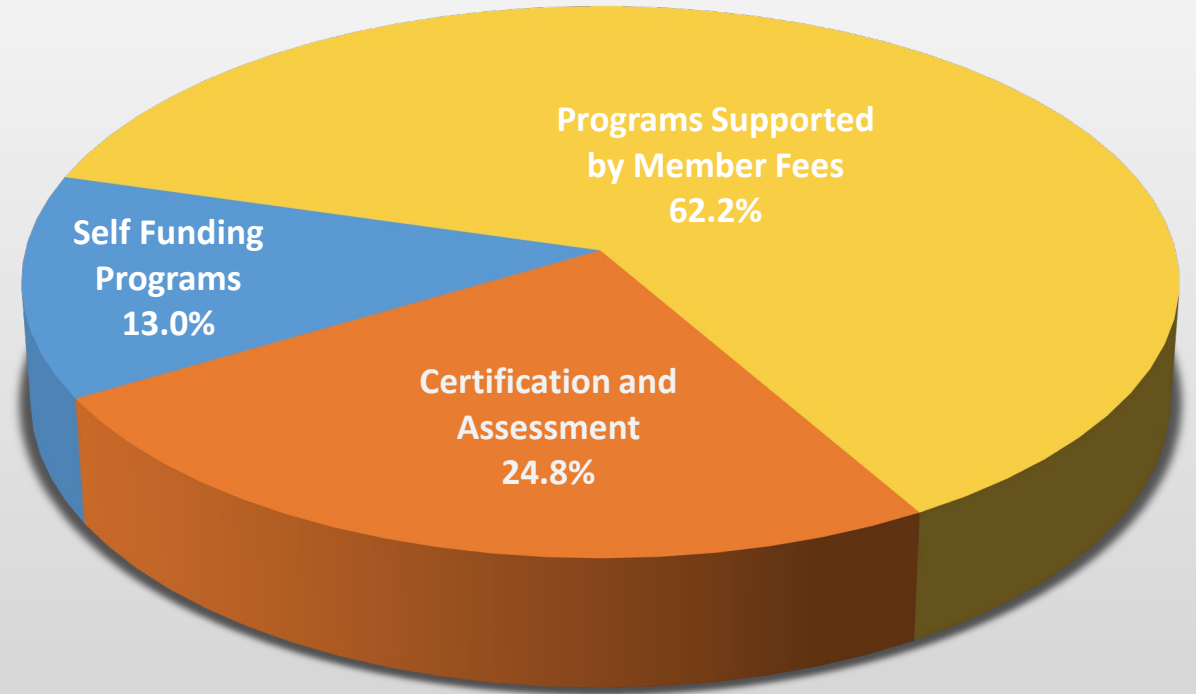
2024-25 CFPC Budget: Revenues and Expenses

Revenues: \$50,656,798

Deficit funded from reserves: \$5,441,474



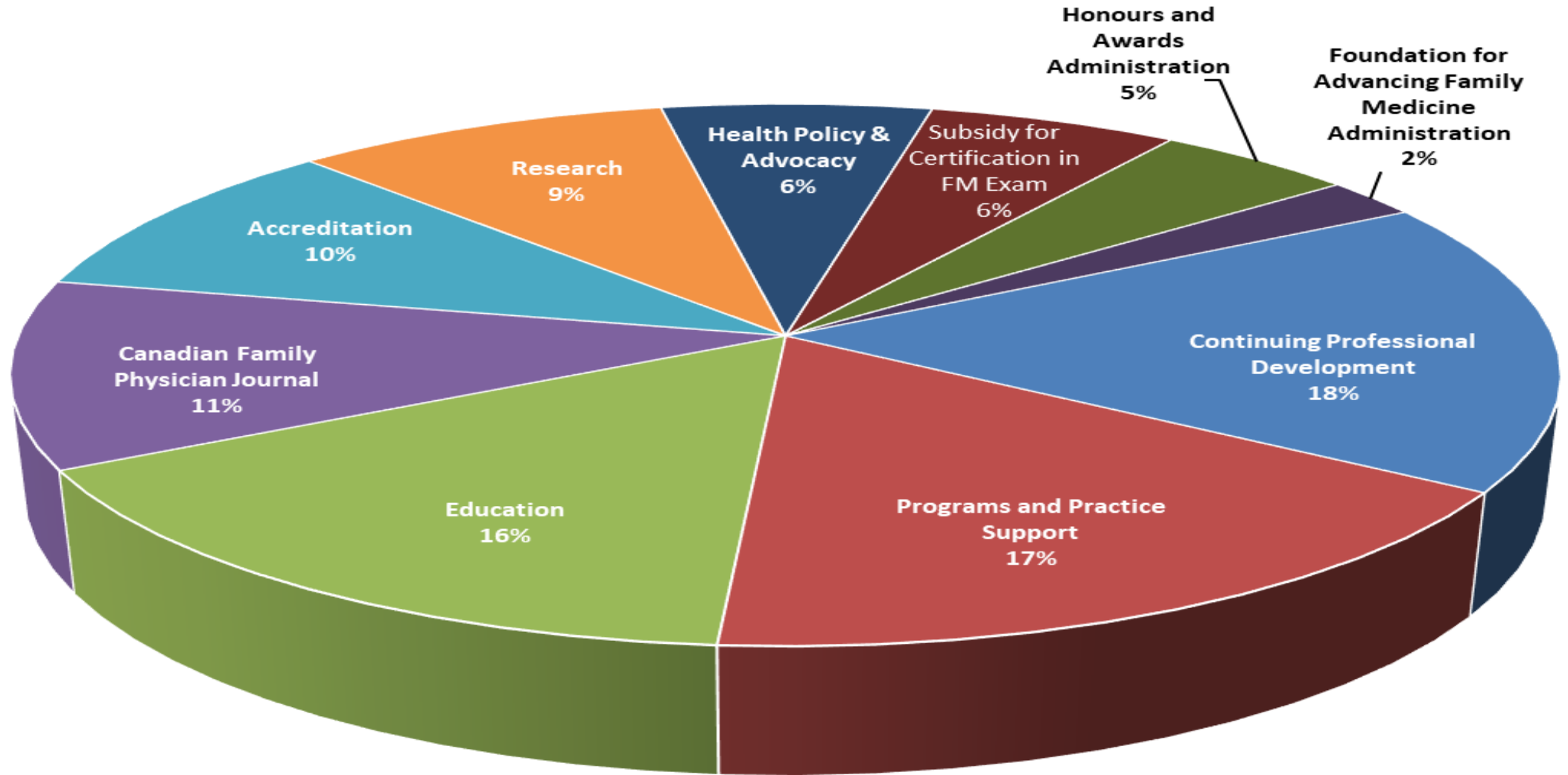
Expenses: \$56,098,272



2024-25 projects and operations funded through reserves

RESERVE FUNDED EXPENSES	Budget 2024-25
	Amount (\$)
Pension Merger Project (remaining budget)	1,617,859
FM Exam Fee Subsidy	1,220,738
EM Exam Fee Shortfall	900,980
Besrouer Centre - Net Direct Expenses	718,903
Estimated Chapter Funding and Meeting Support	431,034
CAC Fee Shortfall - Testing Strategy/Equation	220,307
Miscellaneous Projects	331,653
TOTAL	5,441,474

How is the current \$823 Practising Member Fee being spent?



What is included in each of those pieces of the membership fee pie (previous slide)

Pie Piece	Description
Family Medicine Certification Examination Subsidy	25% subsidy applied to the Full Cost of the Family Medicine Certification Examination resulting in a reduced fee for Candidates
Continuing Professional Development (CPD)	Includes CPD Tracking, Professional Learning Plan, Certification of Continuing Professional Development Offerings
Canadian Family Physician Journal	The only peer-reviewed family medicine focused research journal in Canada
Health Policy and Government Relations Advocacy	Advocacy in areas like compensation, admin burden and trainee debt relief.
Programs and Practice Support	Includes Tools for Practice, CFPCLearn, Clinical Practice Guidelines, Educational Webinars, Member Interest Groups, Other Publications
Education	Medical Student and Resident Outreach and Support, Family Medicine Interest Groups (FMIGs), Section of Teachers, Education committees, Educational design development, Education Evaluation Research Unit (EERU)
Accreditation	Accreditation of the 17 +2 Medical Schools for Consistent Standards across Canada
Research	Research related to Patient's Medical Home, Section of Researchers Council, Policy informing research support, CFPC Member Surveys
Honours and Awards Administration	Supporting the staff and operating costs of the Honours and Awards program enabling an annual investment of \$500k+ to support recognition of excellence, scholarships, honours and grants to CFPC members
Foundation for Advancing Family Medicine Administration (FAFM)	Supporting the staff and operating costs of the Foundation for Advancing Family Medicine

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2025 Member Fees

Inflation

Member fees were last increased effective July 1st, 2017.

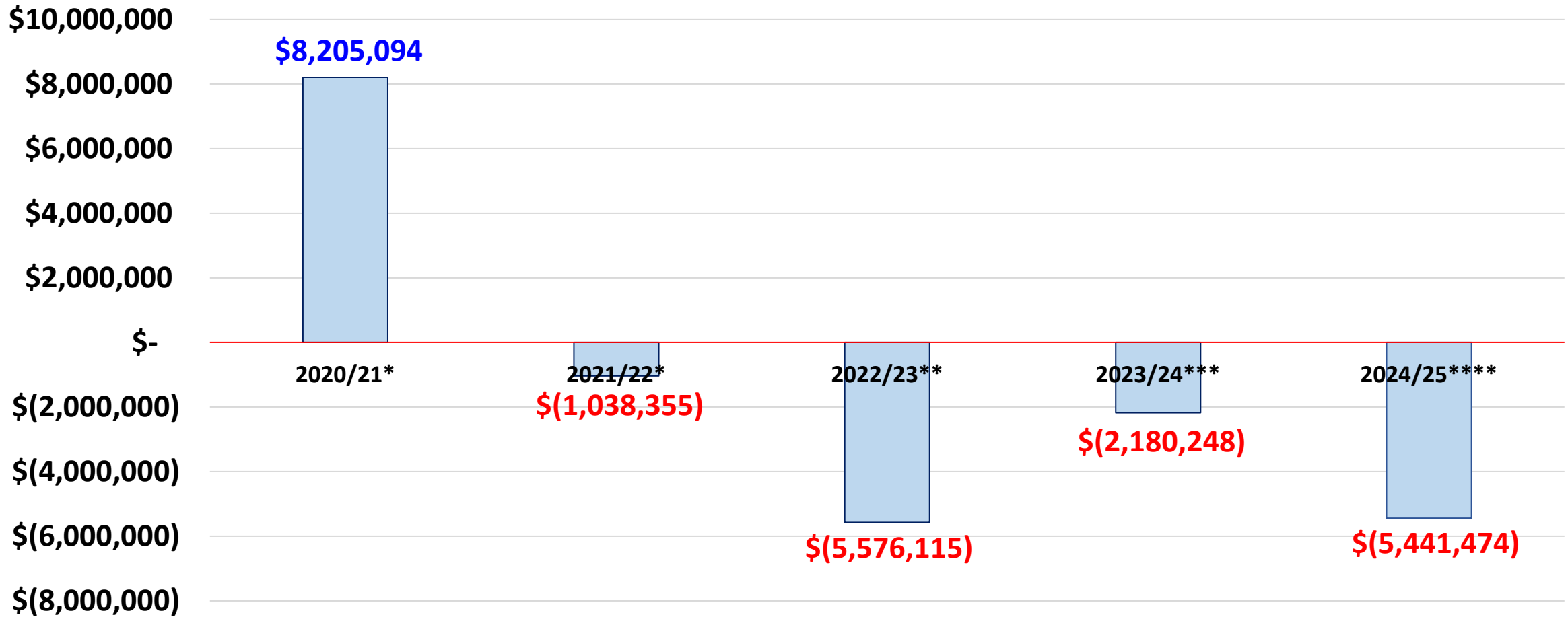
The cumulative inflation, as per Bank of Canada's inflationary index, from 2017 to 2024 is 23.98%

Member Fees

There will be no change in the member fees effective July 1, 2025.

Member Class	1 st July 2025 Annual Fee
Practising	\$823
First Year Practising from Residency	\$425
Associate	\$102
Learner	\$ 0
Non-Practising	\$ 0

Surplus/Deficit By Fiscal Year



* 12 months ended May 31 - actuals, ** 9 months ended February 28 - actuals, *** 12 months ended February 29 – actuals, **** 12 months ended February 28 – budget

Cumulative Deficit: (\$6,031,098)

Budget Forecast for 2025/26

Detailed budgeting has not yet been completed for the March 1, 2025 to February 28, 2026 fiscal year. We are in the process of developing a budget that does not rely on reserves. This will result in operational changes to match our expenses, programs and projects to the revenue available.

We are recommending no change to the member fees effective July 1, 2025, awaiting the results of the governance review and changes to our structure that may impact expenses, programs and projects.

**THE COLLEGE OF
FAMILY PHYSICIANS
OF CANADA**



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

TM/MC

Appointment of Public Accountant

Motion – Public Accountant

THAT Deloitte LLP be appointed as the public accountant to audit the accounts of the College of Family Physicians of Canada for the 2025-2026 fiscal year.

For member decision

Agenda item	6 Report from the Honorary Secretary-Treasurer: Appointment of public accountant
Purpose	To appoint the public accountant to audit the CFPC's accounts
Decision(s) to consider	<i>THAT Deloitte LLP be appointed as public accountant to audit the accounts of the CFPC for the 2025-26 fiscal year.</i>
Votes required	Ordinary resolution (simple majority)
Meeting date	October 30, 2024
Presenter(s)	Sarah Cook, Honorary Secretary-Treasurer, Finance and Audit Committee Chair

Background

- The Canada Not-for-profit Corporations Act requires that members, at each AMM, appoint a public accountant (PA) to hold office until the close of the next AMM. The CFPC engages the appointed PA at least 6 months before fiscal year ends, so members appoint the PA for the ensuing fiscal year.
- The CFPC's PA selection process involves issuing a request for proposals (RFP), with the selected bidder being engaged for a 3-year term, and an option to extend the engagement for an additional 2 years. Members approve the appointment annually during the Honorary Secretary-Treasurer's report.
- Following the last RFP process seeking external audit services issued in 2022, Deloitte LLP was the successful bidder and was appointed as the PA by the members to audit the CFPC's accounts, beginning with the 2022-23 fiscal year. The 2024-25 auditor's report will mark the end of Deloitte LLP's initial 3-year term. The 2025-26 fiscal year marks the 1st year of the 2-year extension.

Proposed action/Recommendation

- Deloitte LLP has continued to demonstrate knowledge and provide extensive audit experience. It is proposed that the term be extended for an additional two years (2025-26 and 2026-27), and that the firm hold office until the close of the 2027 AMM.
- It is recommended that members appoint Deloitte LLP to audit the accounts of the CFPC for the 2025-26 fiscal year.

Other options considered

- None, Deloitte LLP was selected as the preferred provider following the last RFP.

Risks

- None.

Financial implications

- Deloitte LLP has agreed to audit the CFPC accounts for a fee of \$48,400 for 2025-26 and \$49,850 for 2026-27 (plus admin charges and taxes).

Benefits

- The established relationship with Deloitte LLP provides an environment to increase efficiency and understanding.

Consultation

- The CFPC's Finance Staff Team prepare and disseminate the RFP to engage a PA, providing support to the CFPC Board's Finance and Audit Committee in forming their recommendation to the CFPC Board.
- The CFPC Board approved this recommendation.

Next steps (if approved)

- Plans will be established to conduct a review of the CFPC accounts, ensuring a report is provided to the members in time for their annual meeting.
- At the 2025 AMM, members will be asked to appoint Deloitte LLP to audit the accounts for fiscal year 2026-27, marking the final year of the 2-year extension.
- The next RFP for external auditor services is planned for circulation in 2026, to determine support to begin for fiscal year 2027-28. At the 2026 AMM, members will be asked to appoint the successful bidder resulting from this process.

Attachment(s)

- None.

For member decision

Agenda item	9 Support for Authorization to extend the time for calling the 2024-2028 CFPC Annual Meetings of Members (AMMs)
Purpose	To support the Deputy Director appointed under the CNCA's decision to permit the CFPC to extend the time for calling its AMMs from 2024 to 2028
Decision(s) to consider	<i>THAT the members of the CFPC hereby support the Deputy Director's authorization for the CFPC to extend the time for calling its 2024 - 2028 AMMs.</i>
Votes required	Special resolution (not less than two-thirds majority)
Meeting date	October 30, 2024
Presenter(s)	Michael Green, Board Chair

Background

- The Canada Not-for-profit Corporations Act (NFP Act) requires that an annual meeting of members (AMM) be held within six months of the Corporation's fiscal year-end.
- Since approved by the members in November 2020 to begin in fiscal year 2022-2023, the CFPC's fiscal year runs from the first day of March to the last day of February. The change was made to more appropriately support reporting cycles.
- Due to the change to fiscal year-end (previously May 31), the CFPC applied for a multi-year extension to call its AMM outside of the period stipulated in Paragraph 160 of the NFP Act. Rather than holding its AMM within six months after the end of the CFPC's preceding financial year, which would mean before August 31 annually, the CFPC has been granted an exemption to extend the time to hold the AMM, and continue to hold its AMM by November 15th, for the following reasons:
 - Holding the AMM at the end of August (to meet the six-month requirement) would result in lower member attendance. The CFPC experiences less participation generally for meetings and events held in the summer.
 - The Family Medicine Forum (FMF) is the CFPC's annual conference and a signature learning event for family physicians, which attracts between three and five thousand registrants in early November. It is desired that the AMM be held the week before (the last week of October or first week of November) and hosted virtually to ensure accessibility for members. This allows for decisions to be made in advance of related ceremonies planned in person at FMF, including the president's installation, when a number of members are gathered in person. The new Board's first in-person meeting is also held immediately before the FMF, informed through elections at the AMM.
- For each annual meeting of members for the financial years ending February 29, 2024, February 28, 2025, February 28, 2026, February 28, 2027, and February 29, 2028, the CFPC has been authorized by the Deputy Director appointed under the NFP Act to extend the time for calling the annual meeting of members to November 15 of the same year. The extension is subject to the following terms being met:

Table A Term (as stated in attachment 1)	The CFPC's commitment
1. By August 31 in each of 2024, 2025, 2026, 2027 and 2028, the Corporation complies with Subsection 175(1) of the Act by sending a copy or summary of the documents referred to in Subsection 172(1) of the Act or a copy of a publication of the Corporation reproducing the information contained in the documents or summary to each member, other than a member who, in writing, declines to receive such documentation. If the Corporation sends a summary to a member, the Corporation shall also inform that member of the procedure for obtaining a copy of the documents free of charge;	The CFPC will ensure that annual financial statements, along with the report of the external auditor, are made available to the members before August 31 of each year. Members are notified via the weekly "Info Digest", and through targeted AMM related communications. In 2024, the audited financial statements were shared with members on August 29 via Info Digest.
2. At or before the annual meeting of members in each of 2024, 2025, 2026, 2027 and 2028, the Corporation provides to members a copy of its unaudited quarterly financial statements for the most recent quarter for the particular ongoing financial year, including year-to-date information;	The CFPC will ensure that financial results to August 31 will be presented to the members during the AMM each year. In 2024, the financial results are being presented during the Honorary Secretary's report.
3. The Corporation's members support this authorization by way of passing a special resolution at its annual meeting in each of 2024, 2025, 2026 and 2027; and	The CFPC will include this decision on each agenda, up until and including the 2027 AMM.
4. The Corporation informs its members of this exemption as soon as possible but not later than by August 31, 2024.	Members were informed of the AMM date on August 29 via Info Digest and encouraged to visit the AMM webpage .

Proposed action/Recommendation

- That the members support the authorized extension that will allow the CFPC to host the next AMM virtually on October 29, 2025, and commit to reporting to members as per table A above.

Other options considered

- Hosting the AMM over the summer months would result in decreased member attendance, as is reflected in other CFPC activities with schedule-specific commitments during these months. CMA recently changed their AMM date from August to the fall to respect downtime preferred by a majority of members.

Risks

- None.

Financial implications

- None.

Benefits

- October continues to be the best month to optimize member attendance, current tradition, and obligations under the NFP Act.

Consultation

- The members approved the change in fiscal year in November 2020.

Next steps (if approved)

- The financial statements and report of the public accountant for fiscal year-end February 28, 2025 will be made available to members before August 31, 2025.
- The members will receive the most recent financial quarter reporting (without external audit opinion) at the annual meeting on October 29, 2025.
- The members will be asked to support this extension authorization again at each AMM, until and including the meeting in 2027, for the 2028 AMM.

Attachment(s)

- Attachment 1: Authorization of exemption request received from Corporations Canada (dated August 28, 2024)



Innovation, Science and
Economic Development Canada

Corporations Canada
C.D. Howe Building
West Tower, 7th floor
235 Queen Street
Ottawa, Ontario K1A 0H5

Innovation, Sciences et
Développement économique Canada

Corporations Canada
Édifice C.D. Howe
Tour ouest, 7^e étage
235, rue Queen
Ottawa (Ontario) K1A 0H5

August 28, 2024

BY EMAIL

Sarah Scott
sscott@cfpc.ca

Dear Sarah Scott:

RE: APPLICATION FOR EXEMPTION
The College of Family Physicians of Canada
Le collège des médecins de famille du Canada

Further to your letter dated August 27, 2024, that included your amended application, please find enclosed exemption No. D-007/24 granted to the above referenced corporation pursuant to subsection 160(2) of the *Canada Not-for-profit Corporations Act* (the “Act”).

Please know that a renewal application for this exemption will require a statement confirming that the corporation has given sufficient disclosure to its members so they are aware of their rights pursuant to paragraph 160(1)(b) and Part 11 of the Act and how those rights would be affected if the corporation is exempted from those requirements.

Also, a renewal application will require a statement confirming that the members have passed a special resolution authorizing the corporation to apply for the exemption.

Sincerely,

Madeleine Lawler
Officer, Case Assessment, Arrangements and Exemptions
Compliance, Policy and Integrity Directorate
Corporations Canada
Tel: 343-553-5604
madeleine.lawler@ised-isde.gc.ca

Encl. D-007/24



Innovation, Science and
Economic Development Canada

Innovation, Sciences et
Développement économique Canada

Canada Not-for-profit
Corporations Act

Loi canadienne sur les
organisations à but non lucratif

Decision No. D-007/24

File No. 036045-7

IN THE MATTER CONCERNING THE DIRECTOR APPOINTED UNDER
THE CANADA NOT-FOR-PROFIT CORPORATIONS ACT

AND

THE APPLICATION OF

The College of Family Physicians of Canada
Le collège des médecins de famille du Canada

(hereinafter called the "Corporation")

FOR AN EXEMPTION UNDER SUBSECTION 160(2) OF
THE CANADA NOT-FOR-PROFIT CORPORATIONS ACT

EXEMPTION

UPON APPLICATION BY the Corporation, in accordance with subsection 160(2) of the *Canada Not-for-profit Corporations Act* (the "Act"), to extend the time for calling each annual meeting of members for the financial years ending February 29, 2024, February 28, 2025, February 28, 2026, February 28, 2027 and February 29, 2028;

AND UPON reading the application documents and being satisfied that there is adequate justification for so doing;

IT IS HEREBY DETERMINED that the Corporation, for each annual meeting of members for the financial years ending February 29, 2024, February 28, 2025, February 28, 2026, February 28, 2027 and February 29, 2028, is authorized to extend the time for calling the annual meeting of members to November 15 of the same year;

THIS EXEMPTION is made subject to the following terms:

1. By August 31 in each of 2024, 2025, 2026, 2027 and 2028, the Corporation complies with Subsection 175(1) of the Act by sending a copy or summary of the documents referred to in Subsection 172(1) of the Act or a copy of a publication of the Corporation reproducing the information contained in the documents or summary to each member, other than a member who, in writing, declines to receive such documentation. If the Corporation sends a summary to a member, the Corporation shall also inform that member of the procedure for obtaining a copy of the documents free of charge;
2. At or before the annual meeting of members in each of 2024, 2025, 2026, 2027 and 2028, the Corporation provides to members a copy of its unaudited quarterly financial statements for the most recent quarter for the particular ongoing financial year, including year-to-date information;
3. The Corporation's members support this authorization by way of passing a special resolution at its annual meeting in each of 2024, 2025, 2026 and 2027; and
4. The Corporation informs its members of this exemption as soon as possible but not later than by August 31, 2024.

DATED, this 28th day of August, 2024.

Cheryl Ringor
Deputy Director