COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA

245 Lilac Street
Winnipeg, MB R3M 2S2
www.cmltm.ca

Phone: 204-231-0311
Toll Free: 877-331-0311
E-mail: cmltm@cmltm.ca

Meeting Details:

Date: September 18, 2026
Time: 5:20 PM
Location: Hybrid – CMLTM Board Room & Zoom Room
Meeting: Council

Attendees:

COUNCIL MEMBERS		
Jackie Tower	Chair	In-Person
Llora Alejandro Yarema	Vice-Chair	Online
Maria Bobiles	Treasurer	Online
Amina Khizar	Member at Large, Inquiry Committee Chair	Online
Karanveer Dhillon	Member at Large	Regrets
Agbolahan Adebanjo	Member at Large	Online
Rajinder Pal Bhullar	Public Representative	Online
Steven Wu	Public Representative, Secretary	Online
Richard Panciera	Public Representative	In-Person

GUESTS		
Fatima Daniel-Parent	Board of Assessors Chair	Regrets
Jackie Naphin	Continuing Competency Committee Chair	In-Person
Harvey Suski	Complaints Committee Chair	Online
Nicole Evans	Truth and Reconciliation Committee Chair	Absent
Janie McBey	Registrar/CEO	In-Person
Tricia VanDenakker	Deputy Registrar	Regrets
Janelle Baril	Administrative Assistant	In-Person
Sophia Ali	Executive Director, MAHRC	Online

245 Lilac Street
Winnipeg, MB R3M 2S2
www.cmltm.ca

Phone: 204-231-0311
Toll Free: 877-331-0311
E-mail: cmltm@cmltm.ca

Meeting Minutes:

1. **Call to Order:**
   The meeting was called to order at 5:29 PM. Quorum was met. The Land Acknowledgement Statement and CMLTM Culture Statement were read.

   Sophia Ali, Executive Director of the Manitoba Alliance of Health Regulatory Colleges (MAHRC), gave a presentation on "Governance and Conflict Resolution Presentation".

   Sophia Ali left the meeting at 6:00 PM.

2. **Approval of Agenda for September 18, 2026**
   The agenda for the September 18, 2026, meeting was reviewed and approved.

MOTION 26:53 Maria Bobiles/Llora Alejandro Yarema
Be it moved to approve the September 18, 2026, Agenda as presented.
CARRIED

3. **Approval of Meeting Minutes for June 24, 2026**
   The minutes of the previous Council meeting, held on June 24, 2026, were reviewed and approved. No corrections were made.

MOTION 26:54 Llora Alejandro Yarema/Richard Panciera
Be it moved to approve the June 24, 2026, Council Meeting Minutes as presented.
CARRIED

Harvey Suski left the meeting at 6:08 PM.

4. **Consent Agenda Items**
   The Consent Agenda Items were circulated prior to the meeting. No questions were submitted prior to the meeting.

   Council approved the following reports:
   - Registrar's Report, prepared by Janie McBey
   - Board of Assessor's Report, prepared by Fatima Daniel-Parent
   - Continuing Competency Committee Report, prepared by Jackie Naphin
   - Complaints Committee Report, prepared by Harvey Suski

245 Lilac Street
Winnipeg, MB R3M 2S2
www.cmltm.ca

Phone: 204-231-0311
Toll Free: 877-331-0311
E-mail: cmltm@cmltm.ca

- Inquiry Committee Report, prepared by Amina Khizar
- Truth and Reconciliation Report, prepared by Nicole Evans
- June 24, 2026, Council Meeting Review Summary

MOTION 26:55 Richard Panciera/Agbolahan Adebanjo
Be it moved to approve the Consent Agenda Items as presented.
CARRIED

5. **Action Items (or "Business Requiring Action")**
   a. **Review of Q2 Financial Documents**
   Council reviewed Q2 Financial Report and Variance.

MOTION 26:56 Maria Bobiles/Amina Khizar
Be it moved to approve the Q2 Financial Report and Variance Report as presented.
CARRIED

   b. **Review of Election Results**
   Council reviewed the election results held through Election Buddy. Of the three candidates, majority votes were for Llora Alejandro Yarema and Cairo Moosetail.

MOTION 26:57 Richard Panciera/Steven Wu
Be it moved to reappoint Llora Alejandro Yarema to Council for a second 3-year term and appoint Cairo Moosetail to Council for the first term of January 1, 2027 to December 31, 2029.
CARRIED

Harvey Suski rejoined the meeting at 6:28 PM.

   c. **BOA Policies & Documents Review**
   Council reviewed and approved proposed changes to the Board of Assessors policies BOA-2, BOA-3, BOA-6, BOA-13, BOA-17, BOA-19, and BOA-20.

MOTION 26:58 Richard Panciera/Llora Alejandro Yarema
Be it moved to approve BOA-2, BOA-3, BOA-6, BOA-13, BOA-17, BOA-19 as amended, and to discontinue BOA-20.
CARRIED

245 Lilac Street
Winnipeg, MB R3M 2S2
www.cmltm.ca
Phone: 204-231-0311
Toll Free: 877-331-0311
E-mail: cmltm@cmltm.ca

d. Policy Review

Council reviewed and approved policies EL-1, EL-2, EL-7, EL-8, and GP-19.

MOTION 26:59 Maria Bobiles/Agbolahan Adebanjo
Be it moved to approve policies EL-1, EL-2, EL-7, EL-8, and GP-19 as presented.
CARRIED

e. Standard Operating Procedure Review: SOP-012

Council reviewed a proposed Standard Operating Procedure (SOP) submitted by Janie McBey. SOP-012 is a "Safework Plan" intended for Staff and Volunteers of the CMLTM.

MOTION 26:60 Richard Panciera/Llora Alejandro Yarema
Be it moved to approve the Safework Plan SOP-012 as presented.
CARRIED

f. Nominations Committee

Council discussed whether to keep the Nominations Committee (TOR-5) or rescind it. Concerns were raised regarding the potential for a perceived conflict of interest if the office were to act as the Nominations Committee. Council and staff confirmed there are clear guidelines for nominations. Council and staff also confirmed that the Nominations committee has not been in use in over 5 years. All interested volunteers must email the office or Council Chair expressing their interest and provide a resume for Council Consideration at their next meeting. No conflict of interest was identified.

Decision was tabled until a future meeting for processes to be reviewed.

g. Appointment of 2027 Accountant

Blahnik & Associates is the current accounting firm used by the CMLTM. Council discussed the benefits of continuing to use them for the year 2027.

MOTION 26:61 Rajinder Pal Bhullar/Amina Khizar
Be it moved to reaffirm Blahnik & Associates as the accounting firm for the 2027 year.
CARRIED

245 Lilac Street
Winnipeg, MB R3M 2S2
www.cmltm.ca
Phone: 204-231-0311
Toll Free: 877-331-0311
E-mail: cmltm@cmltm.ca

h. Auditor Proposals

Two proposals from auditing firms were received for the 2026 financial year auditor. Council reviewed the proposals. It was requested that when more than one proposal is received, a summary of the proposals together with a recommendation and a clear indication of the decision required, be provided for Council's review and discussion.

MOTION 26:62 Richard Panciera/Steven Wu
Be it moved to bring forward Thornton & Co to the Annual General Meeting as Council's recommendation for the Auditor for the 2026 financial statements.
CARRIED

It was brought to Council's attention that the 2025 Audited Financial Statements do not have a signature from the auditor that completed the report. The only signature is from the CMLTM representatives that approved the report on behalf of Council. This appears to be the practice of MNP LLP. Going forward, CMLTM will specifically request that the auditor sign the report.

i. Reaffirm Fall Newsletter (online vote)

This motion was made through BoardEffect and was available for voting from Thursday August 27, 2026 to Friday September 4, 2026.

MOTION 26:52 Amina Khizar/Richard Panciera
Be it moved to approve the Fall 2026 Newsletter for distribution.
CARRIED

j. Language Attestation – Fee Schedule

The new English language attestation process for International Educated MLTs (IEMLTs) is more involved and time consuming than previously anticipated as IEMLTs from across Canada are contacting CMLTM for language attestation whether they intend to work in Manitoba or not. Also, it is determined that CMLTM Staff are not qualified to assess language during attestation meetings.

A Briefing Note was reviewed by Council to determine if a minimal administration fee should be applied for IEMLTs requesting the language attestation process, or if a language proficiency expert should be contracted to assist.

245 Lilac Street
Winnipeg, MB R3M 2S2
www.cmltm.ca
Phone: 204-231-0311
Toll Free: 877-331-0311
E-mail: cmltm@cmltm.ca

Decision: Have the Registrar further investigate the costs of hiring a contractor.

k. Revamp of Complaints Process

A Briefing Note was submitted to Council by the Registrar and Deputy Registrar with recommendations to research the process to make it a trauma-informed approach to regulation to minimize the stress and trauma of regulatory investigations.

MOTION 26:63 Steven Wu/Rajinder Pal Bhullar
Be it moved to select option one of the briefing note: review recommendations from existing research to consider further research and changes to current CMLTM processes.
CARRIED

6. Discussion: Information and Updates

a. MLA Regulation Update

One meeting has been held with the Advisory Group. It has been identified that lab professionals prefer the term 'technician'. It has been recommended to the legislative unit to include in the RHPA to refer to them as MLA/Ts.

b. Reminder of ABC Portal information for Public Representatives

A reminder was given that all Public Representatives are now required to complete training modules through the ABC Offices Portal due to be completed October 30, 2026. It is a centralized online learning platform that brings together core governance training and other key learning modules in one place to support consistent onboarding, shared understanding of responsibilities, and strong governance readiness.

c. Council Evaluations

The documents for the annual Council and Chair Evaluation forms were issued on September 2, 2026, to Council and are due to be completed by December 1, 2026. None have been received currently.

d. Council Education Day

An education day for Council and Committee members will be held on November 28, 2026.

245 Lilac Street
Winnipeg, MB R3M 2S2
www.cmltm.ca
Phone: 204-231-0311
Toll Free: 877-331-0311
E-mail: cmltm@cmltm.ca

e. Strategic Plan Update

The Strategic Planning survey had approximately 60 respondents.

Future Priorities:

1. Review Standards of Practice & Code of Ethics
2. Develop Practice Directions

Closing Statements and Adjournment:

The meeting review survey will be issued through BoardEffect for attending Council members to complete.

The next meeting is scheduled for October 23, 2026, at 5:30 PM.

The meeting was adjourned at 7:20 PM.

MOTION 26:64 Richard Panciera
Be it moved to adjourn the meeting.
CARRIED

Minutes Approval:

Council to approve these minutes on October 23, 2026.