



Annual Report 2021

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Sailid Janjua, MLT
Chair, Council

April Obirek, MLT
Vice-Chair, Council

Laurel-Ann Rice, MLT
Secretary, Council

Rajinder Pal Bhullar
Treasurer, Public Representative

Steven Wu
Public Representative

Cynthia Rempel Patrick
Public Representative



Kamran Bashir, MLT
Member at Large, Council

Anna Avalos, MLT
Member at Large, Council

Michael David, MLT
Member at Large, Council
Chair, Complaints Committee

Gloria Mctavish
Chair, Board of Assessors

Heather Mauthe
Chair, Continuing Competency Committee

Brad Collignon
Chair, Inquiry Committee

Annual Report 2021



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HOURS OF OPERATION

Monday to Friday
8:00AM – 4:00PM

1	Code of Ethics for Medical Laboratory Technologists	2	Code of Ethics for Medical Laboratory Technologists Use of Social Media	3	Registrar Report	4	Council Chair Report
5	Structural Organization Chart Functional Organization Chart	6	Public Representative Report	7	Inquiry Committee Report Complaints Committee Report Truth and Reconciliation Commission	8	Board of Assessors Report Nominations Committee Report
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Canadian Alliance of Medical Laboratory
Professionals Regulators
Alliance canadienne des organismes de réglementation
des professionnels de laboratoire médical

INTRODUCTION

The Code of Ethics describes the expected ethical obligations and principles that patients, the profession and the public believe will guide the professional and personal conduct of all medical laboratory technologists (MLTs). These principles can be thought of more as exhibited behaviours than the knowledge and skills listed in a Standards of Practice document.

The Code of Ethics, along with the Standards of Practice, defines professionalism in the practice of medical laboratory technology. MLTs adhere not only to the guidelines, but also to the underlying spirit and precepts.

A medical laboratory technologist's fundamental responsibility is to manage the prescribed medical laboratory services for patients in an effort to improve their health. MLTs have professional obligations to work collaboratively with colleagues and other healthcare providers to deliver professional services.

Patient safety and protection is paramount at all times.

The Code of Ethics will:

- *Promote an MLT's recognition of the professional and personal conduct expectations for medical laboratory technology practice.*
- *Represent the minimum standards of professional behaviour and ethical conduct expected of all MLTs.*
- *Apply to MLTs at all times in all dimensions of professional and personal conduct, including technical and nontechnical fields such as education, administration, quality assurance, and research.*

The ethical obligations and principles are not listed in order of importance. They should be balanced against each other and considered in relation to all of the obligations and principles described by the Code of Ethics. Over time, it will evolve in response to regulatory, legal, and ethical expectations and will be adopted only after stakeholder consultation. Legislation, regulations, bylaws, Code of Ethics, Standards of Practice and practice guidelines collectively establish a framework for the practice of ethical and safe medical laboratory technology.

ETHICAL OBLIGATIONS

Medical laboratory technologists demonstrate an application of their ethical obligations through their professional and personal conduct.

Obligations to Patients:

Medical laboratory technologists put their patient(s)' interest(s) above their personal interest(s). MLTs carry out their professional duties competently and with integrity. They respect their patients' individual needs and overall welfare at all times, including the patients' right to freedom of choice in health care provider, free and enlightened consent, and an expectation of confidentiality of all patient information, in accordance with existing legislation.

Obligations to the Public:

Medical laboratory technologists are dedicated to serving the public's health care needs through respectful, accessible, and cooperative interactions with the public and patients, other healthcare providers, and students. MLTs facilitate awareness and understanding of the medical laboratory technology profession.

Obligations to the Profession:

Medical laboratory technologists contribute to the profession's development through collaboration, mentorship, self-development, and support of its institutions. MLTs strive for excellence in their professional practice, and professional and personal conduct through life-long learning. Medical laboratory technologists recognize, disclose, and resolve conflicts of interest to safeguard patient care.

Obligations to the Regulatory Body:

Medical laboratory technologists understand, respect and comply with provincial Acts and Regulations, and the Code of Ethics, Standards of Practice, bylaws and practice guidelines approved by their regulatory body. Medical laboratory technologists cooperate and maintain harmonious relations with, and promptly reply to all correspondence from the regulatory body at all times.

Obligations to Oneself:

Medical laboratory technologists are accountable and responsible for their professional and personal conduct. MLTs practice within their scope of professional competence and recognize their professional and personal limitations. Medical laboratory technologists maintain and improve their knowledge, skills, judgement and behaviours to ensure the best possible patient care.

ETHICAL PRINCIPLES

Medical laboratory technologists demonstrate the following ethical principles through the medical laboratory technology services delivered, either alone or in collaboration with a multidisciplinary team, and any services rendered under the MLTs' direction and supervision.

Confidentiality / Privacy / Conflict of Interest

Medical laboratory technologists shall:

- *Respect and protect patient confidentiality and privacy by understanding and complying with applicable privacy legislation and policies regarding the collection, use, and disclosure of confidential information.*
- *Recognize, disclose, and act appropriately to resolve conflicts of interest that arise in the course of professional activities. They will maintain the integrity of personal health information, maintain transparency, and deliver unbiased patient-centered care. MLTs never use confidential information to the detriment of a patient or to benefit themselves or another person.*

Diversity / Respect / Dignity / Consent

Medical laboratory technologists shall:

- *Value, respect and protect the rights, welfare, and dignity of all patients by providing patient care and service with respect for human rights, regardless of, but not limited to race, ethnicity, religion, language, sexual orientation, age and socio-economic status, mental or physical abilities at all times.*
- *Obtain free and informed consent from patients before undertaking any action, in accordance with relevant legislation and policies, recognizing that consent can be withdrawn at any time.*
- *Maintain appropriate professional boundaries with patients, colleagues, and other healthcare providers while delivering patient-centered care.*

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Safety

Medical laboratory technologists shall:

- Practice according to established protocols, safety guidelines, relevant current provincial and federal legislation, institutional policies and procedures, and environmental considerations. They do so to protect patients, colleagues, healthcare providers, society, the environment, and themselves from any potential harm while acting in the best interest of the patient.
- Promote a culture of safety with colleagues, and other healthcare team members.

Accountability / Responsibility

Medical laboratory technologists shall:

- Exercise independent judgment, accept responsibility for their actions and the foreseeable consequences of their actions, and recognize their accountability for the service they provide.
- Practice within the scope of their professional competence, recognize the competence of others and seek their assistance as required.
- Take appropriate action in responding to situations which may jeopardize patient care or harm the profession, including reporting impaired, incompetent, and/or unethical colleagues in accordance with their legal requirements.

Professionalism / Behaviours / Attitudes / Professional Development

Medical laboratory technologists shall:

- Strive for excellence in their professional practice, and in their professional and personal conduct to uphold the integrity of the profession and the public trust.
- Communicate effectively with patients, the public, colleagues and other healthcare providers, contributing to a healthy and positive work environment.
- Maintain and enhance professional practice and augment their knowledge, skills, judgement, and behaviour through self-reflection and self-directed professional development and by demonstrating continued competence.
- Demonstrate collegiality, mentorship, and sharing of new and emerging professional knowledge.

Collaboration

Medical laboratory technologists shall:

- Display integrity and respect in all interactions and collaboration with healthcare providers and others involved in patient care.
- Contribute to ongoing improvement in healthcare provision through an application of a process-orientation and focus on quality.
- Promote learning by facilitating the sharing of knowledge, skills and judgment processes with colleagues, students, other healthcare professionals, and the public.



Use of Social Media



Social Media is fast becoming a common means of exchanging and creating information, and sharing ideas and pictures. Social media includes Facebook, Twitter, YouTube, LinkedIn, Myspace, Yelp, Wikipedia, etc. Social media is different from traditional types of media in terms of reach, the speed at which information is shared, the permanence of the information and the ease at which information is accessed. It is important to recognize the risks when posting information online. Once the information is posted, it is very rapidly disseminated and can have global implications

CONFIDENTIALITY

- MLTs have a moral and legal responsibility to protect the privacy and confidentiality of clients. Never disclose any client information as any information could be enough for someone to identify a client.
- Information shall only be accessed on a “need to know” basis.
- MLTs must always comply with confidentiality laws and employer policies regarding social media usage.

PROFESSIONALISM

- MLTs have the right to express their own opinion but must be aware that anything posted, even if done off duty and off premises, reflects on themselves and their profession.
- MLTs must always maintain professional and ethical conduct, do not post derogatory remarks or sensitive information about clients, colleagues, supervisors, the workplace or a regulatory body.
- MLTs should maintain professional boundaries with clients and should be careful when considering “friend requests”.

GUIDING PRINCIPLES

- Positive aspects of social media usage are to be embraced, however sharing of inappropriate information could result in professional discipline such as fines, dismissal and being reported to the professional regulatory body.





Registrar Report
Adam Chrobak, BSc, MBA, MLT, Registrar/CEO

“Every great dream begins with a dreamer. Always remember, you have within you the strength, the patience, and the passion to reach for the stars to change the world.”
- Harriet Tubman

As the pandemic restrictions continue into 2021, it has been an interesting and challenging year for everyone, including the CMLTM office. The pandemic has challenged CMLTM to explore alternative ways to implement the decisions of Council and the College’s ability to fulfill its regulatory mandate of public protection.

CMLTM continues to search for an appropriate tenant to rent the surplus office space in the CMLTM building. The pandemic restrictions have made it very difficult to attract a suitable tenant.

The Canadian Alliance of Medical Laboratory Professionals Regulators (CAMLPR), consisting of the Registrars from each of the provinces that regulates MLTs in Canada, has received approval for a federal grant to develop a new national landing page for internationally educated applicants (IEA). The MLT Gateway Canada Project will develop a “one-stop-shop” website for internationally educated medical laboratory technologists (IEMLT) looking for qualification recognition and registration to practice as an MLT in Canada. Two other important components of the project included the development of a clinical competency assessment process and the validation of the current English Language Competency standards for the medical laboratory technologist practice in Canada.

In 2019, the CMLTM Council developed and implemented a five-year financial plan to address CMLTM’s long term financial stability. The plan has provided CMLTM the opportunity to strengthen its financial position and build a sustainable legal reserve fund. In addition, CMLTM has been able to realize significant savings because of the COVID-19 pandemic restrictions and limited in-person events/meetings. The Council-implemented special levy collected during the 2021 renewal was \$93,300. These funds were transferred to the Legal Reserve Fund allowing Council to increase this restricted fund to \$370,000.

CMLTM has resumed regulation reviews in preparation of transitioning to the Regulated Health Professions Act. The Manitoba Health legislative unit requested CMLTM to submit a proposed draft regulations and applications for reserved acts.

In collaboration with Manitoba Alliance of Health Regulatory Colleges (MAHRC) member organizations, CMLTM has begun the development of a new jurisprudence eLearning module; Health Equity and Cultural Humility: An Introduction for Health Professionals in Manitoba. The project is expected to be completed in 2022.

In an effort to strengthen the cyber-security and stability of the CMLTM information technology (IT) network a major upgrade was implemented. The CMLTM contact management system (CMS)/database has been fully upgraded and migrated to a cloud-based platform. All issues experienced during the migration have been addressed. The migration of the CMLTM office enterprise network to Office 365 (cloud-based) and the decommissioning of the on-site servers has been completed.

COVID-19 impacts on CMLTM:

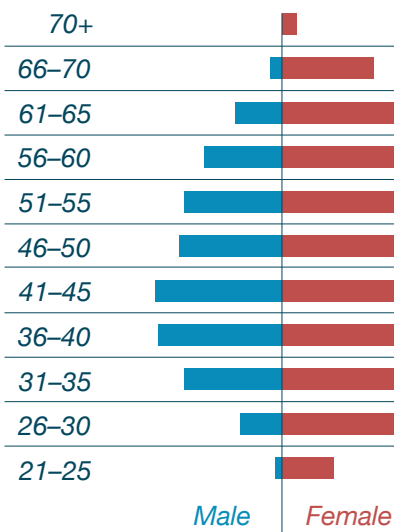
- The CMLTM office continued to restrict visitors to pre-arranged meetings. COVID-19 restriction requirements, screening/mask were enforced. The visitor protocols were reviewed and updated as provincial requirements evolved, including mandatory proof of vaccination.
- Canadian Society for Medical Laboratory Sciences (CSMLS) continued to offer additional exam sessions (August and December) to accommodate COVID-19 restrictions.
- CSMLS implemented remotely proctored testing (RPT) versions of the CSMLS exams continue to be offered.

Minister of Health COVID-19 Pandemic Orders:

- The Minister of Health issued an order to expand the authorization to perform the reserved act to collect nasopharyngeal swabs for SARS-CoV-2 testing. CMLTM registered Active: Practicing members were included in this order.
- The Minister of Health issued an order to expand the authorization to perform the reserved act of administering the SARS-CoV-2 vaccines as part of the provincial immunization program. The order was expanded to include influenza vaccines. CMLTM members were included in this order.
- CMLTM members participated in the provincial SARS-CoV-2 testing (nasopharyngeal swab collection and PCR testing), provincial immunization program (immunizers and navigators), and COVID-19 case tracing.
- CMLTM granted four (4) Temporary registrations to Canadian Armed Forces MLTs as part of the pandemic response.

The CMLTM registry totals as of December 31, 2021:

Active: Practicing	890
Conditional	4
Inactive: Non Practicing	15
Inactive: Retired	16
Student	33
Rejected	0
Honorary	2
Total	960





Council Chair Report

Sajjid Janjua, MIT, Chair, Council

I would like to express my gratitude to all my fellow colleagues for their continued effort to serve our communities during this most challenging time, and for the care being provided to Manitobans. Your continued contributions during the pandemic have been vital and appreciated.

As the pandemic extended into 2021, the CMLTM office was well positioned to continue operations and providing services virtually and in-person (when allowed).

Council and Committee meetings in 2021 continued to be hosted virtually. The CMLTM office will continue to utilize the virtual platform to connect with Council, Committees, and volunteers. Council and Committee members were able to attend meetings in-person as pandemic restrictions eased.

Council was able to meet in-person to discuss and develop the new 2022-2026 Strategic plan. Council identified three strategic issues, three goals and objectives, and three strategic priorities. A copy of the 2022-2026 CMLTM Strategic Plan is posted on the CMLTM website.

The CMLTM Council is committed to implementing the Truth and Reconciliation Commission Calls to Action (that apply to CMLTM). The Truth and Reconciliation working group continues to meet and make recommendations to Council. One of the recommendations was to include an indigenous self-declaration question on the CMLTM application form and renewal page.

I would like to sincerely thank Adam Chrobak, Tricia VanDenakker, and Janelle Baril for their support, dedication, and hard work in managing the CMLTM office. Their assistance has been greatly appreciated in my time as Council Chair. I would like to recognize the service and contributions from outgoing Council and Committee members.

Anna Avalos was elected to the CMLTM Council as a Winnipeg representative in 2018 with a three-year term of January 2019-December 2021. Anna was excited and eager to learn about board governance and how CMLTM regulates the medical laboratory technology profession. She was an effective and efficient Council member.

April Obirek was appointed to the CMLTM Council in 2020 for a one-year term (January 2021 to December 2021) to fill the remainder of a vacant rural representative position.

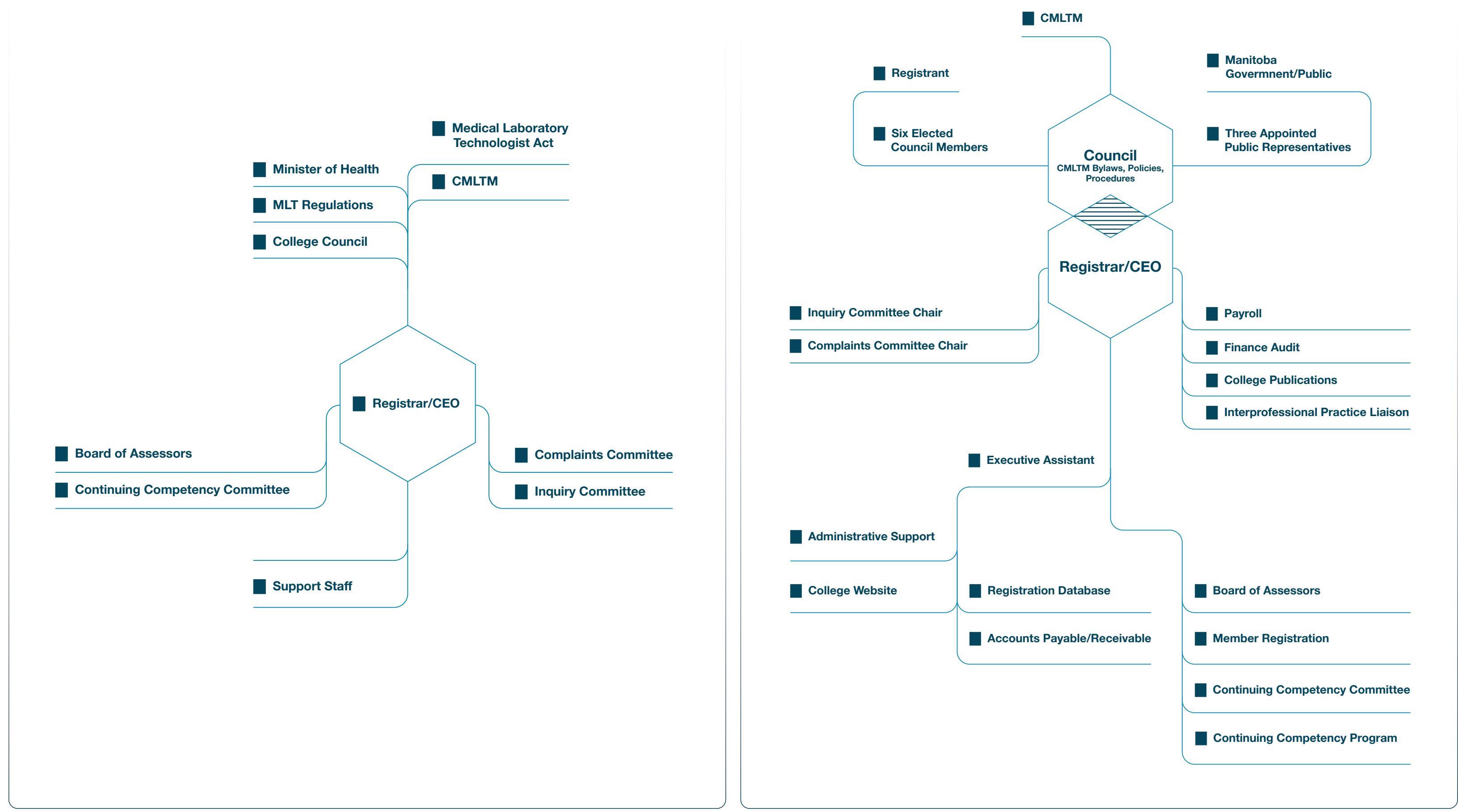
April has been an active participant on Council, serving as the Council Vice-Chair for her short term. In her role as the Council Vice-Chair, she has supported the Council Chair, and has been an active participant at all Council meetings.

Tracey Pronyk-Ward has been a long-standing member of the Board of Assessors (BOA). She joined the BOA in 2009 and has served as a committee member, and as Committee Chair from 2016 to 2019. After ten years serving on the BOA in some form, Tracey has decided it was time for someone else to experience being part of a CMLTM committee.

Tracey Pearson has been a long-standing member of the Inquiry Committee, 2016-2021. Tracey has been ready and willing to fulfill her responsibilities as an Inquiry Committee member but is now stepping down as her term has come to an end. Please, if you are interested in learning how a regulatory college functions, I would highly recommend volunteering with the CMLTM on Council or one of our many dedicated committees.

Stay safe and look after yourself.
Thank you.
Sajjid Janjua, MLT





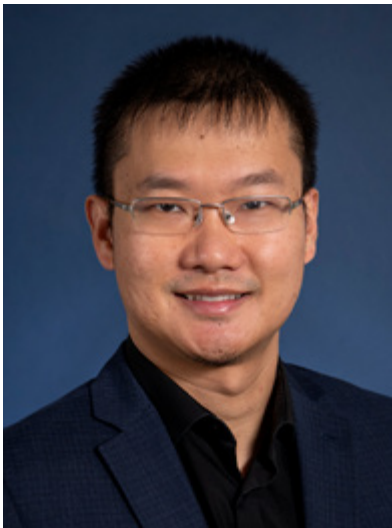
Structural Organization

Functional Organization

Public Representatives,
as appointed in
September 2018:



Rajinder Pal Bhullar



Steven Wu



Cynthia Rempel Patrick

Public Representative Report

The governing Council of the College of Medical Laboratory Technologists of Manitoba (CMLTM) includes Public Representatives.

The Public Representatives to the CMLTM Council are:

- *Nominated by the Minister of Health*
- *Appointed by Council*
- *Responsible to monitor the public interest from a governance viewpoint within CMLTM*
- *Expected to bring expertise and advisory capabilities to the Council.*

During the 2021 fiscal year, we have the following observations for our Public Representative Annual Report:

1. In the past 2021 year the challenges of COVID-19 continued to impact the College of Medical Laboratory Technologists of Manitoba as it has every other organization. Majority of the Council meetings and Annual General Meeting continued to be held on-line (virtual). The office of the College had the infrastructure and resources to support the on-line platform. The only in-person activity carried out was the Strategic Planning Session held on October 23, 2021 with the help of a facilitator. The report from this planning session will form the basis for the Council to develop the strategic plan for the College.
2. All required Council meetings and the Annual General Meeting were completed in accordance with the College requirements.
3. The College of Medical Laboratory Technologists of Manitoba is meeting its obligations as the body charged with regulation of the profession. Under Council leadership the responsibilities of the College are met chiefly by the office of the Registrar, the Board of Assessors and supporting Committees.
4. We are satisfied with the performance and quality of staff of the Council and Committee volunteers involved in the leadership and governance of the College.
5. It remains a challenge to recruit Council members from rural regions. We encourage members to consider offering their services, as we continue to make efforts to recruit rural Committee and Council members to sustain equitable and fair representation for College members.

As Public Representatives we can attest that College members have been well served by the Council, College staff, and its volunteers over the 2021 year.

All stakeholders in the College, including registered MLTs, the patient public, other health care professionals and the leadership of Manitoba Health, Seniors and Active Living may be assured that they are well served by the College of Medical Laboratory Technologists of Manitoba.



Complaints Committee Report

Michael Jean David, MLT, Complaints Committee Chair

According to the Medical Laboratory Technologist Act the Council shall appoint a Complaints Committee to review and investigate any complaints filed against current and former CMLTM registrants.

2021 Complaints Committee Members

- *Michael Jean David, MLT, Committee Chair*
- *Erin Sadler, MLT*
- *Sharon Lytwyn, MLT*
- *Darlene Grantham, Public Representative*

During the October 22, 2021, Council meeting, Craig Johnson and Tyger Adam were appointed as new public representatives to the Complaints Committee from a list provided by the minister of Health.

The Complaints Committee met twice in 2021.

Complaints 2020-002 and 2020-003 were received late in 2020. Due to scheduling, these complaints were carried over to 2021 for deliberation and investigation. Decisions regarding these cases have been finalized in another meeting in January 2022. In both complaints, the Complaints Committee determined that these matters should not be referred to the Inquiry Committee in accordance with Section 21 (1) (b) of the Act, and as a result no further action was taken.

No new complaints were received in 2021.



Inquiry Committee Report

Brad Collignon, MLT, Inquiry Committee Chair

2021 Inquiry Committee Members:

- *Brad Collignon, MLT*
- *Joyce MacDonald*
- *Janice Drummond, Public Representative*

2021 had seen a fair amount of changes with regards to our committee. I would like to thank Tracey Pearson for all of her time spent supporting the Inquiry Committee. Tracey has decided to step down from the committee to pursue personal interests. As well, I would like to thank Darlene Grantham, who was appointed as our Public Representative but since moved to the Complaints Committee in late 2020.

I welcome Joyce and Janice to the Inquiry Committee and look forward to meeting soon once some further restrictions are lifted.

There have been no issues referred to the Inquiry Committee in 2021.

CMLTM Truth and Reconciliation Commission Working Group

Cindy Balfour, MLT (Chair of the WG)

The Truth and Reconciliation Commission (TRC) Report published 94 “Calls to Action” urging all levels of government (federal, provincial, territorial, municipal, and aboriginal) to work together to change policies and programs to repair harm caused by the residential schools and move forward with reconciliation. CMLTM can be considered an extension of the Manitoba provincial government. The broader project of reconciliation also belongs to all Canadians as individuals.

In late 2019 CMLTM Council created a TRC Working Group (WG) composed of CMLTM volunteers, a Council representative, and staff support. The WG began meeting in 2020. The WG identified 5 Calls to Action that apply to regulatory bodies. A CMLTM Action Plan was created which lists specific measurable actions CMLTM can take to address the 5 identified Calls to Action in the Commission report. Some actions are/were easy to complete, and others will take more dedication, education and commitment to achieve.

Below is a list of the activities completed/started in 2021.

- *Manitoba Indigenous Cultural Safety Training (MICST) completed by CMLTM staff*
- *MICST completed by CMLTM TRC Working Group Members*
- *MICST completed by two (2) CMLTM Council members. All CMLTM Council member have access to the MICST program*
- *Volunteer self-declaration of Indigenous Heritage Survey of registrants*
- *Volunteer self-declaration of Indigenous heritage tracking of students entering MLT program (cohort results being recorded and tracked)*
- *Volunteer self-declaration question added to the registration renewal form*
- *Volunteer self-declaration question added to the registration application form*
- *Identification of Bursaries currently available provincially to support Indigenous individuals pursuing the Medical Laboratory Science program at Red River College Polytechnic*



Nominations Committee Report

Kamran Bashir, MLT, Nomination Committee Chair

The CMLTM Council is a significant part of the governance and regulation of the practice of medical laboratory technology in Manitoba. The CMLTM Council election process is an important event every year and I would like to take this opportunity to thank everyone who participated in the CMLTM 2021 election process.

There were two available Council positions, one 3-year position for Division 1 (Winnipeg), and one 3-year position for Division 2 (Rural).

Three (3) nominations for Electoral Division #1 (Winnipeg) were received. An election was held using the Election Buddy electronic voting platform. The election results are:

There was a total of 229 votes cast.

- Anna Avalos received 51 votes, 22.3% of the votes.
- Danielle Baril received 59 votes, 25.8% of the votes.
- Matthew Bueno de Mesquita received 119 votes, 52.0% of the votes.

Matthew Bueno de Mesquita was declared the successful candidate for the Division 1 (Winnipeg) position, a 3-year term.

One (1) nomination for Division 2 (rural) was received after the nomination deadline. During the September 24, 2021, Council meeting, Amina Khizar was appointed to a 3-year term.

CMLTM Council and staff welcome Matthew Bueno de Mesquita, and Amina Khizar to the CMLTM Council for 2022.

I would like to encourage all members to consider running for Council in future years. There are many benefits to serving on the CMLTM Council.



Board of Assessors Report

Gloria Mactavish, Board of Assessors Chair

In accordance with the Medical Laboratory Technologist's Act, Regulations and By-Laws, the Board of Assessors (BOA) is a Standing Committee whose mandate is to protect the Public interest by ensuring an Applicant to the College of Medical Laboratory Technologists of Manitoba (CMLTM) is appropriately qualified to practice as a Medical Laboratory Technologist in Manitoba.

During the period January 1, 2021-December 31, 2021, The Board of Assessors reviewed sixty seven (67) applications with the following decisions:

Classification	Approved
Active Practicing	18
Temporary Practicing	4
Conditional upgraded to Active Practicing	29
Conditional	5
Reinstated to Active: Practicing	11

Nine (9) Active Practicing applications for registration were approved under the Canadian Free Trade Agreement (CFTA), Chapter 7 [agreement on interprovincial trade (AIT)], labour mobility: one (1) from British Columbia, three (3) from Alberta, four (4) from Saskatchewan and one (1) from Ontario.

Four (4) Temporary Practicing Medical Laboratory Technologists, from the Canadian Armed Forces, were allotted to Manitoba by the Federal Government to assist with Covid testing. One (1) was from British Columbia, one (1) from Ontario, one (1) from Quebec and one (1) from Nova Scotia.

Five (5) reinstatements to Active Practicing are returns from a Leave of Absence, six (6) are returns to practice.

As Chair, I would like to express my sincere appreciation to Tracey Pronyk-Ward, Trevor Kotowich, Fatima Daniel-Parent, and Prashant John for their assistance, dedication and commitment as Members of the Board of Assessors in 2021.





Continuing Competency Committee Report

Heather Mauthe, MLT, ART Continuing Competency Committee Chair

The mandate of the Continuing Competency Committee is to oversee the College's Continuing Competency Program development, maintenance and members' compliance. The committee reports and makes recommendations to the CMLTM Council. The Council maintains final decision-making power.

2021 Committee Members

- Heather Mauthe
- Wendy Leduc
- Julie Burgoyne
- Shiby Kuriakose

Committee Activity

The committee met once in 2021. The Deputy Registrar audited all portfolios during the year. The CCC re-audited a random sample of the portfolios for quality assurance.

Continuing Competency Audit

It is the professional responsibility of all members to meet the requirements of the Continuing Competency Program as part of our ongoing commitment to public protection. The CMLTM has set a goal to verify that commitment by randomly auditing a minimum of 20% of practicing members annually.

The 2020 audit results were completed after December 2020, due to the late submission date (postponed for Covid-19) and some issues with the new database system. The final results are included in this report (last annual report included only stats up to the end of December.)

In 2020, 26% (242) of our 936 active members submitted portfolios upon request. The following table outlines the completed audit findings for the year. The majority (90.4%) of audited members passed on initial audit.

Audit Results for 2020	January	March	Sept.	Total
Pass	47	48	48	143
Pass Less than 5 years	18	25	17	60
Marginal Pass	6	2	8	16
Fail Less than 5 years	3	1	2	6
Fail Documentation	1	3	0	4
Fail Activities	3	5	2	10
Fail Activities and Documentation	1	0	2	3
Incomplete submission	0	0	0	0
Non-compliant, suspended	0	0	0	0
Total	79	84	79	242

In 2021, 22 % (205) of our 930 active practicing members submitted portfolios upon request. The table below outlines the completed audit findings for the year. The majority (86.3%) of audited members passed on initial audit. The time to submit portfolios was extended to 6 weeks in 2021, from the usual 4 weeks, due to the pandemic.

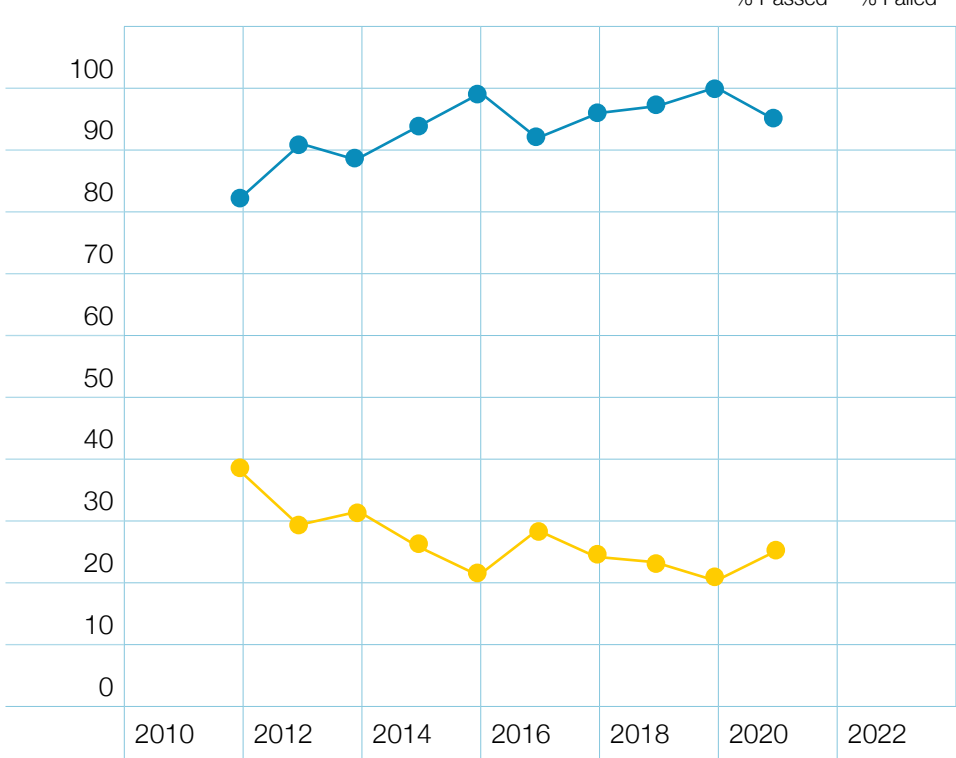
Audit Results for 2021	February	April	Sept.	Total
Pass	32	39	40	111
Pass Less than 5 years	33	7	8	48
Marginal Pass	5	5	8	18
Fail Less than 5 years	4	0	0	4
Fail Documentation	1	0	0	1
Fail Activities	6	7	6	19
Fail Activities and Documentation	0	1	3	4
Incomplete submission	0	0	0	0
Non-compliant, suspended	0	0	0	0
Total	81	59	65	205

Less Than 5 years refers to registrants with less than 5 years of Canadian Practice. The 5-year minimum practice hours and continuing education hours would not apply to these audits. A fail would be due to missing documentation.

Marginal Pass includes submitted continuing education hours completed in the year of audit that was reassigned to 5-year audit period to meet required hours.

Incomplete submission refers to portfolios submitted without or improperly completed log sheets that prevents auditing of the portfolio. Submitters are given one month to resubmit properly completed log sheets.

Audit Pass/Fail & Per Year



Re-audit results:

The CCC performed the QC audit of the portfolios audited by the CMLTM office. Nine were re-evaluated and of those, 4 had no changes, 3 had minor changes of category of documents – no change in status, One had hours for a professional activity that had no proof provided – no change to status, and one was missing a correct document for proof of activity. That one would change from marginal pass to fail.

I had a follow-up meeting with auditor to discuss the findings. The PA activity hours was an error on the CMLTM summary report and was corrected. The individual that was missing the correct document to pass, promptly uploaded it when requested, to retain their marginal pass.

I was able to attend the Alberta Federation of Regulated Health Professions virtual workshop - Evaluating the Effectiveness of a Continuing Competency Program. This seminar, plus the results of a 2017 membership survey, has prompted the CCC to prioritize evaluating the CMLTM CCP in 2022.

Independent Auditor's Report

To the Members of the College of Medical Laboratory Technologists of Manitoba:

Opinion

We have audited the financial statements of the College of Medical Laboratory Technologists of Manitoba (the "Organization"), which comprise the statement of financial position as at December 31, 2021, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as at December 31, 2021, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Information

Management is responsible for the other information. The other information comprises the information included in the annual report, but does not include the financial statements and our auditor's report thereon. The annual report is expected to be made available to us after the date of this auditor's report.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

When we read the annual report, if we conclude that there is a material misstatement therein, we are required to communicate the matter to those charged with governance.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Winnipeg, Manitoba,
June 8, 2022


Chartered Professional Accountants

Statement of Financial Position

For the year ended December 31st, 2021

	2021	2020
Assets – Current		
Cash	585,776	560,527
Accounts Receivable	-	6,888
Portfolio investments (Note 3) (Note 7)	435,411	285,025
Prepaid expenses	17,724	4,741
	1,038,911	857,181
Capital assets (Note 4)	643,833	673,445
	1,682,744	1,530,626
Liabilities – Current		
Accounts payable and accruals	42,766	37,742
Unearned member fees	563,928	542,025
Current portion of term loan due on demand (Note 5)	28,600	27,400
	635,294	607,187
Term loan due on demand (Note 5)	267,976	298,904
	903,270	906,071
Canada Emergency Business Account (Note 6)	40,000	40,000
Net Assets – Deficit		
Unrestricted (Deficit)	22,217	(32,586)
Invested in capital assets	347,257	347,141
Internally restricted (Note 7)	370,000	270,000
	739,474	584,555
	1,682,744	1,530,626

Statement of Changes in Net Assets

For the year ended December 31st, 2021

	Unrestricted	Invested in capital assets	Internally restricted	2021	2020
Net assets (deficit), beginning of year	(32,586)	347,141	270,000	584,555	409,260
Excess (deficiency) of revenue over expenses	195,312	(40,393)	-	154,919	175,295
Payment of interest and principal on term loan due on demand	(40,508)	40,508	-	-	-
Internal restriction (Note 7)	(100,000)	-	100,000	-	-
Net assets, end of year	22,217	347,257	370,000	739,474	584,555

Statement of Operations

For the year ended December 31st, 2021

	2021	2020
Revenue		
Member Fees	468,045	461,242
Special Levy	98,600	98,900
	566,645	560,142
Expenses		
Accounting and Audit fees	17,915	17,133
Advertising	5,240	2,759
Amortization	29,612	36,627
Bank charges and interest	12,059	13,937
Committee and program expense	26,867	13,179
Database and website costs	54,283	31,786
Interest on term loan due on demand	10,781	12,887
Jurisprudence costs	-	(1,009)
Legal fees	10,918	21,958
Manitoba Alliance of Health Regulatory Colleges projects	-	318
Membership fees - CAMLPR	1,500	1,924
Membership fees - CLEAR	323	861
Membership fees - HSO Equal	1,890	1,890
Membership fees - MAHRC	762	-
Membership fees - Other	117	146
Office	6,469	7,964
Postage	580	1,150
Professional development	5,993	1,125
Property taxes	15,620	16,666
Rental	28	28
Repairs and maintenance	22,998	2,701
Staff and contractors	230,331	212,034
Telephone, internet, and fax	7,025	7,506
Utilities	8,489	7,996
	469,800	411,566
Excess of revenue over expenses before other items	96,845	148,576
Other items		
Foreign exchange loss	(313)	(401)
Gain on disposal of capital assets	-	200
Government assistance (Note 6)	-	20,000
Investment fees	(6,840)	(4,378)
Investment income	65,227	11,298
	58,074	526
Excess of revenue over expenses	154,919	175,295

Statement of Cash Flow

For the year ended December 31st, 2021

	2021	2020
Cash provided by (used for) the following activities Operating		
Excess of revenue over expenses	154,919	175,295
Amortization	29,612	36,627
Gain on disposal of capital assets	–	(200)
Change in fair value of portfolio investments	(57,400)	(5,766)
Loss (gain) on disposal of portfolio investments	(3,881)	1,183
Forgivable portion of Canada Emergency Business Account	–	(20,000)
	123,250	187,139
Changes in working capital accounts		
Accounts receivable	6,888	(1,075)
Prepaid expenses	(12,983)	(544)
Accounts payable and accruals	5,024	16,270
Unearned member fees	21,903	902
	144,082	202,692
Financing		
Repayments of term loan due on demand	(29,728)	(27,621)
Proceeds from Canada Emergency Business Account	–	60,000
	(29,728)	32,379
Investing		
Purchase of capital assets	–	(73,832)
Proceeds on disposal of capital assets	–	200
Change in portfolio investments	(89,105)	(75,384)
	(89,105)	(149,016)
Increase in cash resources	25,249	86,055
Cash resources, beginning of year	560,527	474,472
Cash resources, end of year	585,776	560,527

Notes to the Financial Statements

For the year ended December 31st, 2021

1. Nature of the organization

The College of Medical Laboratory Technologists of Manitoba (the “Organization”) was created by act of Legislature through Bill 13 of the 37th Legislature and is a not-for-profit organization and thus is exempt from income taxes under the Income Tax Act.

The Organization’s purpose is to serve as the registering and certifying body for medical laboratory technologists in Manitoba in order to serve and protect the public interest.

2. Significant accounting policies

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations set out in Part III of the CPA Canada Handbook - Accounting, as issued by the Accounting Standards Board in Canada, which are part of Canadian generally accepted accounting principles, and include the following significant accounting policies:

Cash

Cash includes balances with banks and short-term investments with maturities of three months or less. Cash subject to restrictions that prevent its use for current purposes is included in restricted cash.

Portfolio investments

Portfolio investments with prices quoted in an active market are measured at fair value while those that are not quoted in an active market are measured at cost less impairment.

Capital assets

Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair value at the date of contribution if fair value can be reasonably determined.

Amortization is provided using the straight-line method at rates intended to amortize the cost of assets over their estimated useful lives.

Long-lived assets

Long-lived assets consist of capital assets. Long-lived assets held for use are measured and amortized as described in the

	Rate
Buildings	40 years
Computer equipment	2-5 years
Office equipment	5 years
Database	10 years

applicable accounting policies.

When the Organization determines that a long-lived asset no longer has any long-term service potential to the Organization, the excess of its net carrying amount over any residual value is recognized as an expense in the statement of operations Write-downs are not reversed.

Revenue recognition

The Organization follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Endowment contributions are recognized as direct increases in net assets

Restricted investment income is recognized as revenue in the year in which the related expenses are incurred. Unrestricted investment income is recognized as revenue when earned

Member fees are recognized as revenue in the fiscal period to which they relate.

Government assistance

Claims for assistance under various government grant programs are netted with the corresponding expense and government assistance in the period in which eligible expenditures are incurred

Measurement uncertainty (use of estimates)

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period.

Accounts receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where considered necessary. Amortization is based on the estimated useful lives of capital assets.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary they are reported in excess of revenues and expenses in the periods in which they become known.

2. Significant accounting policies (Continued from previous page)

Financial instruments

The Organization recognizes financial instruments when the Organization becomes party to the contractual provisions of the financial instrument.

Arm's length financial instruments

Financial instruments originated/acquired or issued/assumed in an arm's length transaction ("arm's length financial instruments") are initially recorded at their fair value.

At initial recognition, the Organization may irrevocably elect to subsequently measure any arm's length financial instrument at fair value. The Organization has not made such an election during the year.

The Organization subsequently measures investments in equity instruments quoted in an active market and all derivative instruments, except those designated in a qualifying hedging relationship or that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, at fair value. Fair value is determined by published price quotations. Investments in equity instruments not quoted in an active market and derivatives that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, are subsequently measured at cost less impairment. With the exception of financial liabilities indexed to a measure of the Organization's performance or value of its equity and those instruments designated at fair value, all other financial assets and liabilities are subsequently measured at amortized cost.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in excess of revenue over expenses. Conversely, transaction costs and financing fees are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.

Financial asset impairment

The Organization assesses impairment of all its financial assets measured at cost or amortized cost. The Organization groups assets for impairment testing when available information is not sufficient to permit identification of each individually impaired financial asset in the group; there are numerous assets affected by the same factors; no asset is individually significant, etc.. Management considers whether the issuer is having significant financial difficulty; whether there has been a breach in contract, such as a default or delinquency in interest or principal payments; etc. in determining whether objective evidence of impairment exists. When there is an indication of impairment, the Organization determines whether it has resulted in a significant adverse change in the expected timing or amount of future cash flows during the year.

With the exception of related party debt instruments and related party equity instruments initially measured at cost, the Organization reduces the carrying amount of any impaired financial assets to the highest of: the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets at the statement of financial position date; and the amount expected to be realized by exercising any rights to collateral held against those assets.

For related party debt instruments initially measured at cost, the Organization reduces the carrying amount of the asset (or group of assets), to the highest of: the undiscounted cash flows expected to be generated by holding the asset, or group of similar assets, excluding the interest and dividend payments of the instrument; the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets at the statement of financial position date; and the amount expected to be realized by exercising any rights to collateral held against those assets.

For related party equity instruments initially measured at cost, the Organization reduces the carrying amount of the asset (or group of assets), to the amount that could be realized by selling the asset(s) at the statement of financial position date.

Any impairment, which is not considered temporary, is included in current year excess of revenue over expenses.

The Organization reverses impairment losses on financial assets when there is a decrease in impairment and the decrease can be objectively related to an event occurring after the impairment loss was recognized. The amount of the reversal is recognized in excess of revenue over expenses in the year the reversal occurs.

3. Portfolio investments

	2021	2020
Measured at cost		
Redeemable GIC, earning interest at 0.40% (2020 - 1.50%), maturing May 12, 2022	10,000	10,000
Measured at fair value		
Fixed income and equity investments	425,411	275,025
	435,411	285,025

The change in fair value of portfolio investments during the year was a gain of \$57,400 (2020 - \$5,766).

4. Capital assets

	Cost	Accumulated Amortization	2021 Net Book Value
Land	100,000	–	100,000
Buildings	593,486	93,944	499,542
Computer equipment	8,563	8,563	–
Office equipment	18,802	18,372	430
Database	195,773	151,912	43,861
	916,624	272,791	643,833

	Cost	Accumulated Amortization	2020 Net Book Value
Land	100,000	–	100,000
Buildings	593,486	79,107	514,379
Computer equipment	8,563	8,563	–
Office equipment	18,802	18,228	574
Database	195,773	137,281	58,492
	916,624	243,179	673,445

5. Term loan due on demand

	2021	2020
Term loan due on demand bearing interest at prime plus 1.00% (2020 - prime plus 1.00%) payable in monthly instalments of \$3,375 (2020 - \$3,375), maturing May 2028, and is secured with property, having a net book value of \$499,542 (2020 - \$514,379), pledged as collateral as well as a general security agreement.	296,576	326,304
Less: current portion of term loan due on demand	(28,600)	(27,400)
	267,976	298,904
	2022	28,600
	2023	29,800
Principal repayments on term loan due on demand in each of the next five years, assuming demand is not made, are estimated as follows:	2024	31,100
	2025	32,400
	2026	33,800
	2027	140,876
		296,576

6. Government Assistance

During the year, the Organization received \$nil (2020 - \$4,125) of the Temporary Wage Subsidy Program from the Government of Canada as part of Canada's COVID-19 Economic Response Plan to support Canadians and protect jobs during the global COVID-19 pandemic. This amount has been recorded as part of staff and contractors.

During the prior year, the Organization received the Canada Emergency Business Account (CEBA) line of credit in the amount of \$60,000 funded by the Government of Canada. Until December 31, 2023, no repayment is required and the annual interest rate is 0%. If repayment of 75% of the total debt is made on or before December 31, 2023, for the first \$40,000 loan, the repayment of the remaining 25% (\$10,000) of such term debt shall be forgiven. If the repayment of 50% of the total debt for the second loan of \$20,000 is made on or before December 31, 2023, the repayment of the remaining 50% (\$10,000) of such debt will be forgiven. The forgivable amounts of \$20,000 have been included in income in the prior year. In the event that the total debt is not repaid by this date, the total debt has an interest rate of 5% and must be repaid in full.

7. Internally restricted net assets

The Council (governing body) of the Organization had allocated \$270,000 of net assets for the purpose of establishing a legal fund to be used for future legal expenses. During the year a further \$100,000 was internally restricted for this purpose. The Organization may not use these internally restricted amounts for any other purposes without the approval of the Council. At year end the legal fund was at \$370,000 (2020 - \$270,000).

8. Bank credit facility

The Organization has a credit facility for an operating demand loan in the amount of \$150,000 with interest at prime plus 1.00%, a demand loan non-revolving in the amount of \$35,000 with interest at prime plus 1.00%. The facility was not used at December 31, 2021. The Organization also has a commercial credit card in the amount of \$10,000.

9. Commitments

The Organization as part of an agreement with Accreditation Canada Health Standards Organization Equal program committed to pay a fee of approximately \$1,900 annually for services in the initial and future years. The agreement is based on the initial fee and an increment that reflects the increase in the consumer price index.

10. Financial instruments

The Organization, as part of its operations, carries a number of financial instruments. It is management's opinion that the Organization is not exposed to significant interest, currency, credit, liquidity or other price risks arising from these financial instruments except as otherwise disclosed.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. Changes in market interest rates may have an effect on the cash flows associated with some financial assets and liabilities, known as cash flow risk, and on the fair value of other financial assets or liabilities, known as price risk. The Organization is exposed to interest rate risk primarily relating to the term loan due on demand and portfolio investments.

Liquidity risk

Liquidity risk is the risk that the Organization will encounter difficulty in meeting obligations associated with financial liabilities. The Organization enters into transactions to borrow funds from financial institutions for which repayment is required at various maturity dates.

Other price risk

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or foreign currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Organization's investments in publicly-traded securities exposes the Organization to price risk as these investments are subject to price changes in an open market due to a variety of reasons including changes in market rates of interest, general economic indicators and restrictions on credit markets.

11. Contingencies

The Organization, in the normal course of operations, is subject to lawsuits. The Organization will accrue for losses in instances where it is probable that liabilities will be incurred and where such liabilities can be reasonably estimated.

12. Significant event

The novel Coronavirus or COVID-19 was declared a pandemic by the World Health Organization on March 12, 2020. At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on the Organization as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographic spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, business closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus.

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