



## Annual Report 2022

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### HOURS OF OPERATION

Monday to Friday  
8:00AM – 4:00PM



2022 College of Medical Laboratory Technologists of Manitoba Council



**Sajjid Janjua, MLT**  
*Council Chair*

**Michael David, MLT**  
*Council Vice-Chair (until April 2022)*

**Rajinder Pal Bhullar**  
*Treasurer, Public Representative*

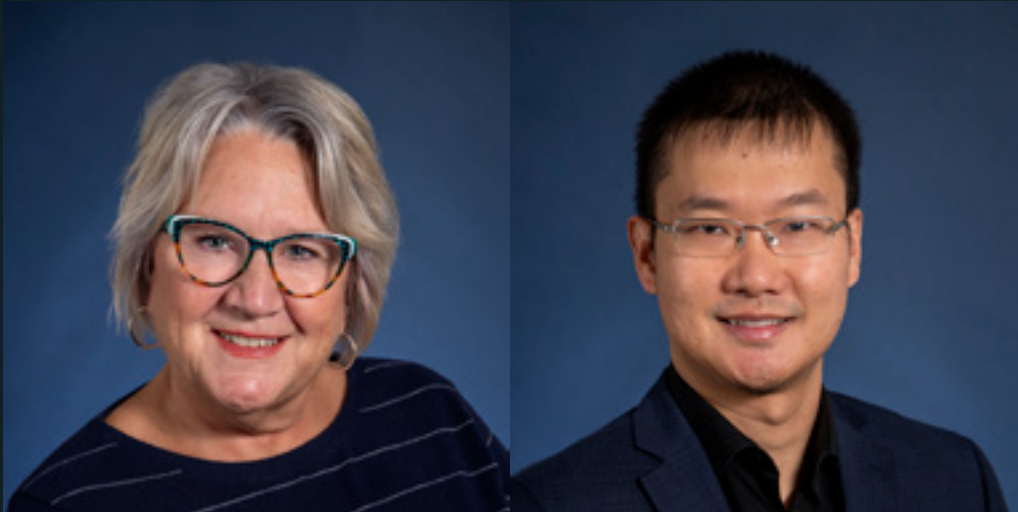
**Matthew Bueno de Mesquita, MLT**  
*Appointed to vacant Vice-Chair position*



**Amina Khizar, MLT**  
*Council member*

**Kamran Bashir, MLT**  
*Council member*

**Kristy Peadson, MLT**  
*Appointed to vacant Council position*



**Cynthia Rempel Patrick**  
*Public Representative*

**Steven Wu**  
*Public Representative*

2022 College of Medical Laboratory Technologists of Manitoba Committee Chairs



**Gloria Mactavish**  
*Board of Assessors*

**Heather Mauthe, MLT, ART**  
*Continuing Competency Committee*

**Maria Bobiles, MLT**  
*Complaints Committee*

**Brad Collignon, MLT**  
*Inquiry Committee*



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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.*

Continued on Next Page

**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

*“There are people who make things happen, there are people who watch things happen, and there are people who wonder what happened. To be successful, you need to be a person who makes things happen.”*  
- Jim Ryun

As the pandemic comes to an end and we begin to resume life without restrictions CMLTM continues to work on important projects in 2022. The past couple of years during the pandemic have been interesting and challenging times for everyone, including the CMLTM office, as we needed to explore alternative ways to meet our regulatory mandate of public protection.

CMLTM has been working with consultants and the Manitoba Health Legislative Unit on the CMLTM regulation review in preparation for transitioning to the Regulated Health Professions Act (RHPA). The Manitoba Health Legislative Unit and CMLTM have developed a working draft of the new CMLTM regulations. At the same time Tricia VanDenakker (Deputy Registrar) and our consultant, Liz Ambrose, have been researching the reserved acts performed by CMLTM members to develop the CMLTM reserved act submission. The reserved act submission will be completed in early 2023. Final development of the proposed draft regulations will be on hold until the CMLTM reserved act submission has been approved by Manitoba Health.

CMLTM continues to collaborate with Shared Health Manitoba to address the critical shortages of healthcare professionals within the laboratory. Shared Health requested CMLTM explore the possibility of regulating medical laboratory assistants (MLAs) and combined laboratory & x-ray technologists (CLXTs) when CMLTM transitions to the RHPA. Manitoba Health requested CMLTM submit a proposal for the regulation of MLAs and CLXTs under CMLTM, which was submitted in late 2022.

CMLTM has been working with Shared Health to enhance and expand the CMLTM policy on substantive equivalence. The updated policy will include the requirement to complete a CMLTM approved learning plan and supervised practice.

The Canadian Alliance of Medical Laboratory Professionals Regulators (CAMLPR), whose membership includes the provincial MLT regulators in Canada, received a request from Employment & Social Development Canada (ESDC) to submit a grant proposal for a project to explore ways to address the critical shortage of MLTs in Canada. CAMLPR was awarded the federal grant for the [Flexible Pathways to Registration for MLTs](#) project. Work on the project began in late 2022 and is expected to be completed in Spring of 2024. The project will build on the work of the original MLT Gateway Canada Project. The project goal is to help achieve one of the federal government’s overall objectives: increasing the supply of qualified health professionals in Canada. The Flexible Pathways project will review, validate, and develop entry-to-practice competencies to ensure they reflect current laboratory workplace requirements; and streamline the registration process for international educated laboratory technologists (IELT) and Canadian-educated applicants whose education does not qualify them through the current process.

In collaboration with Manitoba Alliance of Health Regulatory Colleges (MAHRC) member organizations, CMLTM has developed a new jurisprudence eLearning module, *Health Equity and Cultural Humility*. This module is intended to be an introduction to this important topic for health professionals in Manitoba. CMLTM Council is expected to make this module a requirement for registration/renewal in 2023.

The Fair Registration Practices Office (FRPO) administers [The Fair Registration Practices in Regulated Professions Act](#) and ensures the registration practices of self-regulated professions in Manitoba are fair and transparent. In 2022, the FRPO completed a review of the CMLTM registration data for the period of 2011 to 2020.

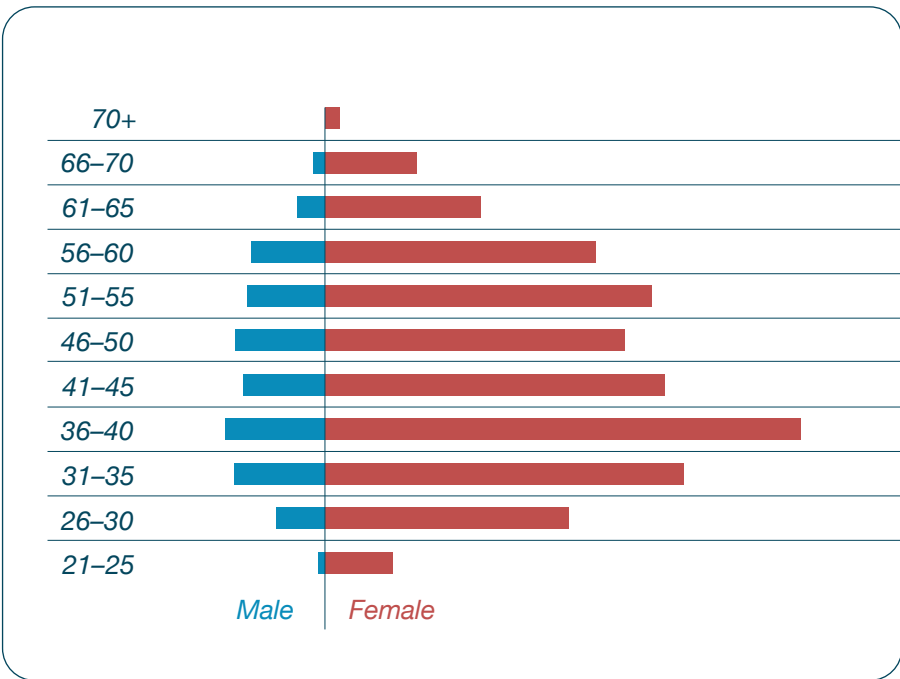
The final report, [Registration Data Report: College of Medical Laboratory Technologists of Manitoba](#) is available on the FRPO website.

CMLTM continues to work on its commitment to the Truth and Reconciliation Commission (TRC) Calls to Action. The CMLTM TRC working group, consisting of CMLTM members that identify as having Indigenous heritage, continues to meet and explore ways CMLTM can address the Calls to Action related to CMLTM. The following activities were completed in 2022:

- Participated in an education session on Smudging.
- Participated as beta testers for the CMLTM Health Equity & Cultural Humility eLearning module.
- Council members will be required to complete the Manitoba Indigenous Cultural Safety Training (MICST) as part of their commitment to serving on Council.
- Begin development of a dedicated page on the CMLTM website with resources to help CMLTM members on their reconciliation journey.
- CMLTM’s support of the Red River College Polytechnic pathways to health program intended to increase access for Indigenous individuals to health profession education programs including the medical laboratory sciences (MLS) program.
- CMLTM has included a self-declaration question on the application and renewal forms and monitors response rates in an effort to gauge indigenous representation within our profession.

**The CMLTM registry totals as of December 31<sup>st</sup>, 2022:**

Active: Practicing	873
Conditional	1
Inactive: Non Practicing	21
Inactive: Retired	20
Student	40
Rejected	0
Honorary	2
<b>Total</b>	<b>957</b>



**Reasons MLTs closed registration in 2022**

No longer MLT/Changed Profession	5
Medical leave	16
Education leave	1
Traveling	1
Retired	25
Suspended registration (Failed to renew)	3
<b>Moved to different province</b>	
British Columbia	5
Alberta	2
Saskatchewan	3
Ontario	5





### Council Chair Report

Sajjid Janjua, MLT, Chair, Council

As the pandemic began to wane in 2022, the CMLTM office continued to be well positioned with its operations and providing services virtually and in-person (when allowed).

Council and Committee meetings in 2022 continued to be hosted virtually while members were allowed to attend in person if they chose. The CMLTM office will continue to utilize the virtual platform to connect with Council, Committees, and volunteers.

Council was able to meet in-person to discuss, review and develop an action plan for the 2022-2026 Strategic plan. 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 (TRC) Calls to Action that apply to CMLTM. The TRC Working Group continues to meet and make recommendations to Council. The TRC Working group is developing a dedicated page on the CMLTM website for resources developed and related to CMLTM's commitment to addressing the Calls to Action.

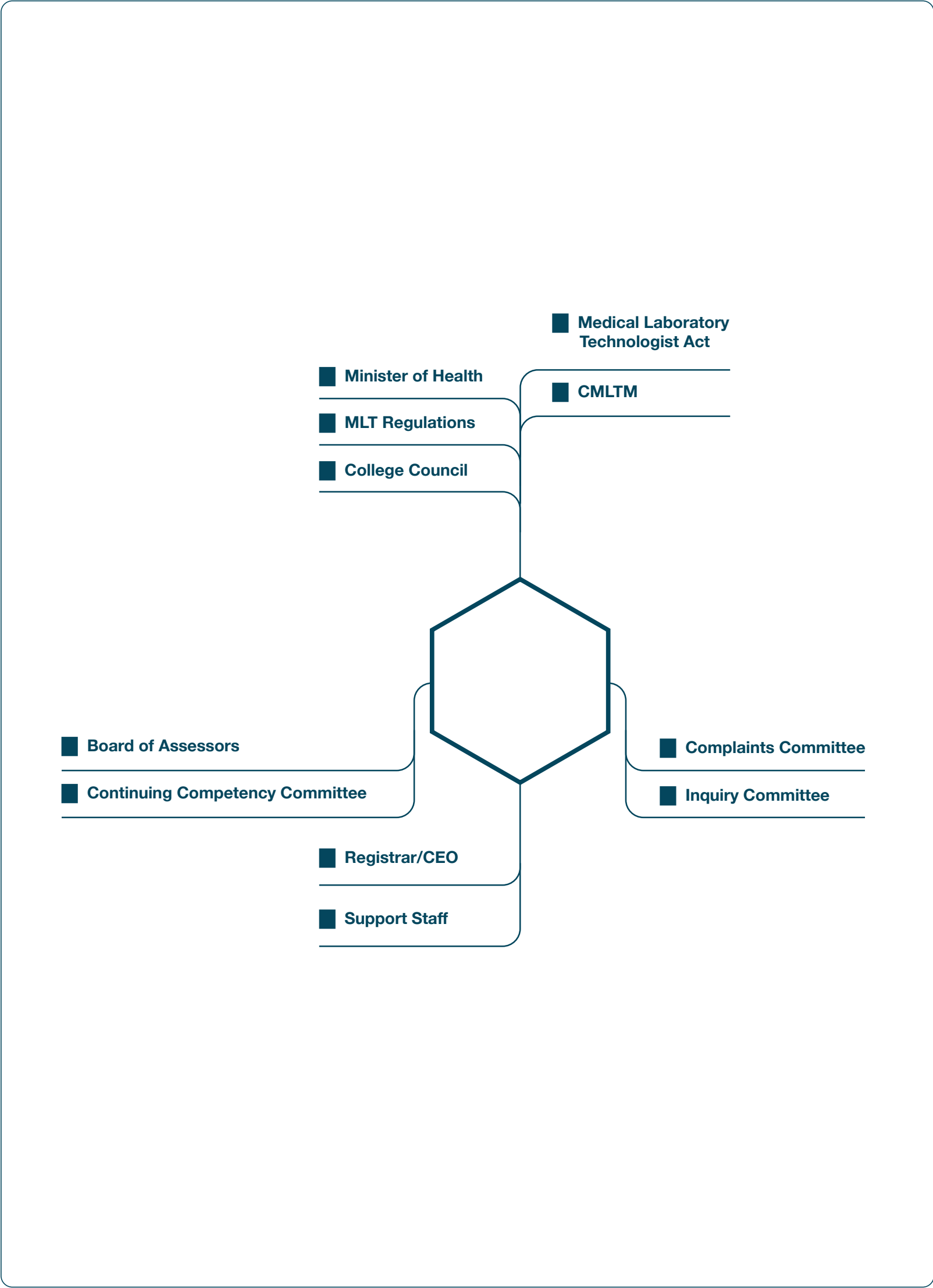
I would like to sincerely thank Adam Chrobak, Tricia VanDenakker, and Janelle Baril for their support, dedication, and hard work in managing the CMLTM office. Their assistance has been greatly appreciated in my time as Council Chair. My term on Council will be finished at the end of 2022. My time on Council has been quite the learning experience in regulation and I am grateful to have been granted the opportunity to serve as a volunteer and Chair. I will continue as the Chair of the Nominations Committee in 2023.

I would like to recognize the service and contributions from outgoing Council members: Laurel-Ann Rice, Michael David, and Kamran Bashir. As well as outgoing Committee members: Brad Collignon (Inquiry Committee), Trevor Kotowich (BOA), Shiby Kuriakose (CCC), Julie Burgoyne (CCC) and Vetrina Elumba (Complaints Committee).

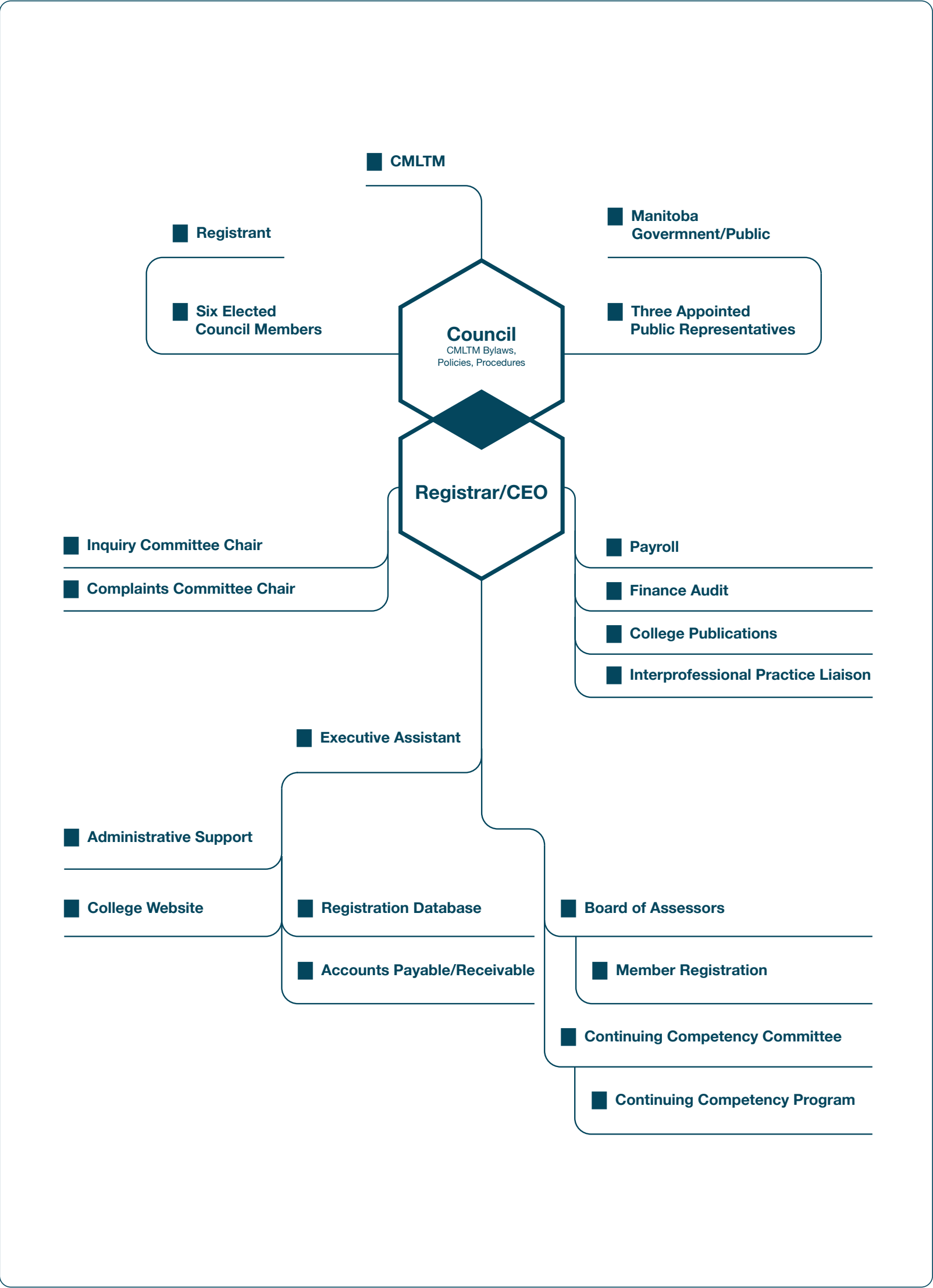
Please, if you are interested in learning how a regulatory college functions, I would highly recommend volunteering with the CMLTM on Council or one of our many dedicated committees.

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





Structural Organization



Functional Organization





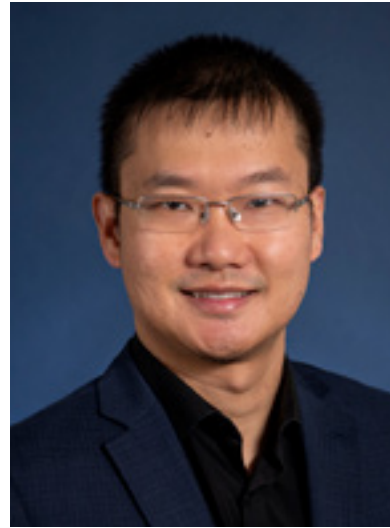
*Public Representatives, as appointed in September 2018:*



*Cynthia Rempel Patrick*



*Rajinder Pal Bhullar*



*Steven Wu*

## Public Representatives' 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*
- *Responsible to monitor the public interest from a governance viewpoint within CMLTM*
- *Appointed by Council*
- *Expected to bring expertise and advisory capabilities to the Council.*

During the 2022 fiscal year, we have the following observations for our Public Representative Annual Report:

- 1.** In the past 2022 year, we experienced fewer challenges affected by COVID-19 at the College of Medical Laboratory Technologists of Manitoba. The office of the College had the infrastructure and resources to support the on-line platform so all Council meetings and the Annual General Meeting were offered in a virtual format; however, Council and Staff members received the option to meet in person in the College's boardroom, as room would safely permit, during the latter part of the year. The Strategic Planning Session was held on October 22, 2022, in the College Boardroom, with additional virtual platform options available. 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 of the Committee volunteers involved in the leadership and governance of the College.
- 5.** While it remains a challenge to recruit Council members from rural regions, we are pleased to welcome several new members joining our Council this past year. 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 2022 year.

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





### Complaints Committee Report

Maria Bobiles, 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.

2022 Complaints Committee Members

- Maria Bobiles, MLT (Committee Chair)
- Sharon Lytwyn, MLT
- Craig Johnson (Public Representative)
- Tyger Adam (Public Representative)

Maria Bobiles was appointed by Council as the Complaints Committee Chair on April 23, 2022. The Complaints Committee met twice in 2022.

The Complaints Committee received one complaint in 2022 regarding a members' practice. The committee reviewed the complaint and appointed an investigator. The investigation report was submitted at the end of 2022. The committee will review the complaint and make a decision in 2023.

The Registrar received information regarding a members' possible unprofessional conduct. The Registrar collected additional information and may file a complaint from the Registrar's office in 2023.

The Complaints Committee reviewed the Complaints Committee Policies that were up for review - discussed at the June 2022 meeting.



### Inquiry Committee Report

Brad Collignon, MLT, Inquiry Committee Chair

2022 Inquiry Committee Members:

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

There have been no issues referred to the Inquiry Committee in 2022.







### Nominations Committee Report

Sajjid Janjua, 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 2022 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).

We received one nomination for Electoral Division #1 (Winnipeg). Kevin Simonetto has been declared the successful candidate for the Division 1 (Winnipeg) position, a 3-year term. Congratulations Kevin.

We received no applications for Division 2 (rural) by the nomination deadline. Council will appoint a suitable representative to the 3- year term. Interested individuals can submit a resume to the CMLTM office. Council will appoint a member to the vacant position Division 2 (rural) position from the resumes received

I would like to welcome Kevin Simonetto as the new elected member to the CMLTM Council for 2023.

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. Please refer to the article in the *fall 2019 newsletter* to gain an understanding of these benefits.



### 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 (MLT) in Manitoba.

During the period January 1, 2022-December 31, 2022, The Board of Assessors reviewed fifty-nine (59) new applications with the following decisions:

Classification	Approved
Active Practicing	41
Temporary Practicing	0
Conditional converted to Active Practicing	18*
Conditional	3
Reinstated to Active: Practicing	15
Rejected	0

*\* Not included in the total count of 59 as they are part of the Active Practicing total.*

Eight (8) Active Practicing applications for registration were approved under the Canadian Free Trade Agreement (CFTA), labour mobility applicants: three (3) from British Columbia, one (1) from Alberta, three (3) from Saskatchewan and one (1) from Ontario.

Six (6) reinstatements to Active Practicing are returns from a Leave of Absence, nine (9) are returns to practice. Two (2) of the members holding Conditional Certificates to Practice were not successful in writing their second examination.

The Board of Assessors reviewed the CMLTM Refresher Courses for 2022.

As Chair, I would like to express my sincere appreciation to Trevor Kotowich (a valuable volunteer who served 11 years on the Board of Assessors), Fatima Daniel-Parent, Prashant John, Sheldon Kuzmik, and Matthew Bueno De Mesquita for their assistance, dedication, and commitment as Members of the Board of Assessors in 2022.





# 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.

## 2022 Committee Members

- Heather Mauthe
- Wendy Leduc
- Julie Burgoyne
- Shiby Kuriakose
- Anna Avalos
- Natalie Chaput

## Committee Activity

The Committee met three times in 2022. The Committee is interested in evaluating the existing CCP to see if there are improvements that can be made. They had a special presentation from CMLTM office staff with an overview of Continuing Competency Programs across Canada. The Committee completed Credit Assessment applications. The Deputy Registrar audited all portfolios during the year and the CCC performed the re-audit on a random sample of the portfolios for quality assurance.

I will be stepping down from the CCC Chair position and Natalie Chaput has agreed to hold that position for 2023. Wendy, Julie and Shiby are stepping down from their CCC member positions. Thank you to the Committee for volunteering over the crazy pandemic years with me.

## 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.

In 2022, 21% (193) of our 906 active members submitted portfolios upon request. The table below outlines the completed audit findings for the year. The majority, 89%, of audited members passed on initial audit. Thank you, members, for staying compliant.

## Audit Results for 2022

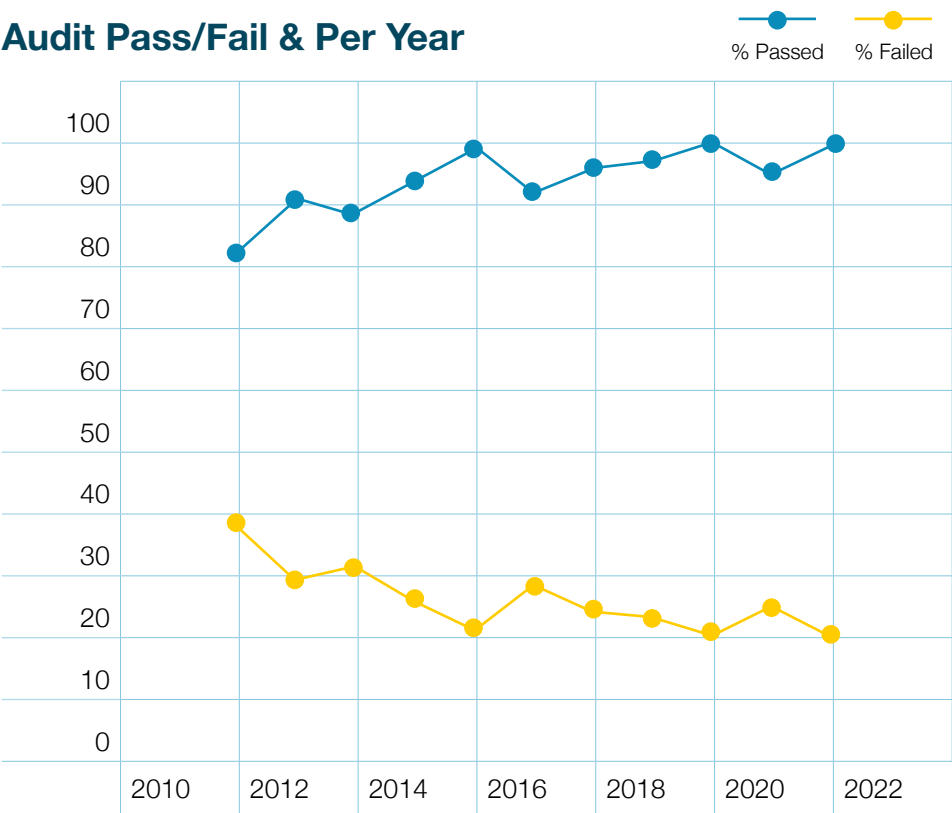
	January	March	April	Total
Pass	38	45	41	124
Pass Less than 5 years	10	11	10	31
Marginal Pass	4	11	2	17
Fail Less than 5 years	0	0	0	0
Fail Documentation	1	0	1	2
Fail Activities	7	9	3	19
Fail Activities and Documentation	0	0	0	0
Incomplete submission	0	0	0	0
Non-compliant, suspended	0	0	0	0
Total	60	76	57	193

**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:

Twelve (12) member portfolios were randomly selected by the office and re-audited by the Continuing Competency Committee. Seven (7) out of twelve (12) were calculated exactly as the office staff. There were some questions about documents on two (2) portfolios (minor differences in hours). After a discussion with the Deputy Registrar, proof of hours had been provided to the office electronically, which resulted in zero errors.



## Independent Auditor's Report

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

### Opinion

We have audited the financial statements of College of Medical Laboratory Technologists of Manitoba, which comprise the statement of financial position as at December 31, 2022, 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 College of Medical Laboratory Technologists of Manitoba as at December 31, 2022, 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.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Entity 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 audit opinion.

### Other Matter

The prior year financial statements were audited by another Chartered Professional Accountant firm who provided a report with an unmodified opinion dated June 8, 2022.

### Other Information

Management is responsible for the Other Information. The Other Information comprises materials from the Annual General Meeting ("AGM") package, other than the financial statements and our Auditors' report thereon. This information may include summary/highlights of the Corporation's financial performance and capital expenditures that have (will be) taken place.

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. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### 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 controls 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 Entity'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 Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity'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 Independent Auditors' 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 controls.
- Obtain an understanding of internal controls 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 Entity's internal controls.
- 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 Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our Auditors' 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 Independent Auditors' Report. However, future events or conditions may cause the Entity 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 controls that we identify during our audit.

Winnipeg, Manitoba,  
May 17, 2023



Chartered Professional Accountants



## Statement of Financial Position

For the year ended December 31<sup>st</sup>, 2022

	2022	2021
<b>Assets – Current</b>		
Cash, note 4	502,186	585,776
Accounts receivable	627	-
Guaranteed investment certificates, note 5	10,000	10,000
Portfolio investments, note 6	477,359	425,411
Prepaid expenses	23,030	17,724
	1,013,202	1,038,911
Capital assets, note 7	620,840	643,833
	1,634,042	1,682,744
<b>Liabilities – Current</b>		
Accounts payable and accrued liabilities, note 8	48,199	42,766
Unearned membership fees	452,177	563,928
Federal Government Loan, note 9	40,000	40,000
Term loan due on demand, note 10	270,524	296,576
	810,900	943,270
<b>Net Assets</b>		
Unrestricted	6,727	22,217
Invested in capital assets	350,315	347,257
Internally restricted , note 11	466,100	370,000
	823,142	739,474
	1,634,042	1,682,744

Approved by the board

17 May 2023  
Date  
M. Bruno de Mergueta  
Director  
Karin Simuratu

[Signature]  
Director  
[Signature]

The accompanying Notes to Financial Statements are an integral part of these financial statements.

Statement of Changes in Net Assets For the year ended December 31 <sup>st</sup> , 2022	Unrestricted	Invested in capital assets	Internally restricted	2022	2021
<b>Beginning balance</b>	22,217	347,257	370,000	739,474	584,555
Excess of revenue over expenditures	(12,432)	-	-	(12,432)	56,319
Purchase of capital assets	(2,671)	2,671	-	-	-
Amortization of capital assets	25,665	(25,665)	-	-	-
Principal payment on term loan due on demand	(26,052)	26,052	-	-	-
Special levy for legal fund, note 11	-	-	96,100	96,100	98,600
<b>Ending balance</b>	<b>6,727</b>	<b>350,315</b>	<b>466,100</b>	<b>823,142</b>	<b>739,474</b>

## Statement of Operations

For the year ended December 31<sup>st</sup>, 2022

	2022	2021
<b>Membership Fees</b>	<b>469,843</b>	468,045
<b>Expenses</b>		
Accounting fees and audit fees	26,587	17,915
Advertising	5,650	5,240
Amortization	25,665	29,612
Bank charges	13,416	12,059
Committee and program expense	29,540	26,867
Database and website costs	36,921	54,283
Interest on term loan due on demand	14,457	10,781
Legal fees	16,506	10,918
Memberships	4,896	4,592
Office	9,872	6,469
Postage	799	580
Professional development	1,690	5,993
Property taxes	15,713	15,620
Rental of equipment	55	28
Repairs and maintenance	1,911	22,998
Salaries and wages	223,820	230,331
Telecommunication	8,518	7,025
Utilities	9,323	8,489
	<b>445,339</b>	<b>469,800</b>
<b>Excess of revenue over expenses before other items</b>	<b>24,504</b>	(1,755)
<b>Other items</b>		
Foreign exchange loss	(494)	(313)
Gain on sale of investments	1,514	3,880
Investment fees	(8,582)	(6,840)
Investment income - realized	11,490	3,896
Unrealized (loss) gain on investment	(41,464)	57,401
Rental income	600	50
	(36,936)	58,074
<b>(Deficiency) Excess of revenue over expenses</b>	<b>(12,432)</b>	56,319

## Statement of Cash Flow

For the year ended December 31<sup>st</sup>, 2022

	2022	2021
<b>Cash provided by (used for) the following activities Operating</b>		
(Deficiency) excess of revenue over expenses	(12,432)	56,319
Amortization of capital assets	25,665	29,612
Unrealized loss (gain) on investments	41,464	(57,400)
Gain on sale of investments	(1,514)	(3,880)
Changes in non-cash working capital items	(119,852)	20,831
Cash (Used In) Provided by Operations	(66,669)	45,482
<b>Investing</b>		
Purchase of capital assets	(2,671)	–
Net additions to portfolio investments	(91,898)	(89,105)
Cash Used in Investing	(94,569)	(89,105)
<b>Financing</b>		
Repayment of term loan due on demand	(18,452)	(29,728)
Special levy received	96,100	98,600
<b>Cash Provided By Financing</b>	<b>77,648</b>	68,872
<b>Cash (Used In) Provided by Operations, Investing and Financing</b>	<b>(83,590)</b>	25,249
<b>Cash, Beginning Of Year</b>	<b>585,776</b>	560,527
<b>Cash, End Of Year</b>	<b>502,186</b>	585,776

## Notes to the Financial Statements

For the year ended December 31<sup>st</sup>, 2022

### 1. PURPOSE AND LEGAL FORM 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 exempt from tax under paragraph 149(1) of the Income Tax Act (Canada).

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. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### (a) Basis of Accounting

These financial statements have been prepared in accordance with the Canadian accounting standards for not-for-profit organizations.

#### (b) Financial Instruments

The Organization’s financial instruments consist of cash, accounts receivable, guaranteed investment certificates (“GIC”), portfolio investments, accounts payable and accrued liabilities, federal government loan and term loan due on demand. The Organization initially measures its financial assets and liabilities at fair value. The Organization subsequently measures all financial assets and liabilities at amortized cost, except for portfolio investments which are subsequently measured at fair value.

Unrealized gains or losses from investments are recognized in the statement of operations.

#### (c) 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.

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



#### (d) Use of Estimates in the Preparation of Financial Statements

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions about future events that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Estimates include amounts payable for services not billed yet at the time these financial statements were approved and the useful life of capital assets. Actual results may differ from estimates.

#### (e) Capital Assets

Capital assets are recognized at cost and amortized over their estimated lives using the straightline method as follows:

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

Subsequent to initial recognition, capital assets are accounted for at cost less accumulated amortization and accumulated impairment losses. When the organization observes conditions that indicate that a capital asset is impaired, the net carrying amount of the capital asset is written down to the asset’s fair value or replacement cost.

#### (f) Investments

Portfolio investments are initially recognized and subsequently measured at fair value, determined using quoted market prices. Transaction costs and net gains and losses arising from changes in fair value are immediately recognized in statement of operations.

Guaranteed investment certificates (“GIC”) are initially measured at fair value and subsequently measured at cost less impairment.



### 3. FINANCIAL INSTRUMENTS

The Organization, through its financial assets and liabilities, is exposed to various risks in the normal course of operations. The following analysis provides a measurement of those risks at year end:

Credit risk is the risk that a third party to a financial instrument might fail to meet its obligations under the terms of the financial instrument. The Organization's financial assets that are exposed to credit risk consist of cash, accounts receivable, guaranteed investment certificates ("GIC") and portfolio investments. The Organization's cash, guaranteed investment certificates ("GIC") and portfolio investments are maintained with a large federally regulated financial institution in Canada therefore credit risk is limited. Credit risk is limited to the accounts receivable balance reported on the statement of financial position.

Market rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. The Organization has a diversified portfolio of investments, which mitigates its market rate risk.

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in interest rates. The Organization is exposed to interest rate risk primarily relating to the term loan due on demand at variable interest rate and portfolio investments.

Liquidity risk is the risk that the Organization will not be able to meet a demand for cash or fund its obligations as they become due. The Organization holds current assets with a value that exceeds total liabilities reported at year end, therefore liquidity risk is limited.

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 market rate 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.

There have been no other changes in the Organization's risk exposures from the prior year.

### 4. 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, 2022 (2021 - nil). The Organization also has a commercial credit card in the amount of \$10,000.

### 5. BANK CREDIT FACILITY

Redeemable GIC earning interest at 2.3% (2021: 0.40%), maturing May 15, 2023 is measured at cost less impairment.

### 6. PORTFOLIO INVESTMENTS

The Organization's portfolio investments consist of fixed income, equities and investment trusts and have been reported at market value. Investment cost is presented below for comparison:

	2022 Cost	2022 Market Value	2021 Market Value
<b>Measured at cost</b>			
Fixed income	208,519	190,175	151,074
Equities	231,281	282,731	271,026
Investment trusts	5,463	4,453	3,311
Fixed income and equity investments	445,263	477,359	425,411

### 7. CAPITAL ASSETS

	Cost	Accumulated Amortization	2022 Net Carrying Amount
Land	100,000	–	100,000
Buildings	593,486	108,780	484,706
Computer equipment	8,563	8,563	–
Office equipment	21,473	18,725	2,748
Database	195,774	162,388	33,386
<b>Total</b>	<b>919,296</b>	<b>298,456</b>	<b>620,840</b>

	Cost	Accumulated Amortization	2021 Net Carrying Amount
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
<b>Total</b>	<b>916,624</b>	<b>272,791</b>	<b>643,833</b>

### 8. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2022	2021
<b>Measured at cost</b>		
Trade accounts payable	2,108	2,327
Wages payable	21,359	25,293
Accrued liabilities	24,732	15,146
<b>Total</b>	<b>48,199</b>	<b>42,766</b>

9. FEDERAL GOVERNMENT LOAN

In 2020, the Organization received \$60,000 Canada Emergency Business Account (CEBA) loan proceeds through the Government of Canada's COVID-19 Economic Response Plan. The loan is non-interest bearing to December 31, 2023.

The CEBA loan allows for the forgiveness of up to \$20,000 if \$40,000 of the loan is fully repaid by December 31, 2023. The total forgivable amount of \$20,000 has been recognized into income in 2020.

The \$40,000 balance is repayable no later than December 31, 2023.

10. TERM LOAN DUE ON DEMAND

	2022	2021
Term loan due on demand, repayable in monthly installments of \$3,375 per month bearing interest at prime plus 1%, due May 2028, secured with the Organization's building property, pledged as collateral and a general security agreement.	270,524	296,576
Principal repayments due over the next 5 years, assuming demand is not made, are estimated as follows:	2023	21.000
	2024	22,600
	2025	24.300
	2026	26.200
	2027 and after	176.424
	Total	270,524

11. INTERNALLY RESTRICTED NET ASSETS

The Council (governing body) of the Organization had allocated net assets for the purpose of establishing a legal fund to be used for future legal expenses.

Special levies of \$96,100 (2021 - \$98,600) received during the year for purposes of replenishing the internally restricted net assets, were recorded as a direct increases to internally restricted net assets.

The Organization may not use these internally restricted amounts for any other purposes without the approval of the Council. At year end, the internally restricted net assets was at \$466,100 (2021 - \$370,000).

12. COMPARATIVE FIGURES

Certain comparative figures have been reclassified consistent with the current year's presentation.





