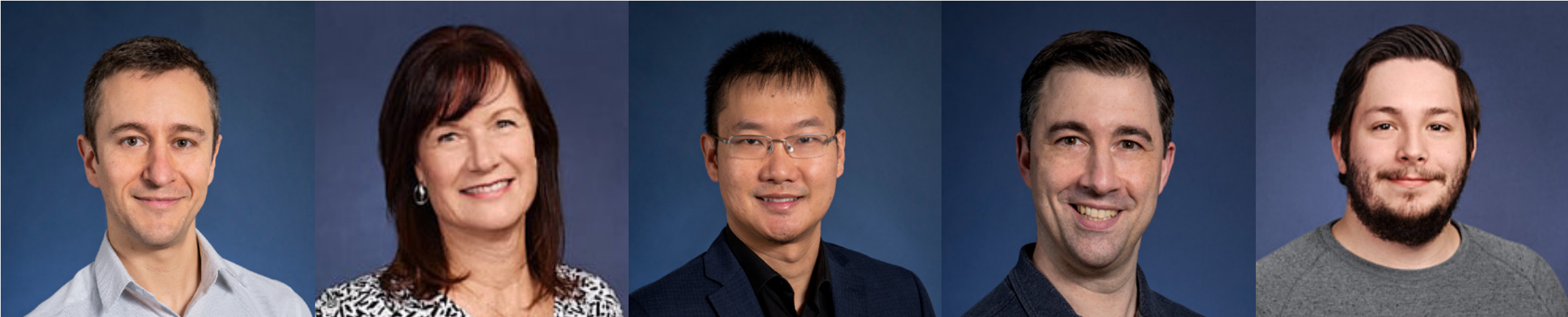




**Annual Report 2024**





Matthew Bueno de Mesquita, MLT  
Council Chair

Jackie Tower  
Vice-Chair

Steven Wu  
Secretary, Public Representative

Kevin Simonetto, MLT  
Treasurer

Curtis Born, MLT  
Council Member



Llora Alejandro Yarema, MLT  
Council Member

Jeziel LaForrest, MLT  
Council member

Amina Khizar, MLT  
Council member, Inquiry Committee Chair

Rajinder Pal Bhullar  
Public Representative

Cynthia Rempel Patrick  
Public Representative



Nicole Evans, MLT  
Chair, Truth and Reconciliation Committee

Fatima Daniel-Parent, MLT  
Chair, Board of Assessors

Natalie Chaput, ART, MLT  
Chair, Continuing Competency Committee

Maria Bobiles, MLT  
Chair, Complaints Committee

# Annual Report 2024

245 Lilac Street  
Winnipeg, Manitoba  
R3M 2S2

**CONTACT** Adam Chrobak, Registrar

**EMAIL** adam@cmltm.ca

**TELEPHONE** 204.231.0311

**FAX** 204.489.7300

**TOLL FREE** 1.877.331.0311

## HOURS OF OPERATION

Monday to Friday  
8:00AM – 4:00PM

- 1 Code of Ethics for Medical Laboratory Technologists
- 2 Use of Social Media
- 3 Registrar Report
- 4 Council Chair Report  
Truth and Reconciliation Committee
- 5 Structural Organization Chart  
Functional Organization Chart
- 6 Public Representative Report
- 7 Inquiry Committee Report  
Complaints Committee Report
- 8 Board of Assessors Report  
Nominations Committee Report
- 9 Continuing Competency Committee Report
- 10 Independent Auditor’s Report



Code of Ethics for Medical Laboratory Technologists

Adopted from the Canadian Alliance of Medical Laboratory Professionals Regulators



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

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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 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

*“A successful man is one who can lay a firm foundation with the bricks others have thrown at him.” - David Brinkley*

CMLTM continued to work on several important projects in 2024. The challenges experienced during the pandemic continue to have an impact on everyone, including the CMLTM office. There continues to be a need to explore alternative ways to meet our legislated mandate; “carry out its activities and govern its members in a manner that serves and protects the public interest”.

In preparation for transitioning to the Regulated Health Professions Act (RHPA), CMLTM continued to work with the Manitoba Health Legislative Unit on the development of the CMLTM general and practice regulations draft policies. The CMLTM general and practice regulations draft policies have been finalized and approved in principle by CMLTM Council. The draft policies have been forwarded to the Manitoba Health legal drafters. CMLTM was expecting to receive a draft of the regulations in October 2024.

Under the new regulations CMLTM would regulate the combined laboratory and x-ray technologists (CLXTs). In an effort to be more inclusive, the CMLTM Council proposed a name change from the College of Medical Laboratory Technologist of Manitoba to the College of Medical Laboratory Professionals of Manitoba.

The following are the reserved acts for the practice of MLTs in Manitoba:

- Reserved Act #2, Ordering or receiving reports of screening or diagnostic tests.
  - CMLTM feels that MLTs routinely add and cancel tests using laboratory protocols and algorithms for reflex testing.
  - (E.g. Adding a differential to a CBC or cancelling it. Adding or cancelling urine microscopic examination. Adding factor assay testing when INR or APTT are prolonged.)
  - In some rare cases MLTs also receive reports. (E.g. Stem Cell Therapy Laboratory when determining donor suitability.)
- Reserved Act #3(a) - Performing a procedure on tissue below the dermis.
  - This Act describes the procedure of phlebotomy and skin puncture which are routine procedures for many practicing MLTs.
- Reserved Act #10(e) - Applying the application of X-rays or other ionizing radiation for diagnostic imaging.
  - MLTs who have completed the 6-month x-ray assist program at Red River College routinely perform x-rays and therefore should be granted this reserved act.

It is recognized that there are many other activities performed by MLTs not listed as reserved acts that are a critical part of healthcare and contribute significantly to safe patient care.

It is important to note that Manitoba Health has not recognized any “laboratory specific” acts like the importance of ensuring an instrument’s performance through quality control and calibration procedures. The list of reserved acts recognized by Manitoba Health focuses on procedures performed directly on patients. Most of the important work of MLTs is not performed directly on patients but is performed for patients.

In 2022, Manitoba Health requested CMLTM to prepare and submit a proposal for the regulation of medical laboratory assistants (MLAs) under CMLTM. This report was submitted in late 2022. Later in 2023, CMLTM was informed that the Minister of Health’s Office is still considering the regulation of MLAs. There has been no update on the status of the regulation of MLAs in Manitoba.

In 2024, the Nova Scotia College of Medical Laboratory Technologists (NSCMLT) was informed by the Nova Scotia Minister of Health that they were authorized to regulate the medical laboratory assistants (MLAs) and combined laboratory and x-ray technologist (CLXTs). The NSCMLT regulations are being revised to include the regulation of CLXTs and MLAs and are expected to be in force in early 2025.

Alberta, Ontario, and other provinces are considering the regulation of MLAs.

The Canadian Alliance of Medical Laboratory Professionals Regulators (CAMLPR), whose membership includes the provincial MLT regulators in Canada, was awarded an Employment & Social Development Canada (ESDC) funded grant to explore ways to address the critical shortage of MLTs in Canada. This became the Flexible Pathways to Registration for MLTs project. Work on the project began in late 2022 and the project was completed in the spring of 2024.

The project has built 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 has reviewed, validated, and developed the [Fields-of-Practice Competency Profile](#) that reflects current laboratory workplace requirements. The CAMLPR competency profile will be used to streamline the registration process for international educated laboratory technologists (IEMLTs), Canadian-educated applicants, and non-traditionally educated applicants (BSc, MSc, PhD).

In August 2024, CAMLPR announced that the CAMLPR member organizations (Provincial MLT Regulators) have decided to assume the responsibility for the delivery of the prior learning assessments and competency assessments/examinations services. Starting November 1, 2025, all internationally educated medical laboratory technologist and non-traditionally educated applicants (BSc, MSc, PhD) must follow the CAMLPR processes including prior learning assessments and competency assessments/examinations.

Starting March 1, 2026, all applicants, including domestically educated applicants, will be required to complete the CAMLPR assessment process including the CAMLPR competency assessments/examinations.

CAMLPR will be working with the Canadian Society for Medical Laboratory Sciences (CSMLS) during the transition.

In collaboration with the Manitoba Alliance of Health Regulatory Colleges (MAHRC) member organizations, CMLTM developed a new jurisprudence eLearning module, Introduction to Indigenous Inclusion and Cultural Safety. This module was intended to be an introduction to this important topic for health professionals in Manitoba. When completed, the CMLTM Council will be considering making this module a requirement for registration/renewal.

CMLTM recognizes the importance of Bridging programs to assist Internationally Educated Professionals and their successful integration into the Canadian workplace. CMLTM worked with Shared Health, Red River College Polytechnic, and Manitoba Health Human Resources office to re-instate the Bridging program for internationally trained MLTs. IEMLTs are an important source of MLTs in addressing the need for laboratory professionals to address the critical shortages in Manitoba. The Manitoba Internationally Educated MLT Bridging Program has been put on hold until funding for the program has been secured. CMLTM is waiting to receive an update from the Minister of Health’s Office.

Sadly, this will be my final Annual Report as the CMLTM Registrar. After fifteen (15) years serving CMLTM as the Registrar/CEO, I have decided to accept the Executive Director position for the Canadian Alliance of Medical Laboratory Professionals Regulators (CAMLPR).

I would like to thank the CMLTM staff, Janelle Baril and Tricia VanDenakker, for all their hard work and dedication over the years. Without them I would not have been able to complete my duties, projects, and support the Council and Committee work.

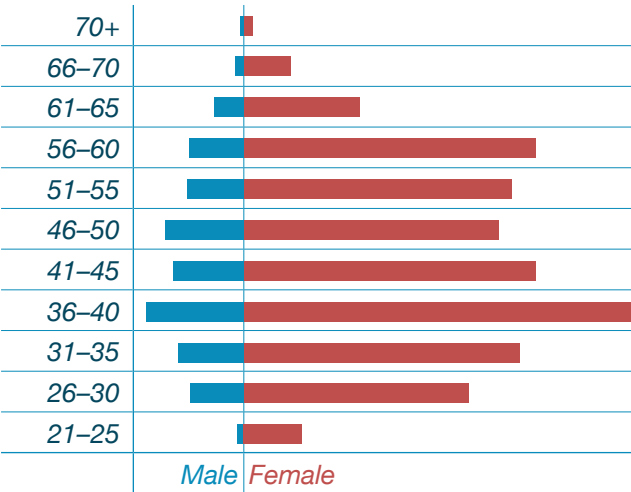
I would also like to thank all the current and past Council members, Committee members, and working group volunteers.

I would like to thank the current Council Chair, Jackie Tower, for all her support during this transition. Jackie has served on Council in the past as the Treasurer and has recently come back, after retirement, to serve as Vice-Chair and eventually Council Chair. You are an example of someone that is dedicated to the betterment of the profession.

Remember, this is not a goodbye or farewell, but more of a “see you later”. The world is a small place, and I am sure you will see me around town.

### The CMLTM registry totals as of December 31<sup>st</sup>, 2024:

Active: Practicing	880
Conditional	5
Inactive: Non Practicing	11
Inactive: Retired	26
Student	65
Rejected	0
Honorary	2
Total	989



### Change in Registration Status in 2024

Reinstatement (return from maternity leave)	3
Active to Inactive (long term disability)	1
Active to Inactive (not practicing in MB)	1
Active to Inactive (maternity leave)	2
Active to inactive (seeking employment)	1
Active to inactive (CPSM)	1
Active to Retired	6

### Closing Registration

Leave of Absence (18 months)	1
Left the profession	4
Long term disability	2
Labour mobility (AIT)	12*
Maternity leave	9
Retired	29

### Moved to different province

Alberta (CMLTA)	3
Ontario (CMLTO)	3
Saskatchewan (SSMLT)	4
Nova Scotia (NSCMLT)	2





Council Chair Report  
Matthew Bueno de Mesquita, MSc, MLT, Chair, Council

The Council of the College of Medical Laboratory Technologists of Manitoba (CMLTM) consists of volunteers who are either members of our MLT community or members of the public who are appointed by the government. What is shared between these two groups of individuals is the desire and motivation to work together towards our common goal of creating public safety through upholding ethical and competent medical laboratory technology practice.

This year we focused on doing the work that was set in motion in previous years by continuing to look inward and preparing the CMLTM for the future. One major change is the name of the CMLTM itself. When the new Regulated Health Professions Act (RHPA) is put in place, the name of our organization will be the College of Medical Laboratory Professionals of Manitoba with the acronym CMLPM. This change exemplifies the work that the Council has done over the 2024 year. The change of our name looks forward to a view of our profession that is both optimistic and inclusive while staying true to our mandate.

The RHPA project is an impactful multiyear project that sees our Registrar/CEO working directly with the government to bring our profession under the same framework of legal governance as many other essential healthcare service providers within Manitoba. This project made big steps forward in 2024 with the submission of the draft regulations and the passing of a Council motion of support in-principle. There are high hopes that this project will be completed in 2025 and bring with it a host of positive changes for our profession.

Many years ago, Council voted to support the newly created Canadian Alliance of Medical Laboratory Professionals Regulators (CAMLPR). In 2024, we saw much of this organization’s hard work start to be released publicly and gain traction coast-to-coast. In late 2024, Council voted again to affirm their support for CAMLPR’s projects and to integrate the CAMLPR decisions and directions into the Manitoba regulation of Medical Laboratory Professionals.

CAMLPR has been working to align many of the entry-to-practice standards and processes through the Flexible Pathways Project. When the Flexible Pathways Project is operationalized, there will be an impact on some CMLTM policies that will need to be updated. With this in mind, Council made efforts to understand and prepare for these changes. The expected benefits from the Flexible Pathways Project will help address the critical shortage of MLTs

in Manitoba and Canada, and help internationally educated applicants become recognized and registered to practice.

In 2024, Council built upon its efforts to improve our financial literacy and took steps to better understand our budgets and financial statements. The auditor, F.H. Black & Co., attended a Council meeting to review the audit and financial statements. F.H. Black & Co. also provided a seminar on accounting best practices and financial reporting. Council had a chance to ask questions and learn key skills to understand and interpret the quarterly financial reports. Council made important decisions this year regarding member fees to minimize the financial burden on members while also ensuring the CMLTM has the resources to succeed for years to come.

The CMLTM would not succeed without the hard work and decision making of the Committees. They are responsible for oversight and guidance of critical aspects of our regulatory requirements. I would like to extend my heartfelt thanks to these individuals who have made the effort to be involved and active in the act of profession-led regulation. The policies that are created, reviewed, and guided by the Committees lead the direction of our organization. The importance of their work cannot be overstated. On behalf of the Council, thank you.

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 contributions are the primary reason that the CMLTM has continued to move forward and succeed.

It has been both a challenge and a privilege to take on the role of Chair for the CMLTM Council for the past two years. I have learned a lot and I’m looking forward to returning the focus of my professional development to the realm of science. Being an MLT is a big part of who I am, and I care about our profession and its future. Although it certainly has not been easy, I am grateful for the learning and growth that has come through volunteering with the CMLTM. Our participation matters, and it is my hope that more MLTs will consider serving on Council or Committees in the future.

Sincerely,  
Matthew Bueno de Mesquita, MSc, MLT



CMLTM Truth and Reconciliation Committee  
Nicole Evans, MLT, Truth and Reconciliation Committee Chair

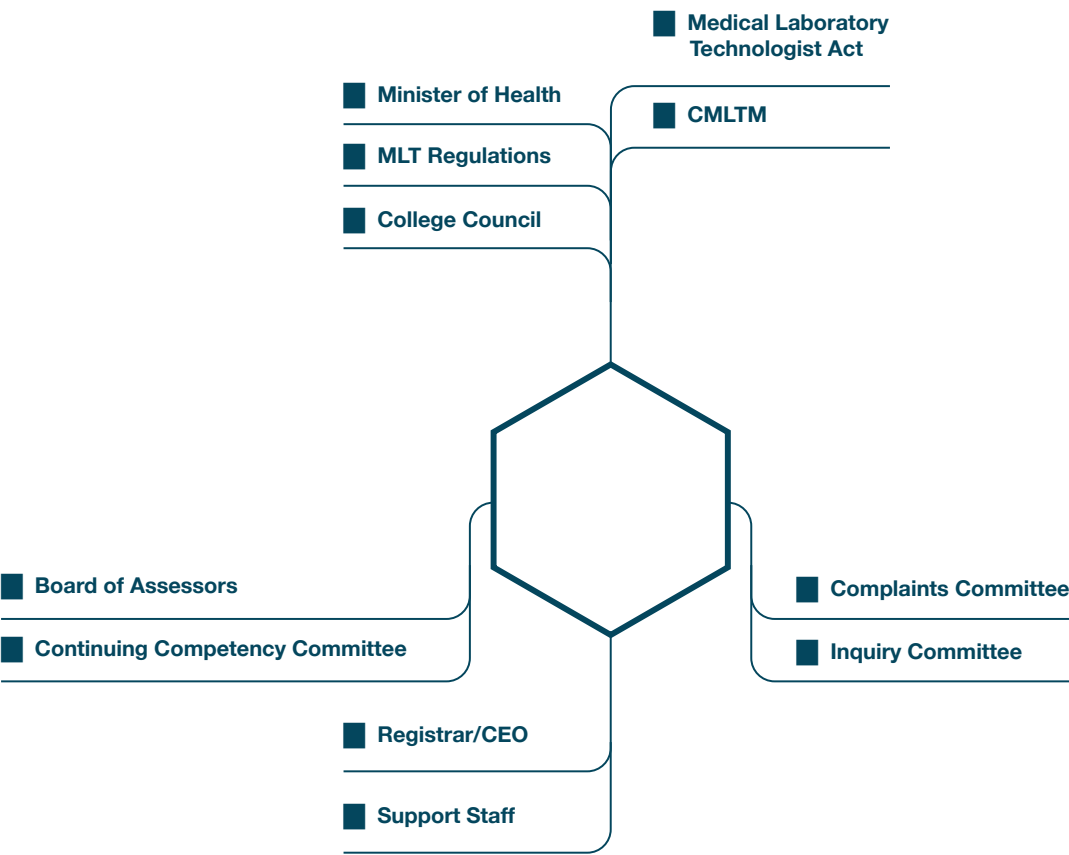
CMLTM has made a commitment to reconciliation with Indigenous peoples and focus on the Truth and Reconciliation Commissions (TRC) Calls to Action that apply to regulated health professionals. The TRC Committee created a plan with specific actions to advance this important work. The committee meets two or more times a year to work on the planed actions and monitor progress.

Here is a list of the activities completed in 2024:

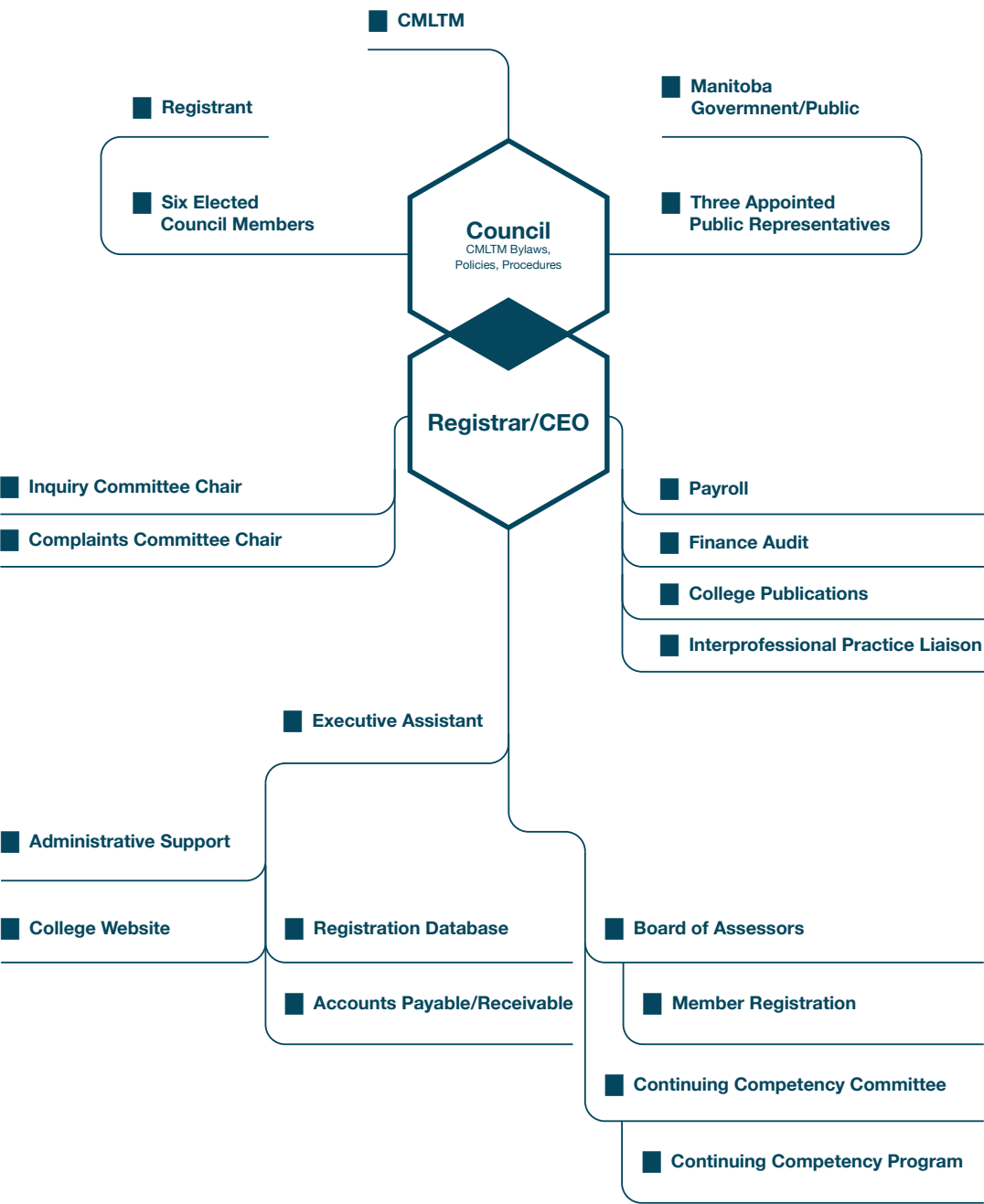
- Reviewed and revised the CMLTM Land Acknowledgement Statement
- Land Acknowledgment statements added to CMLTM website and staff signatures
- Actions to Date table added to ReconciliACTION page
- Link for members to provide suggestions for content added to ReconciliACTION page
- 4 new activities added to the ReconciliACTION page
- 2 member communications sent recognizing important Indigenous dates (June 30 National Indigenous Day, Sept 30 National Day for Truth and Reconciliation)
- CMLTM Action Plan and activities reviewed with Braided Circle Consulting for feedback and guidance
- Creation of Introduction to Indigenous Inclusion and Cultural Safety Learning Module
- Monitoring members' inclusion of ReconciliACTION page activities in Professional Portfolios

Members can visit the ReconciliACTION page to view indigenous activities approved for CE hours and see the committee’s progress.

Structural Organization



Functional Organization



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
- Appointed by Council
- Responsible for monitoring the public interest from a governance viewpoint within CMLTM
- Expected to bring expertise and advisory capabilities to the Council.

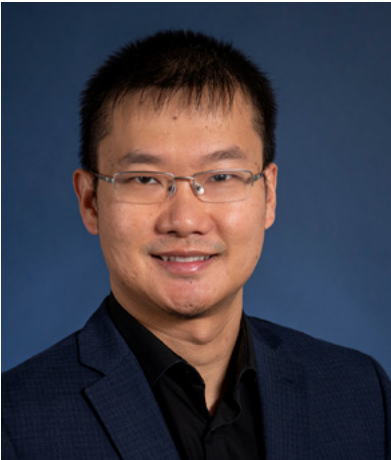
During the 2024 fiscal year, we have the following observations for our Public Representative Annual Report:

1. All required Council meetings and the Annual General Meeting were held in accordance with CMLTM by-laws and policies. These meetings were conducted in a hybrid format (in-person and virtual).
2. CMLTM is fulfilling its obligations as the body responsible for regulating the profession. Under the leadership of Council, the responsibilities of the College are effectively carried out by the Office of the Registrar, the Board of Assessors, the Continuing Competency Committee, the Complaints Committee, and the Inquiry Committee.
3. Several board educational sessions were completed for the Council in 2024, including board governance and financial literacy.
4. Annual performance evaluations for the CMLTM Registrar, Council and the Chair were conducted in accordance with the by-laws and policies.
5. We are satisfied with the performance and quality of the Council staff, as well as the commitment of the volunteer committee members involved in the leadership and governance of the College.
6. Member participation on the Council continues to be a challenge. We encourage members to volunteer their services, particularly those from rural areas, as we strive to maintain equitable and fair representation from all regions on the College Council.

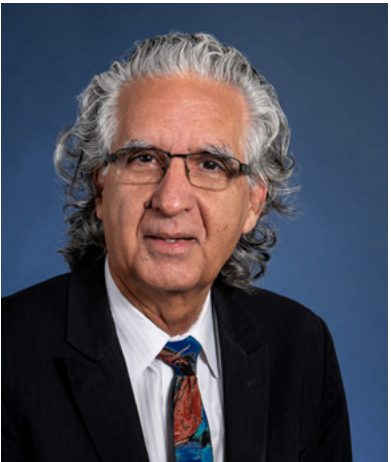
As Public Representatives, we can attest that College members have been well served by the Council, College staff, and volunteers throughout the 2024 calendar year.

All stakeholders of the College—including registered MLTs, the patient public, other healthcare professionals, and the leadership of Manitoba Health—can be confident that they are well served by the College of Medical Laboratory Technologists of Manitoba.

Public Representatives,  
as appointed in  
September 2018:



Steven Wu



Rajinder Pal Bhullar



Cynthia Rempel Patrick  
Term ended September 4<sup>th</sup>, 2024



Richard Panciera  
Appointed June 12<sup>th</sup>, 2024





## 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.

### 2023 Complaints Committee Members

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

The Complaints Committee received no new complaints in 2024.

There were two agreements and undertakings carried over from two complaints investigated in 2023. Both registrants/members have voluntarily surrendered and closed their registration. The agreements will remain in their files in abatement.

At the end of 2024, I have decided to resign from the Complaints Committee.



## Inquiry Committee Report

Amina Khizar, MLT, Inquiry Committee Chair

### 2024 Inquiry Committee Members:

- Amina Khizar, MLT
- Joyce MacDonald
- Public Representative  
*Resigned December 2023. A replacement public representative for the Committee has not been appointed by the Minister of Health's office.*

There have been no issues referred to the Inquiry Committee in 2024.

## Board of Assessors Report

Fatima Daniel-Parent, MLT

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.

### The 2024 Board of Assessors Members:

- Fatima Daniel-Parent, MLT (Chair)
- Gloria Mactavish
- Sheldon Kuzmik, MLT
- Prudence Beaulieu, MLT
- Jocelyn Almeda-Benedicto, MLT

During the period January 1, 2024-December 31, 2024, the Board of Assessors reviewed sixty-five (65) new applications with the following decisions:

Classification	Approved
Active Practicing	38
Temporary Practicing	1
Conditional converted to Active Practicing	25*
Conditional	5
Reinstated to Active: Practicing	15
Rejected	4
Withdrew Application (Active Practicing)	2
Rejected	0

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

One (1) Active: Practicing applications for registration were approved under the Canadian Free Trade Agreement (CFTA), labour mobility applicants from Saskatchewan.

Six (6) Active: Practicing applications for registration were approved for internationally educated applicants.

One (1) applicant under the CMLTM Substantial Equivalency policy, BOA-20, has completed all requirements and was converted to the Active: Practicing roster.

The following data related to reinstatements to Active Practicing:

- Eleven (11) returning from maternity leave,
- One (1) returning to practice, and
- Three (3) returning from retirement.

One (1) of the members granted a Conditional Certificates to Practice was not successful in writing their second examination.

I would like to express my appreciation to Gloria Mactavish, a long-standing volunteer serving on the Committee. I would also like to extend my thanks to Sheldon Kuzmik for his assistance, dedication, and commitment as a member of the Board of Assessors. I would like to welcome Jocelyn Almeda-Benedicto and Prudence Beaulieu as new members of the Board of Assessors.





## Continuing Competency Committee Report

Natalie Chaput, MLT, BSc., 2024 Continuing Competence Committee Chair

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

### 2024 Committee Members

- Natalie Chaput, MLT (Chair)
- Wendy Leduc, MLT
- Anna Avalos, MLT

### Committee Activity

The Committee met once in 2024. During this meeting, the Committee reviewed the Continuing Education Credit Assessment application 24-01, which was approved. Policy CCC-4 was also reviewed. The main change made to the policy was the removal of the requirement that courses needed to be an open enrollment and available for anybody to access.

After the meeting, the Committee performed a quality assurance review of submitted portfolios that were audited in 2024. The Deputy Registrar, Tricia VanDenakker, performed audits on all the portfolios submitted and the Committee reviewed a select few to ensure there are no errors or omissions. No major errors were noted, only a few minor errors were identified, and clarifications were provided from the Deputy Registrar.

Wendy Leduc, Anna Avalos, and I have agreed to stay on the Committee for the year 2025. Thank you to the Committee members for volunteering their time to the Continuing Competency Committee!

### 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 auditing a minimum of 20% of practicing members annually.

In 2024, 180 active members submitted portfolios upon request. The table below outlines the completed audit findings for the year.

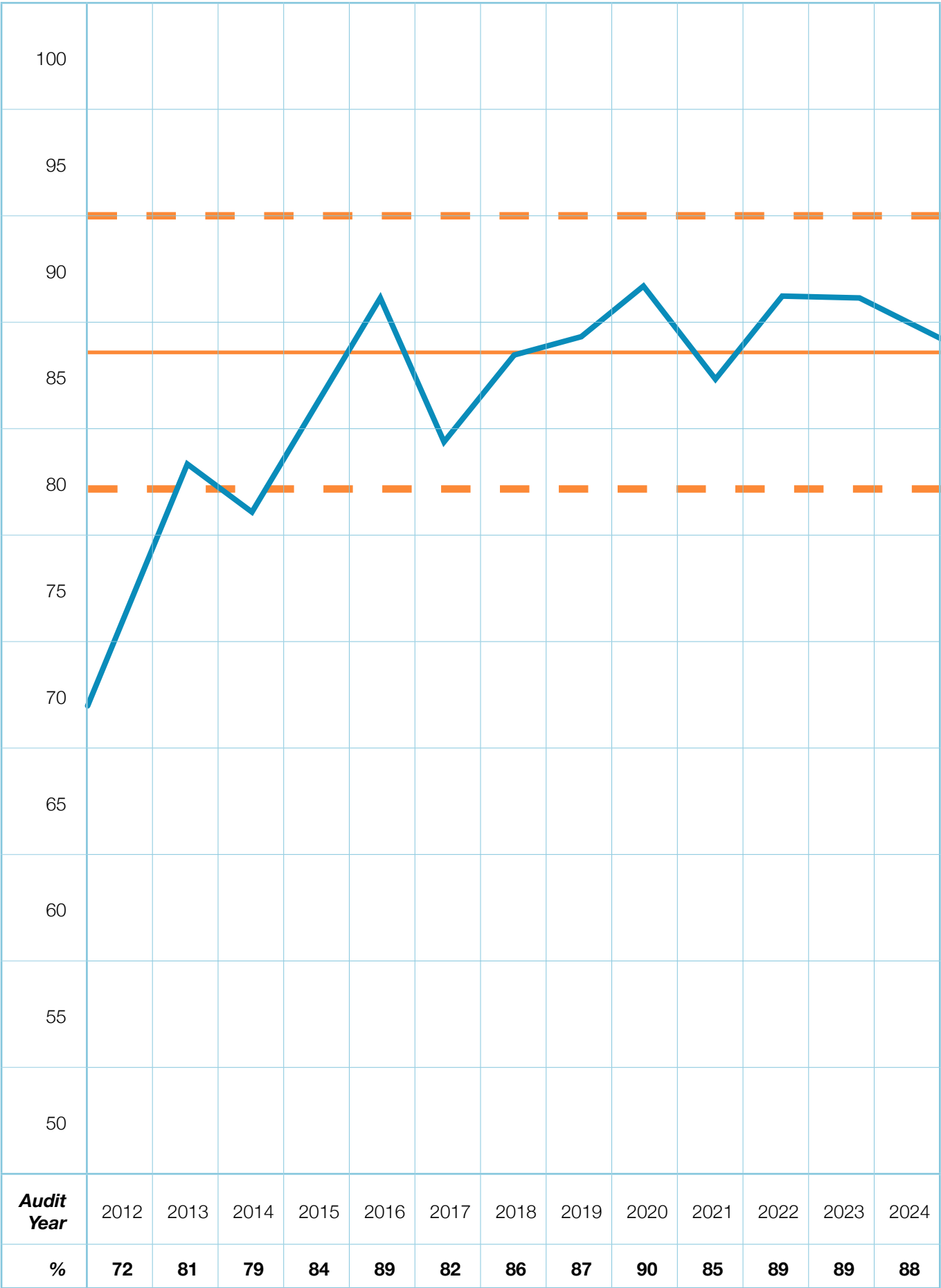
Audit Results for 2024	February	April	June	Total
Pass	5	45	38	88
Pass Less than 5 years	50	0	6	56
Marginal Pass	1	4	10	15
Fail Documentation	0	1	0	1
Fail Activities	4	10	3	17
Incomplete submission	0	0	0	0
Non-compliant	0	0	0	0
Deferred/Closed	0	0	3	3
Total	60	60	60	180

**Less Than 5 years** refers to members 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 failure would be due to missing documentation.

**Marginal Pass** includes submitted continuing education hours completed in the year of audit that was reassigned to a 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.

Historical Audit Pass % data provided by Janelle Baril, CMLTM Administrative Assistant:



# 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, 2024, 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, 2024, 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 Auditor's 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 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 Auditor's 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. As of the date of this report, the Other Information was not available, therefore we have not read, nor can we report on the other information.

## 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 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 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 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 Independent Auditor's 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.

June 18<sup>th</sup>, 2025







Statement of Financial Position  
For the year ended December 31<sup>st</sup>, 2024

	2024	2023
<b>Assets – Current</b>		
Cash, note 4	523,454	473,632
Accounts receivable	830	253
Guaranteed investment certificates, note 5	10,000	10,000
Portfolio investments, note 6	623,383	538,740
Prepaid expenses	24,141	16,220
	<b>1,181,808</b>	1,038,845
Capital assets, note 7	568,803	594,924
	<b>1,750,611</b>	1,633,769
<b>Liabilities – Current</b>		
Accounts payable and accrued liabilities, note 8	51,587	50,313
Unearned membership fees	454,584	447,132
Term loan due on demand, note 9	228,930	250,744
	<b>735,101</b>	748,189
<b>Net Assets</b>		
Unrestricted	175,639	41,401
Invested in capital assets	339,871	344,179
Internally restricted , note 10	500,000	500,000
	<b>1,015,510</b>	885,580
	<b>1,750,611</b>	1,633,769

Approved by the board

Date June 18, 2025  
JA Teumer  
Director

[Signature]  
Director

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> , 2024	Unrestricted	Invested in capital assets	Internally restricted	Total 2024	Total 2023
<b>Beginning balance</b>	41,401	344,179	500,000	885,580	823,142
Excess of revenue over expenditures	129,930	–	–	129,930	62,438
Amortization of capital assets	26,122	(26,122)	–	–	–
Principal payment - term loan due on demand	21,814	21,814	–	–	–
<b>Ending balance</b>	<b>175,639</b>	<b>339,871</b>	<b>500,000</b>	<b>1,015,510</b>	<b>885,580</b>

Statement of Operations  
For the year ended December 31<sup>st</sup>, 2024

	2024	2023
<b>Membership Fees</b>		
	<b>468,794</b>	<b>466,391</b>
<b>Expenses</b>		
Accounting and audit fees	23,067	23,240
Advertising	6,013	5,264
Amortization	26,122	25,916
Bank charges	16,435	17,116
Committee and program expense	22,630	37,023
Database and website costs	42,008	40,686
Interest on term loan due on demand	18,695	20,729
Legal fees	6,828	16,925
Memberships	7,257	9,279
Office	9,385	8,234
Postage	–	705
Professional development	874	2,338
Property taxes	16,037	15,733
Rental of equipment	28	28
Repairs and maintenance	17	3,991
Salaries and wages	229,793	236,150
Telecommunication	7,486	8,108
Utilities	8,800	9,897
	<b>441,475</b>	<b>481,362</b>
<b>Excess (deficiency) of revenue over expenses before other items</b>	<b>27,319</b>	(14,971)
<b>Other items</b>		
Foreign exchange loss	–	(365)
Gain on sale of investments	32,921	6,722
Investment fees	(10,582)	(9,152)
Investment income	23,354	22,727
Unrealized gain on investment	53,519	52,004
Rental income	800	1,000
Other income	2,599	4,473
	102,611	77,409
<b>(Deficiency )Excess of Revenue over Expenses</b>	<b>129,930</b>	62,438

Statement of Cash Flow  
For the year ended December 31<sup>st</sup>, 2024

Cash Provided by (Used in)	2024	2023
<b>Operations</b>		
Excess of revenue over expenses	129,930	62,438
Amortization of tangible assets	26,122	25,916
Unrealized gain on investments	(53,519)	(52,004)
Gain on sale of investments	(32,921)	(6,722)
Changes in non-cash working capital items	226	4,253
<b>Cash Provided by Operations</b>	<b>69,838</b>	<b>33,881</b>
<b>Investing</b>		
Proceeds on disposal of investments	147,252	-
Net additions to portfolio investments	(145,454)	(2,655)
<b>Cash Provided by (Used in) Investing</b>	<b>1,798</b>	<b>(2,655)</b>
<b>Financing</b>		
Repayment of term loan due on demand	(21,814)	(19,780)
Repayment of federal government loan	0	(40,000)
<b>Cash Used in Financing</b>	<b>(21,814)</b>	<b>(59,780)</b>
<b>Net Cash Provided By (Used in) Operating, Investing and Financing</b>	<b>49,822</b>	<b>(28,554)</b>
<b>Cash, Beginning Of Year</b>	<b>473,632</b>	<b>502,186</b>
<b>Cash, End Of Year</b>	<b>523,454</b>	<b>473,632</b>

Notes to the Financial Statements  
For the year ended December 31<sup>st</sup>, 2024

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)(l) 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 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.

Investment income is recognized when earned and collectibility 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

(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 are initially measured at fair value and subsequently measured atcost less impairment.

(f) Contributed Services

Contributions of services provided by the volunteer board are not recorded, as fair value of contributed services can not be reasonably estimated.



Notes to the Financial Statements  
For the year ended December 31<sup>st</sup>, 2024



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 and portfolio investments. The Organization’s cash, guaranteed investment certificates 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.

Portfolio investments consisting of Canadian and U.s fixed income and equities, are subject to market rate risk. 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. In 2024, the U.S investment was 32% (2023- 33%) of the portfolio.

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.

Currency risk refers to the risk that the fair value of financial instruments or future cash flows associated with the instruments will fluctuate relative to the Canadian dollar due to fluctuations in foreign exchange rates. The Organization’s functional currency is the Canadian dollar. The Organization holds U.S investments that are denominated in U.S. currency. The extent of currency risk that the Organization is exposed to is the exchange value of all foreign investments held during the year.

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. The extent of other price risk that the Organization is exposed to is the full market value of all publicly-traded securities held during the year.

There have been no 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% and a non-revolving demand loan in the amount of \$35,000 with interest at prime plus 1.00%. The facility was not used at December 31, 2024 (2023 - nil).

5. GUARANTEED INVESTMENT CERTIFICATES

Redeemable GIC earning interest at 4.55% (2023 - 4.05%), maturing May 27, 2025.

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:

Fixed investments as a percentage of total based on fair market value as at December 31, 2024 is 39% (2023- 38%)

	2024 Cost	2024 Market Value	2023 Market Value
Fixed income	251,235	240,052	202,910
Equities	244,859	374,885	331,658
Investment trusts	8,945	8,446	4,172
Total	505,039	623,383	538,740

7. CAPITAL ASSETS

	Cost	Accumulated Amortization	2024 Net Carrying Amount
Land	100,000	–	100,000
Building	593,486	138,455	455,031
Computer equipment	8,563	8,563	–
Office equipment	21,473	20,137	1,336
Database	195,774	183,338	12,436
Total	919,296	350,493	568,803

	Cost	Accumulated Amortization	2023 Net Carrying Amount
Land	100,000	–	100,000
Buildings	593,486	123,618	469,868
Computer equipment	8,563	8,563	–
Office equipment	21,473	19,328	2,145
Database	195,774	172,863	22,911
Total	919,296	324,372	594,924

8. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2024	2023
Trade	1,660	3,122
Credit card	326	1,141
Wages	25,763	23,139
Accrued liabilities	23,838	22,911
Total	51,587	50,313

Notes to the Financial Statements  
For the year ended December 31<sup>st</sup>, 2024



9. TERM LOAN DUE ON DEMAND

	2024	2023
Term loan due on demand, repayable in monthly instalments of \$3,375 per month bearing interest at prime plus 1%. Beginning February 2025 monthly instalments will increase to \$4,171 subject to the same terms due May 2030, secured with the Organization’s building property pledged as collateral, and a general security agreement.	228,930	250,744
Principal repayments due over the next 5 years, assuming demand is not made, are estimated as follows:	2025	35,422
	2026	36,619
	2027	41,185
	2028	43,921
	2029 and thereafter	71,783
	Total	228.930

10. INTERNALLY RESTRICTED NET ASSETS

The Council (governing body) of the Organization had established an internally restricted fund for the purpose of funding future legal expenses.

The Organization may not use these internally restricted amounts for any other purposes without the approval of the Council.





