



**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS
OF MANITOBA**

245 Lilac Street
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**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA
COUNCIL MEETING**

Wednesday December 11, 2024, 1730hrs

CMLTM Boardroom/Zoom Room - 245 Lilac Street, Winnipeg, MB

Present: Jackie Tower, Kevin Simonetto (online), Llorra Alejandro Yarema (online), Curtis Born (online)

Public Representatives: Rajinder Pal Bhullar (online), Steven Wu (online), Richard Panciera (online)

Staff: Adam Chrobak, Tricia VanDenakker, Janelle Baril

Guests: Fatima Daniel-Parent (online), Natalie Chaput (online), Matthew Bueno de Mesquita (online)

Regrets: Maria Bobiles, Amina Khizar

1. Welcome and Land Acknowledgement Statement *Jackie Tower*

- Meeting called to order by Jackie Tower, Council Chair, at 1733hrs. Quorum met.
- Land Acknowledgement Statement was read.

2. Approval of October 19, 2024, Minutes *Jackie Tower*

- Corrections: None

Motion 24:52 Llorra Alejandro Yarema/Curtis Born

Be it moved to approve the October 19, 2024 Council Meeting Minutes as presented.

CARRIED

3. Approval of Agenda *Jackie Tower*

- Additions to New Business: Board Education and affirmation of the newsletter motion made via Survey Monkey

Motion 24:53 Kevin Simonetto/Steven Wu

Be it moved to remove agenda item 5.10 "Travel and Expense Policy" from the agenda and referred to Executive Committee for review.

CARRIED

Motion 24:54 Curtis Born/Rajinder Pal Bhullar

Be it moved to approve the December 11, 2024 Agenda as amended.

CARRIED

4. Consent Agenda Items:

- 4.1. Registrar's Report (previously circulated)
- 4.2. Board of Assessors Report (no report)
- 4.3. CCC Report (no report)
- 4.4. Complaints Committee Report (no report)
- 4.5. Inquiry Committee Report (no report)
- 4.6. TRC Committee Report (previously circulated)

Adam Chrobak
Fatima Daniel-Parent
Natlie Chaput
Maria Bobiles
Amina Khizar
Nicole Evans



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4.7. Executive Committee Report (previously circulated)

Jackie Tower

Motion 24:55 Kevin Simonetto/Richard Panciera

Be it moved to approve the Consent Agenda Items as presented.

CARRIED

5. Business Requiring Action

5.1. Approve Q3 Financial Statements

Kevin Simonetto

Motion 24:56 Kevin Simonetto/Curtis Born

Be it moved to approve the Q3 Financial Statements as presented.

CARRIED

Matthew Bueno de Mesquita (guest) joined the meeting at 1746hrs

5.2. Accounting Services

Adam Chrobak

- F. H. Black & Company informed CMLTM that there will be a 28% increase in the accounting fees in 2025.
- F.H. Black & Company indicated that they would review the services provided in an effort to minimize the increase.
- The CMLTM By-laws indicate that Council appoints the accountant despite this being an Operational issue.
- A Briefing Note was presented. It may be time to issue a Request for Proposal (RFP) for accounting service. The RFP will be posted to “Merx” and emailed to a few Accountants including F.H. Black & Company.

Motion 24:57 Kevin Simonetto/Llora Alejandro Yarema

Be it moved to issue a Request for Proposal for accounting services.

CARRIED

5.3. 2025 Budget

Adam Chrobak

- The budget has not changed significantly since 2023. Main highlights include hiring a consultant for Strategic Planning, and computer equipment updates.
- 2025 budget is projecting a \$25,000 deficit.
 - Council may consider deferring the Strategic Planning consultant from 2025 to 2026.

Motion 24:58 Kevin Simonetto/Steven Wu

Be it moved to approve the 2025 CMLTM Budget as presented.

CARRIED

5.4. Policy Review

Jackie Tower

- Policies for review: BOA-1, 2, 3, 6, 7, 19, 20, EL-3, 4, 5, 7, 8, 9, 10, GP-29
- The Board of Assessors reviewed and agreed with all edits to the BOA policies. The edits were required due to Motion 24:48 passed on October 19th, 2024 to recognize the CAMLPR competency profile and prior learning assessment, and approve the CAMLPR exam for registration.



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- The Executive Committee reviewed the remaining policies and agreed with the edits.

Motion 24:59 Curtis Born/Llora Alejandro Yarema

Be it moved to approve BOA-1, 2, 3, 6, 7, 19, 20, EL-3, 4, 5, 7, 8, 9, 10, GP-29 as presented.

CARRIED

5.5. Practice Direction Review/Update

Adam Chrobak

- Practice Direction Interprofessional Collaboration was originally developed in 2017 through Manitoba Alliance of Health Regulator Colleges (MAHRC) using a research document that had been developed. That research document has recently been updated/revised. Tricia VanDenakker (Deputy Registrar) joined the MAHRC working group to update the Practice Direction.
- The content of the Practice Direction must be adopted as presented since all health regulatory Colleges will be using it as a standard document. The premise is that we will all be under the RHPA and all Practice Directions need to be aligned as there may be a time when a practitioner from another College questions why they have to follow it if another College does not.

Motion 24:60 Richard Panciera/Curtis Born

Be it moved to accept the updates to the Practice Direction: Interprofessional Collaboration as presented.

CARRIED

5.6. Appoint Council Member/Committee Chairs

Jackie Tower

- Volunteer resumes were received by CMLTM staff and presented to Council for approval.

Motion 24:61 Curtis Born/Llora Alejandro Yarema

Be it moved to appoint Karanveer Dhillon to Council for a three-year term, December 11, 2024 – December 31, 2027, and Graziella Te as the Complaints Committee Chair, Fatima Daniel-Parent as the Board of Assessors Chair, Natalie Chaput as the Continuing Competency Committee Chair, and Amina Khizar as the Inquiry Committee Chair for the 2025.

CARRIED

5.7. Approval of Committee members

Jackie Tower

- All existing Committee members have agreed to stand on their respective committees for the 2025.

Motion 24:62 Richard Panciera/Rajinder Pal Bhullar

Be it moved to approve Gloria McTavish, Jocelyn Almeda-Benedicto, Prudence Beaulieu, and Sheldon Kuzmik to the Board of Assessors, Wendy Leduc and Anna Avalos to the Continuing Competency Committee, Sharon Lytwyn and Harvey Suski to the Complaints Committee, and Joyce MacDonald to the Inquiry Committee for the 2025.

CARRIED

5.8. Annual Performance Evaluation Registrar/CEO, Council, Chair *Jackie Tower*

- The evaluations were discussed at the November 21, 2024 Executive Committee meeting.



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- Registrar/CEO Evaluation to be deferred until the February Council meeting to give Council and the Executive Committee time to review the previous goals identified.
- Responses for Council/Chair evaluations were overall positive. Some aspects of the evaluation form have been identified that may not relate to Council. Proposed that a working group be created to review and possibly create a new form for the 2025 evaluations.

Motion 24:63 Richard Panciera/Curtis Born

Be it moved to create a Working Group with Jackie Tower, Llorra Alejandro Yarema, Kevin Simonetto, and Tricia VanDenakker to review and create new Council/Chair annual evaluation tools.

CARRIED

5.9. Registrar/CEO Salary Review

Jackie Tower

- The Executive Committee had Katheleen Jinkerson from The Talent Company attend their November 21, 2024 meeting. She is a consultant who came to discuss what services they could provide regarding conducting a salary/wage review and providing some guidance/recommendations in the decision-making process for the Registrar/CEO salary.
- The Executive Committee were impressed with The Talent Company presentation and proposed fees. The Executive Committee submitted a Briefing Note for Council to consider issuing a RFP for a salary review.

Motion 24:64 Curtis Born/Steven Wu

Be it moved to issue a Request for Proposal for a consultant regarding the Registrar/CEO salary review. During the question period, Richard Panciera questioned the need to issue an RFP if the Executive Committee was impressed with the presentation from The Talent Company and the proposed fees were reasonable.

MOTION WITHDRAWN

Motion 24:65 Richard Panciera/Llorra Alejandro Yarema

Be it moved to direct the CMLTM to contract with The Talent Company to perform the Registrar/CEO salary review.

CARRIED

5.10 Travel and Expense Policy

Jackie Tower

- Referred to the Executive Committee to review and eventually presented at the February 5, 2025 Council Meeting.

6. Information Items & Updates

6.1. CMLTM RHPA Regulation Development

Adam Chrobak

- Still waiting for the Regulated Health Professions Act (RHPA) draft regulations. Once the draft regulations have been received, CMLTM Council will need to review and approve them before they go to consultation.
- Adam Chrobak (Registrar/CEO) has been speaking with Carl Damour, the Registrar for the Alberta College of Combined Laboratory and X-Ray Technologists (ACCLXT), to discuss a national Competency Profile. The ACCLXT has money set aside to review and update the



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Competency Profile. CMLTM has been asked to be involved in the development. ACCLXT does not expect CMLTM to financially participate.

- ACCLXT is also looking to update the Code of Ethics and Practice Standards for CLXTs. These are all documents that CMLTM will need to have in place when we move to the RHPA.

6.2. CAMLPR Update

Adam Chrobak

- Canadian Alliance of Medical Laboratory Professionals Regulators (CAMLPR) partnered with Harvard West Insurance to provide a third option for Professional Liability Insurance (PLI) to MLTs and MLAs in Manitoba:
 - Harvard West Insurance (HWI) *no membership required*
 - Medical Laboratory Professionals Association of Ontario (MLPAO) *membership required*
 - Canadian Society for Medical Laboratory Science (CSMLS) *membership required*
- The CAMLPR project leads have been attending several meetings with Educators and Employers across Canada to discuss the project and transition process. There is a meeting on December 12, 2024 with the Regulatory Colleges across Canada. The CMLTM Council Chair, Jackie Tower, was invited, as well as Board members from the British Columbia Society of Laboratory Science (BCSLS), College of Medical Laboratory Technologists of Alberta (CMLTA), and CSMLS. CMLTA is not a member of CAMLPR, but it is important they attend to understand what the project is about.
- CAMLPR is expecting to hire an Executive Director (ED) in January 2025.
- CAMPLR is expecting to have the Exam and Prior Learning Assessment (PLA) available to accept applicants by June/July 2025. The intention is to have the exam available to anybody eligible to write the CSMLS exam (graduates from an Equal accredited medical laboratory sciences education program or candidates that have completed the CSMLS PLA).
- November 2025 will be when all new IEMLTs will need to go through the CAMLPR PLA process. The February 2026 CSMLS exam will be the last CSMLS exam that CAMLPR member organizations will accept for registration.

6.3. CMLTM Branding/Image

Adam Chrobak

- The CMLTM graphic designer, Tyler, is looking for direction regarding developing the branding.
- Adam Chrobak, Registrar/CEO, also contacted another graphic designer (instructor at Red River College Polytechnic).
- Still looking at different ideas for a logo. The budget is a limiting factor.

7. Future Priorities

7.1. Registrar/CEO Annual Performance Evaluation

7.2. Registrar/CEO Salary

7.3. Council Annual Performance Evaluation

7.4. Spring Newsletter

- Open for article suggestion/submission.

7.5. Nomination Committee – Recruitment Plan

7.6. Review Standards of Practice & Code of Ethics



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- 7.7. Develop Practice Directions
- 7.8. Contingency and Succession Planning
- 7.9. Travel and Expense Policy

8. New Business

- Board Education
 - Adam Chrobak (Registrar/CEO) recently circulated to Council an email from Volunteers Manitoba that included several board education sessions. Volunteer Manitoba offered private Board Education sessions that could be held in the CMLTM boardroom. These are 3-hour sessions and Jackie Tower (Chair) thinks it would be important for Council to participate in board education and would like feedback on how we can arrange these sessions.
 - Steven Wu, Public Representative, inquired if it would be offered hybrid style or if it must be done in person. After investigation, it seems the Board Governance sessions that Volunteers Manitoba offers are in person, but we may be able to discuss hybrid options with them.
 - It will be more cost effective for CMLTM to host a workshop and have Council members attend. It is a big commitment and Council members seemed more willing to attend a two session (6-hours) on a Saturday than a 3-hour session in the evening after work.
 - Janelle Baril (Administrative Assistant) will issue a survey to Council regarding willingness to attend sessions and perhaps find a date/time that works best for the majority to attend a session.
- Re-affirm Fall Newsletter motion made by Survey Monkey on October 22, 2024

Motion 24:51 Llora Alejandro Yarema/Curtis Born

Be it moved to approve the CMLTM 2024 Fall Newsletter for presented distribution.

CARRIED

9. Meeting Review

Jackie Tower

- A survey will be issued to all attending Council members through BoardEffect.

10. Adjournment

Jackie Tower

- The meeting was adjourned at 1935hrs by Jackie Tower, Council Chair.

Motion 24:66 Richard Panciera

Be it moved to adjourn the meeting.

CARRIED

Approved on February 5, 2025 by Council