



**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS  
OF MANITOBA**

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

Phone: 204-231-0311  
Fax: 204-489-7300  
Toll Free: 877-331-0311  
E-mail: cmltm@cmltm.ca

**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA  
COUNCIL MEETING**

**Wednesday December 6, 2023, 1730hrs**

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

**Present:** Matthew Bueno de Mesquita, Jackie Tower, Kevin Simonetto, Amina Khizar

**Public Representatives:** Steven Wu (online), Cynthia Rempel Patrick (online), Rajinder Pal Bhullar (online)

**Guests:** Adam Chrobak, Tricia VanDenakker, Natalie Chaput

**Regrets:** Prashant John, Maria Bobiles, Jesziel LaForrest

1. Welcome and Land Acknowledgement Statement *Matthew Bueno de Mesquita*
  - Meeting called to order by Matthew Bueno de Mesquita, Council Chair, at 1535hrs. Quorum met.
  - Land Acknowledgement Statement was read.

*Amina Khizar joined the meeting.*

2. Approval of October 21, 2023, Minutes *Matthew Bueno de Mesquita*

**MOTION 23:50** Cynthia Rempel-Patrick/Jackie Tower

Be it moved to approve the October 21, 2023 minutes as amended.

**CARRIED**

3. Approval of Agenda *Matthew Bueno de Mesquita*

**MOTION 23:51** Steven Wu/Kevin Simonetto

Be it moved to approve the December 6, 2023 Agenda as presented.

**CARRIED**

4. Consent Agenda Items:
  - 4.1 Registrar's report *Adam Chrobak*
  - 4.2 Board of Assessors report *Prashant John*
  - 4.3 Continuing Competency Committee *Natalie Chaput*
  - 4.4 Complaints Committee report *Maria Bobiles*
  - 4.5 Inquiry Committee report *Amina Khizar*
  - 4.6 Executive report *Matthew Bueno de Mesquita*



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**MOTION 23:52** Jackie Tower/Cynthia Rempel-Patrick

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

**CARRIED**

- Kevin Simonetto, Treasurer, requested further information regarding the RRC Polytech’s decision to reserve seats in their 40 seat classes for part-time students. Tricia VanDenakker, Deputy Registrar, is investigating as CMLTM was not involved in this decision and were not aware of it prior to being informed. Kevin to submit questions after the meeting and an email will be sent to all Council members with the information that CMLTM has on hand.

5. Business Requiring Action

5.1 Approve Q3 Financial statements

*Kevin Simonetto*

**MOTION 23:53** Jackie Tower/Kevin Simonetto

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

**CARRIED**

5.2 Council Officers Appointments

*Matthew Bueno de Mesquita*

- Position of Secretary is still open for appointment. This position requires reviewing minutes and the newsletter and attending Executive Committee meetings.

**MOTION 23:54** Jackie Tower/Kevin Simonetto

Be it moved to appoint Steven Wu as Council Secretary for the CMLTM Council for 2024.

**CARRIED**

5.3 Committee Chair appointments

*Matthew Bueno de Mesquita*

**MOTION 23:55** Cynthia Rempel-Patrick/Steven Wu

Be it moved to appoint Natalie Chaput as Chair of the Continuing Competency Committee, Fatima Daniel-Parent as Chair of the Board of Assessors, and Amina Khizar as Chair of the Inquiry Committee for 2024.

**CARRIED**

5.4 Registrar/CEO Annual Performance Evaluation

*Matthew Bueno de Mesquita*

- A Briefing Note was submitted
- Council has a responsibility to provide meaningful oversight of the operations of CMLTM.
- The Council is required to perform an annual performance evaluation for the Registrar/CEO, Council, and Council Chair.
- Adam Chrobak, Registrar/CEO, informed Council that the Manitoba Alliance of Health



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Regulatory Colleges (MAHRC) has recently contracted Jansen HR to develop their evaluation tools.

- Barry Jansen was invited to an Executive Committee to give a presentation and provided a proposal to CMLTM to do the same.
  - Kevin Simonetto asked if there were additional companies that provide this same service where additional proposals can be submitted for comparison. Council would need to prepare a “Request for Proposal” as it would be a conflict of interest for the Registrar.
  - Adam Chrobak responded, as per the instructions provided during the Executive meeting, he was asked to develop a briefing note based on the Jansen HR proposal only.
  - Cynthia Rempel-Patrick has requested that in the future, if there is something new, that a “Request for Proposal” be issued to allow multiple quotes to be considered.

*Meeting was paused at 1818hrs as the internet went out.*

*Meeting resumed at 1828hrs when internet was restored.*

**MOTION 23:56 Jackie Tower/Steven Wu**

Be it moved to accept Option #1 of the Briefing Note:

1. Accept the proposal for Project 1, Registrar/CEO Performance Assessment Tool,
  - a. Develop the Registrar/CEO performance assessment tool for 2023 assessment.
  - b. Defer Project 2, Council Performance Assessment Tool to a later date, potentially to develop the 2024 Council Performance Assessment Tool.

**CARRIED**

5.5 Council/Chair Annual Performance Evaluation

*Matthew Bueno de Mesquita*

- Council Chair, Matthew Bueno de Mesquita, will email the Council members who have not completed the Council/Chair Annual Performance Evaluations yet.
- Deferred until February Council meeting.

5.6 Council Variance threshold

*Matthew Bueno de Mesquita*

- Briefing note was submitted. Council has a fiduciary responsibility to provide meaningful oversight of the CMLTM financial statements. In an effort to utilize CMLTM resources efficiently and effectively, Council should consider an acceptable threshold of variance, budget verses actual, for quarterly statements reported to Council.

**MOTION 23:57 Jackie Tower/Steven Wu**

Be it moved to accept Option #1 of the Briefing Note:

1. Set the variance threshold on quarterly statements for budgeted expenses to be:
  - a. Below (<) \$5,000 to +/- 50%
  - b. Above (>) \$5,000 to +/- 20%



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**CARRIED**

5.7 Registration Fees 2025-2028

*Matthew Bueno de Mesquita*

- Briefing note was submitted.
- The Council has the responsibility to ensure CMLTM has the resources to meet its regulatory responsibilities.
- In the past, the Council resisted implementing fee increases until CMLTM was experiencing a financial crisis. As a result, Council was faced with the need to approve a significant fee increase.
- The 2019-2020 CMLTM Strategic Plan identified financial stability and accountability as one of the strategic goals.
- If an increase is to be implemented, it would need to be announced to registrants no later than April. Decision should be made by the February Council meeting.
- Deferred until the February Council Meeting.
- Cynthia Rempel-Patrick has requested that the Executive Committee review and determine whether they can find a 3% reduction in the budget.

**MOTION 23:58** Jackie Tower

Be it moved to accept Option #1 of the Briefing Note:

1. Implement a 3% annual fee increase for 2025-2028.

**No Seconder, the motion failed.**

5.8 Policy reviews, CCC1, 2, 3, and 5

*Natalie Chaput*

**MOTION 23:59** Kevin Simonetto/Cynthia Rempel-Patrick

Be it moved to approve policies CCC-1, CCC-2, CCC-3, and CCC-5 as presented and amended.

**CARRIED**

6. Informational items/updates

6.1 CMLTM RHPA Regulation Development

*Adam Chrobak*

- No huge developments since the October meeting. The Registrar, Adam Chrobak, has met with Donna Hill and her team about the regulations, as well as with Shared Health about Supervision Agreements. Hoping to meet with Donna Hill again before the end of the year.

6.2 TRC Committee

*Tricia VanDenakker*

Manitoba Indigenous Cultural Safety Training (MICST)

Webpage content has started to be populated.

- A revised land acknowledgement statement has been prepared. Approval to be deferred to the February Council meeting.



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7. Future Priorities

- 7.1 Nomination Committee, recruitment plan
- 7.2 Vacant Council Position
- 7.3 Newsletter

8. Future Agenda Items

*Council*

- Council/Chair Annual Performance Evaluation
- Registration Fees 2025-2028
- Approval of new land acknowledgement statement.

9. Meeting Review

*Matthew Bueno de Mesquita*

- A survey will be sent to all attendees through BoardEffect.

10. Adjournment

*Matthew Bueno de Mesquita*

- The meeting as adjourned at 1957hrs by Council Chair, Matthew Bueno de Mesquita.

**MOTION 23:60** Kevin Simonetto

Be it moved to adjourn the meeting.

**CARRIED**

Approved on February 7, 2024 by COUNCIL