



**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS  
OF MANITOBA**

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

**Wednesday February 5, 2025, 1730hrs**

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

**Present:** Jackie Tower, Llorra Alejandro Yarema, Kevin Simonetto (online), Karanveer Dhillon (online)

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

**Staff:** Adam Chrobak, Janelle Baril

**Guests:** Fatima Daniel-Parent (online)

**Regrets:** Natalie Chaput, Richard Panciera, Tricia VanDenakker, Amina Khizar, Graziella Te

1. Welcome and Land Acknowledgement Statement *Jackie Tower*
  - Meeting called to order by Jackie Tower, Council Chair, at 1732hrs. Quorum met.
  - Land Acknowledgement Statement was read.
2. Approval of December 11, 2024, Minutes *Jackie Tower*
  - Corrections: None

*Kevin Simonetto joined the meeting at 1735hrs.*

**Motion 25:01** Llorra Alejandro Yarema/Steven Wu

Be it moved to approve the December 11, 2024 Council Meeting Minutes as presented.

**CARRIED**

3. Approval of Agenda *Jackie Tower*
  - Additions to New Business: None

**Motion 25:02** Llorra Alejandro Yarema/Rajinder Pal Bhullar

Be it moved to approve the February 5, 2025 Agenda as presented.

**CARRIED**

4. Consent Agenda Items:
  - 4.1. Registrar's Report (previously circulated) *Adam Chrobak*
  - 4.2. Board of Assessors Report (verbal report given) *Fatima Daniel-Parent*
  - 4.3. CCC Report (no report) *Natalie Chaput*
  - 4.4. Complaints Committee Report (previously circulated) *Graziella Te*
  - 4.5. Inquiry Committee Report (no report) *Amina Khizar*
  - 4.6. TRC Committee Report (no report) *Nicole Evans*
  - 4.7. Executive Committee Report (previously circulated) *Jackie Tower*



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### **Motion 25:03** Steven Wu/Kevin Simonetto

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

**CARRIED**

### 5. Business Requiring Action

#### 5.1. Approve Q4 Financial Statements

*Kevin Simonetto*

- The Q4 financial statements were delayed, did not receive the finalized Q4 Statements from the accountant Monday February 3, 2025.
- The Q4 financial statements and variance report were included in the meeting documents for Council's consideration.
- Since the Council may not have had enough time to review the statements, the Registrar/CEO, Adam Chrobak, provided an overview of the financial statements and variance.
- The Annual Investment Report was provided to council. \$500,000 of the investments are internally restricted as the legal reserve fund. The funds are intended for legal expenses related to the Complaints and Inquiry Committees.

### **Motion 25:04** Kevin Simonetto/Steven Wu

Be it moved to approve the Q4 Financial Statements as presented.

**CARRIED**

#### 5.2. Accounting Services RFP

*Jackie Tower*

- Adam Chrobak, the Registrar/CEO, issued a request for proposal (RFP) for accounting services. Four (4) proposals were received. Adam prepared an evaluation form for the Executive Committee to use to evaluate the proposals. The Executive Committee will meet to review the evaluations and bring a recommendation to Council.
- Executive Committee will meet the first week of March to discuss the proposals and schedule interviews with the potential accountants.
- The Executive Committee will have recommendations for Council to consider at the April 16, 2025 Council meeting.

#### 5.3. Policy Review Travel & Expense Policy

*Jackie Tower*

- During the January 15, 2025 Executive Committee meet the Travel & Expense Policy briefing note was discussed. The Executive Committee agreed to support the recommendation of the briefing note to use the CRA expense guidelines for the CMLTM Travel & Expenses Policy.

### **Motion 25:05** Kevin Simonetto/Rajinder Pal Bhullar

Be it moved to approve the amended Travel and Expense Policy, and to adjust clause 9 and 13 in the policy to review the CRA expense claim guidelines annually and update the expense rates.

**CARRIED**

#### 5.4. Board Education

*Jackie Tower*

- A survey on board education was completed by Council and Committee Chairs.



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- It was determined that there will be two (2) board education sessions, “Roles and Responsibilities of a Non-Profit Board”, and “Financial Responsibilities of a Non-Profit Board”, presented by Volunteer Manitoba on March 15, 2025.
- Two additional sessions will be scheduled in September or October to cover the topics of “Board Succession Planning”, and “How to Complete a Board Evaluation”.

### 5.5. Annual Performance Evaluation Registrar/CEO, Council *Jackie Tower*

- The Executive Committee reviewed and discussed the Registrar/CEO annual performance evaluation summary prepared by Jackie Tower, Council Chair. The Executive Committee has deferred the performance evaluation until “The Talent Company” has completed the salary review.

### 5.6. Update, The Talent Company *Jackie Tower*

- Adam Chrobak, the Registrar/CEO, has met with “The Talent Company” to discuss the documents needed to complete the salary review. Adam has provided all documents and information requested.
- Jackie Tower, Council Chair, has met with “The Talent Company” to discuss Council’s expectations and timelines of the consultation project. The consultation process is expected to take 3-4 weeks. The Executive Committee will review the final report and recommendations, and provide an update at the April 16, 2025 Council Meeting.

## 6. Information Items & Updates

### 6.1. CMLTM RHPA Regulation Development *Adam Chrobak*

- Progress on the CMLTM draft regulations, General and Practice. The General Regulations are almost complete. There was no update on Practice Regulations. It is expected that there will be questions from the legal drafters. No timeline has been provided yet.
- Kevin Simonetto, Treasurer, asked if a timeline has been provided. None has been given yet. Kevin also asked how quickly CMLTM would be required to register the combined laboratory and x-ray technologists (CXLTs) if the regulations were approved this year. Once the regulations have been approved, CMLTM will have a year to implement the new regulations. If everything goes well, regulations should be approved in November/December 2025 with implementation dates being early 2026 and start registering CXLTs. CXLTs will have three (3) months to become registered once the regulations are approved and in-force.
- CMLTM was invited to be a part of the consultation review process of the application for regulation of the medical radiation technologists (MRTs) under the RHPA.

### 6.2. CAMLPR Update *Adam Chrobak*

- CAMLPR stands for “The Canadian Alliance of Medical Laboratory Professionals Regulators.”
- In the Registrar’s Report, Adam had provided a summary of the last CAMLPR board meeting that highlighted some of the decisions that were made. In terms of the CAMPLR project, it is moving very quickly. CAMLPR submitted the competency profile to Equal, and they are working with Equal to implement the new competency profile as the national profile that will be used to accredit the education programs. The timeline is still being worked on.



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- The CAMLPR exams are being validated. CAMLPR expects to have the exam and prior learning assessments available in June or July of 2025.
- CAMLPR has posted the Executive Director position. The deadline for applications the ED position is February 19, 2025. The team will start interviews shortly afterwards. CAMLPR is expecting to have hired an Executive Director sometime in March 2025.

### 6.3. Contingency-Succession Planning

*Adam Chrobak*

- Council has struggled for several years with succession planning for the Registrar/CEO. The CMLTM office has developed contingency documents in the event of minor short-term events, but there are no formal plans that have been approved by Council.
- Previously, Council had created the Deputy Registrar position for Contingency/Succession planning. The two (2) purpose of the Deputy Registrar were:
  1. *Contingency*: Act as the Registrar for a short-term period if the Registrar was unable to work or left the position.
  2. *Succession Planning*: Be groomed/mentored with the intention of eventually becoming the Registrar, if required.
- Council needs to consider contingency/succession of the Registrar/CEO. CMLTM Staff have shared some documents and plans from other regulated health professions. The Executive Committee will review the documents and discuss the issue fully before making any recommendation to Council.

### 7. Future Priorities

7.1. Registrar/CEO Annual Performance Evaluation

7.2. Registrar/CEO Salary Review

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

7.7. Develop Practice Directions

### 8. New Business

- None was added.

### 9. Future Agenda Items

- Contingency/Succession Planning
- The Talent Company Update
- Annual Report

### 10. Meeting Review

*Jackie Tower*

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



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11. Adjournment

*Jackie Tower*

- The meeting was adjourned at 1848hrs by Jackie Tower, Council Chair.

**Motion 25:06** Kevin Simonetto

Be it moved to adjourn the meeting.

**CARRIED**

Approved on April 16, 2025 by Council