



**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 7, 2024, 1730hrs**

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

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

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

**Guests:** Adam Chrobak (online), Tricia VanDenakker (online), Natalie Chaput (online), Maria Bobiles (online), Fatima Daniel-Parent (online), Donna Hill (online)

**Regrets:** Jesziel LaForrest

1. Welcome and Land Acknowledgement Statement *Matthew Bueno de Mesquita*
  - Meeting called to order by Matthew Bueno de Mesquita, Council Chair, at 1730hrs. Quorum met.
  - Land Acknowledgement Statement was read.

2. CMLTM RHPA General Regulations Policy Draft Presentation *Donna Hill*
  - Adam Chrobak provided a summary of CMLTM's history with the RHPA and preparing to get to the point where the Draft is ready for review by Council.
  - Donna Hill, Manitoba Health Legislative Unit, provided a summary of the Draft Regulations Policy and an overview of what changes will occur to the CMLTM's committee structure.
  - Manitoba Health approved CMLTM proposal to regulate Combined Laboratory and X-ray Technologists (CXLTs) and included in the new CMLTM RHPA Regulations.

*Maria Bobiles joined the meeting at 1738hrs.  
Kevin Simonetto joined the meeting at 1748hrs.*

*Donna Hill left the meeting at 1825hrs.*

3. Approval of December 6, 2023, Minutes *Matthew Bueno de Mesquita*
  - Corrections: None

**MOTION 24:01 Cynthia Rempel-Patrick/Jackie Tower**

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

**CARRIED**



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4. Approval of Agenda

- Additions/Corrections: None

*Matthew Bueno de Mesquita*

**Motion 24:02** Jackie Tower/Kevin Simonetto

Be it moved to approve the February 7<sup>th</sup>, 2024, agenda as presented.

**CARRIED**

5. Consent Agenda Items:

- 4.1 Registrar's report (previously circulated)
- 4.2 Board of Assessors report (previously circulated)
- 4.3 Continuing Competency Committee (no report)
- 4.4 Complaints Committee report (previously circulated)
- 4.5 Inquiry Committee report (no report)
- 4.6 Executive report (previously circulated)

*Adam Chrobak*

*Fatima Daniel-Parent*

*Natalie Chaput*

*Maria Bobiles*

*Amina Khizar*

*Matthew Bueno de Mesquita*

**Motion 24:03** Cynthia Rempel-Patrick/Jackie Tower

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

**CARRIED**

5. Business Requiring Action

5.1 Financial Report

- The Q4 Variance Report was prepared with a detailed summary of the budget vs actual showing percentage differences.

*Kevin Simonetto*

**Motion 24:04** Kevin Simonetto/Jackie Tower

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

**CARRIED**

*Maria Bobiles left the meeting.*

5.2 Annual declarations

*Matthew Bueno de Mesquita*

- All Council and Committee members are reminded to submit the following forms as soon as possible:
  - Pledge of Confidentiality
  - Oath of Office
  - Conflict of Interest
- Kevin Simonetto, Treasurer, has a potential conflict of interest and will keep the Council updated as the situation unfolds. Council will decide once the information has been



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provided, but Kevin has indicated he will step down willingly as required.

## 5.3 Council appointments

*Matthew Bueno de Mesquita*

- There is currently one vacant Council position and many open positions on Committees.
- Two names have been received with interest in volunteering:
  - Lloria Alejandro Yarema
  - Jocelyn Almeda Benedicto

### **Motion 24:05** Cynthia Rempel-Patrick/Jackie Tower

Be it moved to appoint Lloria Alejandro Yarema to Council as a Member at Large for the open three-year term effective immediately and ending December 2026, and to appoint Jocelyn Almeda Benedicto to the Board of Assessors effective immediately.

**CARRIED**

## 5.4 Committee member approvals

*Matthew Bueno de Mesquita*

### **Motion 24:06** Jackie Tower/Amina Khizar

Be it moved to approve Gloria McTavish and Sheldon Kuzmik to the Board of Assessors, Wendy Leduc and Anna Avalos to the Continuing Competency Committee, Sharon Lytwyn to Complaints Committee, and Joyce MacDonald to the Inquiry Committee.

**CARRIED**

## 5.5 Registrar/CEO Annual Performance Evaluation

*Matthew Bueno de Mesquita*

- Council Chair and Vice-Chair, Matthew Bueno de Mesquita and Jackie Tower, have been working with Barry Jansen of Jansen HR to develop the Registrar Annual Performance Evaluation process and tools.
- CMLTM Staff will circulate the finalized performance evaluations tool to Council to complete, and collate the evaluation responses for the Executive Committee to review.
- The Executive Committee will present the final evaluation and recommendations at the next Council meeting on April 10, 2024.
- It was suggested that future annual performance evaluation process starts in September and Council complete the performance evaluation documents by the October Council meeting for review and decisions to be made during the December Council Meeting to ensure that it is complete by the Registrar's anniversary date in January.

## 5.6 Council/Chair Annual Performance Evaluation

*Matthew Bueno de Mesquita*

- Matthew Bueno de Mesquita and Jackie Tower to compile and review Council/Chair annual performance evaluation responses received. Results to be reported during the April 10, 2024 Council meeting.



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## 5.7 2025-2028 Registration fee

*Matthew Bueno de Mesquita*

### **Motion 24:07** Jackie Tower/Steven Wu

Be it moved to adopt the Executive Committee's recommendation of a 3.5% annual fee increase for 2025, 3.0% increase for 2026, and 2.0% increase for 2027, 2028, and 2029.

**CARRIED**

## 5.8 Revised Land Acknowledgment Statement

*Matthew Bueno de Mesquita*

- Accurate names of the Indigenous peoples, and additional clarifications were updated.

### **Motion 24:08** Cynthia Rempel-Patrick/Jackie Tower

Be it moved to approve the amended Land Acknowledgement Statement as presented.

**CARRIED**

## 6. Informational items/updates

### 6.1 CMLTM RHPA Regulation Development

*Adam Chrobak*

- Standing item. No discussion necessary following Donna Hill's presentation.

### 6.2 CAMLPR Flexible Pathways

*Adam Chrobak*

- A Feasibility Study was completed. This was needed for a long time and should hopefully be released publicly soon. The project is supposed to wind down at the end of March, but an extension is being pursued to the end of the year.

## 7. Future Priorities

### 7.1 Nomination Committee, recruitment plan

- Succession plan is top priority.

### 7.2 Vacant Council Position

- None open at this point in time.

### 7.3 Variance Threshold policy

*Adam Chrobak*

- The Registrar will prepare a policy to present to Council at the next Council meeting.

### 7.4 Newsletter Spring 2024

- Planned articles: fee increase, changes to call for audit, TRC updated on work to date, addition of CLXTs to RHPA.

## 8. Meeting Review

*Matthew Bueno de Mesquita*



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- Will be completed through BoardEffect.
- Going forward, if a committee is putting forward an item that needs a motion, someone from that Committee should be the one making the motion.
- Update to the BoardEffect meeting book agenda to include the numbers from the agenda document for ease of following.

9. Adjournment

*Matthew Bueno de Mesquita*

- The meeting was adjourned at 2030hrs by Matthew Bueno de Mesquita, Council Chair.

**Motion 24:09 Jackie Tower**

Be it moved to adjourn the meeting.

**CARRIED**

Approved on April 10<sup>th</sup>, 2024 by Council