



**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 9<sup>th</sup>, 2022, 1730 hrs  
CMLTM Boardroom/Zoom Room - 245 Lilac Street, Winnipeg, MB**

**Present:** Sajjid Janjua (online), Michael David (online), Matthew Bueno de Mesquita (online), Laurel-Ann Rice (online), Amina Khizar (online)

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

**Guests:** Adam Chrobak, Tricia VanDenakker (online), Heather Mauthe (online), Gloria Mactavish (online), Brad Collignon (online)

**Gallery:** None

**Regrets:** Kamran Bashir

1. Call to order and Land Acknowledgement Statement *Sajjid Janjua*
- Meeting called to order by Sajjid Janjua at 1736hrs. Quorum met.
  - Land Acknowledgment Statement was read.

2. Approval of December 11<sup>th</sup>, 2021, Minutes *Sajjid Janjua*
- Corrections: None.

**Motion 22:01** Michael David/Steven Wu

Be it moved to approve the December 11<sup>th</sup>, 2021 minutes as presented.

**CARRIED**

3. Approval of Agenda *Sajjid Janjua*
- Additions/Corrections: Moved CCP Appeal in front of Special Levy Investment.

**Motion 22:02** Laurel-Ann Rice/Michael David

Be it moved to approve the February 9<sup>th</sup>, 2022 agenda as amended.

**CARRIED**

4. Strategic Plan *Adam Chrobak*
- Standing item. Amended plan has been received and circulated. Will be further discussed and approved further in the agenda.

5. Consent Agenda Items:

5.1 Financial report

- Investment report was circulated.

*Rajinder Pal Bhullar*



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## 5.2 Registrar's report

- Previously circulated.

*Adam Chrobak*

## 5.3 Board of Assessors report

- Previously circulated.

*Gloria Mactavish*

## 5.4 Continuing Competency Committee report

- No report. Did not meet.
- 60 registrants were notified on January 10<sup>th</sup>, 2022, of audit with a deadline to submit of February 21<sup>st</sup>, 2022. As of today, no one has requested an extension. Tricia VanDenakker, Deputy Registrar/Auditor, started auditing those that were received ahead of the deadline.

*Heather Mauthe*

## 5.5 Complaints Committee report

- Previously circulated.

*Michael David*

## 5.6 Inquiry Committee report

- No report. Did not meet.

*Brad Collignon*

## 5.7 Executive report

- No report. Did not meet.

*Sajjid Janjua*

## **Motion 22:03** Cynthia Rempel-Patrick/Laurel-Ann Rice

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

**CARRIED**

## 6. Informational items/updates

### 6.1 CAMPLR Landing Page Project

- Project is moving along well.

*Adam Chrobak*

### 6.2 RHPA Regulation Review

- CMLTM is having regular meetings with Manitoba Health to review/develop the new CMLTM regulations for the RHPA.

*Adam Chrobak*

### 6.3 Succession Planning Committee

- Looking for Council members who wish to step up to be on Succession Planning Committee and build the foundation of a plan for both office and Council succession.
- Regarding office succession, Adam and Tricia need to sit down and discuss their plan as it was last reviewed pre-pandemic.

*Adam Chrobak*



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- The new RHPA Regulation does not speak to the composition of the Council. If Council is interested in having an appointment style Council (versus volunteer), it would be written into By-Laws. CMLTM is not at that position yet until Regulation/Reserved Acts have been completed in the RHPA Regulation Review.

## 6.4 Substantive Equivalence Policy

*Adam Chrobak*

- Ongoing discussion with Shared Health.
- BOA Policy addresses this already, but it was originally developed for applicants in the Clinical Genetics labs (Cytogenetics/PhD). Shared Health has asked CMLTM to include people with a degree that would be recruited into a specific area where we would develop a specific competency assessment for them.

## 7. Business Requiring Action

### 7.1 Approve new committee members

*Sajjid Janjua*

#### **Motion 22:04** Laurel-Ann Rice/Cynthia Rempel-Patrick

Be it moved to approve Maria Bobiles and Vetrina Elumba as volunteers to the Complaints Committee.

**CARRIED (1 Abstention)**

#### **Motion 22:05** Matthew Bueno de Mesquita/Laurel-Ann Rice

Be it moved to approve Anna Avalos as a volunteer to the Continuing Competency Committee.

**CARRIED**

### 7.2 Council Meeting Details

*Adam Chrobak*

#### **Motion 22:06** Michael David/Cynthia Rempel-Patrick

Be it moved to keep the Council Chair Meeting Review Email as determined by the Council Chair and leave the contents of the Council/AGM Meeting Minutes as recommended by the Parliamentarian.

**CARRIED (1 Abstention)**

### 7.3 Strategic Plan 2022-2026

*Sajjid Janjua*

#### **Motion 22:07** Laurel-Ann Rice/Matthew Bueno de Mesquita

Be it moved to approve the 2022 – 2026 Strategic Plan as presented.

**CARRIED**

### 7.4 Council Performance Evaluation 2021

*Sajjid Janjua*

- SurveyMonkey Performance Evaluation was sent to 2021 and 2022 Council Members. 9 responses were received.



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**Motion 22:08 Laurel-Ann Rice/Michael David**

Be it moved to defer the Council Performance Evaluations to the Executive Committee for review.

**CARRIED**

7.5 CCP Appeal

*Adam Chrobak*

- The Continuing Competency Committee denied CE credit hours according to policy regarding an activity that is available by invitation only and policy states that courses/activities must be open enrollment and available for anyone to take (participants may not be selected by the employer). The applicant for the CE assessment is appealing to Council as they do not agree with the decision of the Committee.

**Motion 22:09 Matthew Bueno de Mesquita/Laurel-Ann Rice**

Be it moved to accept and approve the CCP appeal as presented.

**CARRIED**

**Motion 22:10 Michael David/Steven Wu**

Be it moved to direct the Continuing Competency Committee to review the CCC-4 policy and specifically address the line regarding open-registration.

**CARRIED**

7.6 Special Levy Investment

*Adam Chrobak*

- Motion necessary to invest the revenue collection from the special levy in the 2022 renewal season.
- Motion necessary to increase the legal reserve fund to \$500,000.
- a restricted reserve fund can only be access if Council makes a motion to access the fund. The Legal Reserve Fund is intended to cover legal expenses specifically related to the complaints and disciplinary process. Council would need to justification for accessing the Legal Reserve Fund for non-legal related projects.

**Motion 22:11 Rajinder Pal Bhullar/Laurel-Ann Rice**

Be it moved to direct the Registrar, Adam Chrobak, to invest the revenue collected from the special levy in the 2022 renewals.

**CARRIED**

**Motion 22:12 Michael David/Cynthia Rempel-Patrick**

Be it moved to increase the legal reserve fund to \$500,000.

**CARRIED**

7.7 Registrar Performance Evaluation

*Adam Chrobak*



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- SurveyMonkey Performance Evaluation was sent to 2021 and 2022 Council Members. 12 responses were received

**Motion 22:13 Michael David/Matthew Bueno de Mesquita**

Be it moved for Council to enter Camera.

**CARRIED**

*Council went into camera at 19:59hrs.  
Council returned from camera at 20:26hrs.*

**Motion 22:14 Matthew Bueno de Mesquita/Laurel-Ann Rice**

Be it moved to accept the Registrar’s performance review and defer the salary increase until the Executive Committee is able to provide at least 5 years of history and whatever context they feel is relevant to the decision at the next Council Meeting.

**CARRIED**

8. Future Priorities

8.1. Spring Newsletter 2022

*Adam Chrobak*

- Any article ideas can be forwarded to the Registrar, Adam Chrobak, or the Deputy Registrar, Tricia VanDenakker.

9. New Business

- Succession Planning Committee

**Motion 22:15 Matthew Bueno de Mesquita/Michael David**

Be it moved to direct the Executive Committee to determine the Terms of Reference for the Succession Planning Committee.

**CARRIED**

**Motion 22:16 Michael David/Laurel-Ann Rice**

Be it moved to direct the Executive Committee to create a guideline/policy on how to do Performance Reviews.

**CARRIED**

10. Future Priorities

*Council*

- Further orientation for Council members.
- Depending on restrictions by April, the next Council meeting may allow in person attendance again.

11. Meeting Review

*Sajjid Janjua*

- Survey will be sent out to attending members of Council and Committee Chairs.



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12. Adjournment

- Meeting was adjourned by Sajjid Janjua at 2045hrs.

*Sajjid Janjua*

**Motion 22:17 Michael David**

Be it moved to adjourn the Council Meeting.

**CARRIED**

Approved on April 23, 2022 by \_\_\_\_\_ COUNCIL \_\_\_\_\_