



**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS  
OF MANITOBA**

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

**Wednesday April 16, 2025, 1730hrs**

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

**Present:** Jackie Tower, Lloralejandro Yarema (online), Kevin Simonetto (online), Amina Khizar (online)

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

**Staff:** Adam Chrobak, Tricia VanDenakker, Janelle Baril

**Guests:** Natalie Chaput (online), Nicole Evans (online), Kathleen Jinkerson (online)

**Regrets:** Fatima Daniel-Parent, Graziella Te

1. Welcome and Land Acknowledgement Statement *Jackie Tower*

- Meeting called to order by Jackie Tower, Council Chair, at 1733. Quorum met.
- Land Acknowledgement Statement was read.
- Welcome to Nicole Evans who attended her first Council meeting as Chair of the Truth and Reconciliation Committee.

2. Approval of February 5, 2025 and April 2, 2025 Minutes *Jackie Tower*

- Corrections, February 5 Minutes: Spelling fixes.
- Corrections, April 2 Minutes: Addition of Motion Numbers, spelling, formatting to meet CMLTM Minute standard.

**Motion 25:11** Lloralejandro Yarema/Steven Wu

Be it moved to approve the February 5, and April 2, 2025 Council Meeting Minutes as amended.

**CARRIED**

3. Approval of Agenda *Jackie Tower*

- Additions to New Business: Addition of 6.5 "MNP Update" and 6.6 "Board Education".

**Motion 25:12** Richard Panciera/Lloralejandro Yarema

Be it moved to approve the April 16, 2025 Agenda as amended.

**CARRIED**

4. Consent Agenda Items:

- |  |                             |
|--|-----------------------------|
| 4.1. Registrar's Report (previously circulated)        | <i>Adam Chrobak</i>         |
| 4.2. Board of Assessors Report (previously circulated) | <i>Fatima Daniel-Parent</i> |
| 4.3. CCC Report (previously circulated)                | <i>Natalie Chaput</i>       |
| 4.4. Complaints Committee Report (no report)           | <i>Graziella Te</i>         |
| 4.5. Inquiry Committee Report (no report)              | <i>Amina Khizar</i>         |
| 4.6. TRC Committee Report (previously circulated)      | <i>Nicole Evans</i>         |



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### 4.7. Executive Committee Report (previously circulated)

*Jackie Tower*

#### **Motion 25:13** Rajinder Pal Bhullar/Steven Wu

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

**CARRIED**

*Amina Khizar joined the meeting at 1740hrs.*

### 5. Business Requiring Action

#### 5.1. Registrar Salary Review

*Jackie Tower*

- Presentation given by Kathleen Jinkerson of The Talent Company regarding the Salary Review they completed.
- Two (2) clarification questions were asked which require follow-up from the Talent Company.

#### **Action Item:**

**Registrar to forward information to Council regarding the Regulation/Act requirement for the Registrar/CEO to be an Active: Practicing MLT.**

*Kathleen Jinkerson left the meeting at 1841hrs.*

#### 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. The Executive Committee met to review the proposals and have decided to recommend Blahnik & Associates.
- A Briefing Note was provided to Council.

#### **Motion 25:14** Steven Wu/Kevin Simonetto

Be it moved to approve Blahnik & Associates as the CMLTM Accountant.

**CARRIED**

#### 5.3. New eLearning Module

*Jackie Tower*

- The Manitoba Alliance of Health Regulatory Colleges (MAHRC) has created a new jurisprudence eLearning Module: Introduction to Indigenous Inclusion and Cultural Safety.
- A briefing note was provided to Council

*Karanveer Dhillon joined the meeting at 1853hrs.*

#### **Motion 25:15** Llora Alejandro Yarema/Rajinder Pal Bhullar

Be it moved to approve the new Jurisprudence module on “Indigenous Cultural Awareness and Sensitivity” as a registration requirement moving forward and for the 2026 renewals.

**CARRIED**



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### 5.4. Council Expectations

*Jackie Tower*

- Jackie Tower, Council Chair, outlined expectations for Council members regarding responding promptly to emails, RSVPing attendance, and upholding approved Council decisions.

### 5.5. Spring Newsletter

*Jackie Tower*

- 2025 Spring Newsletter was presented to Council for approval.

#### **Motion 25:16** Llora Alejandro Yarema/Richard Panciera

Be it moved to approve the 2025 Spring Newsletter for distribution.

**CARRIED**

### 5.6. Annual Performance Evaluation (Register CEO/Council)

*Jackie Tower*

- Tabled until the June 18, 2025 meeting.
- Executive Committee will meet in May to complete the final evaluation for Adam Chrobak before bringing to Council for approval.

## 6. Information Items & Updates

### 6.1. CMLTM RHPA Regulation Development

*Adam Chrobak*

- Adam Chrobak, CEO/Registrar, spoke to the Legislative Unit. No update on the list of questions/answers that were submitted to the legal drafters. We are still waiting to hear back. No update currently.
- CMLTM must still draft the By-Laws, review and update the Standards of Practice, develop the Practice Directions relate to that, and update the policies once we know what the final draft regulations will look like.

### 6.2. CAMLPR Update

*Adam Chrobak*

- CAMLPR announced the appointment of Adam Chrobak as their Executive Director and he will begin on April 28, 2025. His final date as the CEO/Registrar of the CMLTM will be April 25, 2025.
- The Entry-to-Practice Exam and Prior Learning Assessment (PLA) are expected to be rolled out in June/July 2025. CAMLPR expects to start accepting PLA applicants then. CSMLS will stop accepting PLA applicants in the beginning of June 2025. All exam candidates after February 2026 will be writing the CAMLPR exam.
- CAMLPR is in the process of hiring a credential assessment specialist.
- November 2025 is when International Educated Applicants will be required to do the CAMLPR process, including writing the Exam. Anyone currently doing the CSMLS PLA process will be expected to write the CAMPLR exam.
- CAMLPR has an agreement with the British Columbia government. They have signed a letter of endorsement for the CAMLPR process. CAMLPR has been working on a memo of understanding with the BC government.
- CMLTA (Alberta) has chosen to remain with CSMLS for this year and will reassess next year.

*Steven Wu left the meeting at 1909hrs.*



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### 6.3. Manitoba Government Announcement re: MLT and CLXT programs *Adam Chrobak*

- CMLTM was contacted by a registrant with questions about an announcement that was made that the Assiniboine Community College will be opening a new MLT program and CLXT program in the Brandon area.
- CMLTM has met with the Assiniboine Community College, the Registrar of the Alberta College of CLXTs, and the Registrar of the NSCMLT (Nova Scotia) to discuss the requirements for the program, the accreditation, the exam, entry requirements, and changes to the CAMLPR process. It seems like they are very committed to developing a top-notch MLT Program and are now aware of what they need to do.

### 6.4. Contingency-Succession Planning *Jackie Tower*

- Policy approval tabled until the June 18, 2025 meeting to staff the time to create a draft policy.
- During the Emergency Council Meeting on April 2, 2025, Council appointed Tricia VanDenakker as Interim Acting CEO/Registrar until a new CEO/Registrar has been selected and trained in the role.

### 6.5. MNP Update *Jackie Tower*

- The Executive Committee met with Lillian Wong of MNP on April 15, 2025 to answer questions regarding Council's wants/needs in regards to a new CEO/Registrar for CMLTM.
- A job posting will be ready by April 25, 2025 with final interviews to be held in the beginning of June.
- Executive Committee asked Council for authority to complete the recruitment process, including interviews, before recommending a final candidate for approval.

#### **Motion 25:17** Rajinder Pal Bhullar/Llora Alejandro Yarema

Be it moved to grant the Executive Committee the authority required to complete the recruitment and selection process before recommending the final candidate to Council for approval.

**CARRIED**

### 6.6. Autumn Board Education Sessions

- Doodle poll will be issued to Council to find an appropriate date later in the year for two Board Education sessions with Volunteer Manitoba:
  - Board Succession Planning
  - How to Complete a Board Evaluation

## 7. Future Priorities

7.1. Registrar/CEO Annual Performance Evaluation

7.2. Council Annual Performance Evaluation

7.3. Review Standards of Practice & Code of Ethics

7.4. Develop By-Laws and Practice Directions



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### 8. New Business

- None was added.

### 9. Future Agenda Items

- Annual Performance Evaluation for Adam Chrobak
- Contingency-Succession Planning Policy
- 2024 Financial Audit
  - Council may need an emergency meeting to review and approve the audit prior to the June 18, 2025 Council Meeting.
- 2024 Annual Report
  - Needs to be prepared and sent out with the AGM documents by July.

### 10. Meeting Review

*Jackie Tower*

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

### 11. Adjournment

*Jackie Tower*

- Farewell to Adam Chrobak, Registrar/CEO, as this is his final CMLTM Council meeting. He will be leaving the organization on April 25, 2025 as he takes on the position of Executive Director of CAMLPR (Canadian Alliance of Medical Laboratory Professionals Regulators)
- The meeting was adjourned at 1929hrs by Jackie Tower, Council Chair.

#### **Motion 25:18** Richard Panciera

Be it moved to adjourn the meeting.

**CARRIED**

Approved on June 18, 2025 by Council