



**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS
OF MANITOBA**

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

Wednesday June 18, 2025, 1730hrs

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

Present: Jackie Tower, Lloria Alejandro Yarema (online), Kevin Simonetto (online), Amina Khizar, Karan Dhillon

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

Staff: Tricia VanDenakker, Janelle Baril

Guests: Natalie Chaput (online), Fatima Daniel-Parent, Teaky Sawatsky (online)

Regrets: Nicole Evans, Steven Wu, Richard Panciera, Graziella Te

1. Welcome and Land Acknowledgement Statement *Jackie Tower*

- Meeting called to order by Jackie Tower, Council Chair, at 1736hrs. Quorum met.
- Land Acknowledgement Statement was read.

2. Presentation: Review of the 2024 Audited Financial Statements *Teaky Sawatsky*

Teaky Sawatsky left the meeting at 1810hrs.

3. Approval of Agenda *Jackie Tower*

- Additions: 7.4 Strategic Planning to Information Items & Updates

Motion 25:23 Lloria Alejandro-Yarema/Karan Dhillon

Be it moved to approve the June 18, 2025 Agenda as amended.

CARRIED

4. Approval of April 16, 2025 Minutes *Jackie Tower*

- Corrections: None.

Motion 25:24 Rajinder Pal Bhullar/Amina Khizar

Be it moved to approve the April 16, 2025 Council Meeting Minutes as presented.

CARRIED

5. Consent Agenda Items:

- | | |
|--|-----------------------------|
| 5.1. Registrar's Report (previously circulated) | <i>Tricia VanDenakker</i> |
| 5.2. Board of Assessors Report (no report) | <i>Fatima Daniel-Parent</i> |
| 5.3. CCC Report (previously circulated) | <i>Natalie Chaput</i> |
| 5.4. Complaints Committee Report (previously circulated) | <i>Graziella Te</i> |
| 5.5. Inquiry Committee Report (no report) | <i>Amina Khizar</i> |



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5.6. TRC Committee Report (no report)

Nicole Evans

5.7. Executive Committee Report (previously circulated)

Jackie Tower

Motion 25:25 Llora Alejandro Yarema/Karan Dhillon

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

CARRIED

6. Business Requiring Action

6.1. Approval of the 2024 Auditors Report

Jackie Tower

Motion 25:26 Kevin Simonetto/Amina Khizar

Be it moved to approve the 2024 Auditors Report as presented.

CARRIED

6.2. Review of April 2025 Financial Statements

Jackie Tower

- Kevin Simonetto (Treasurer) had a question about funds filed under two categories one labeled "Other". It was explained they were one off payments to the Talent Company. The other labeled "Vacation pay adjustment" representing the previous Registrar's accrued vacation payout.

Motion 25:27 Kevin Simonetto/Karan Dhillon

Be it moved to approve the April 2025 Financial Statements.

CARRIED

6.3. Council Notification of Registrar MLT Requirement

Tricia VanDenakker

- Summary of an e-mail sent to Council on May 2, 2025 with confirmation that the Medical Laboratory Technologists Act requires that the Registrar must be an Active MLT member of the CMLTM.

6.4. Council Notification of Talent Company Responses

Tricia VanDenakker

- Summary of an e-mail sent to Council on May 13, 2025 with the Talent Company's responses to questions posed by Council at the April 16, 2025 Council Meeting.
- Kevin Simonetto (Treasurer) questioned the data that the Talent Company provided and finds that the data doesn't accurately represent the information (doesn't apply).
- Jackie Tower (Chair) has reached out to the Talent Company for a narrowed report but has not heard back yet.

6.5. Policy Review

Jackie Tower

- Policies up for review: GP-4, GP-10, GP-11, GP-18, GP-21, GP-24, GP-26, and BOA-18

Motion 25:28 Karan Dhillon/Amina Khizar

Be it moved to approve policies GP-4, GP-10, GP-11, GP-18, GP-21, GP-24, GP-26, and BOA-18 as amended and presented.

CARRIED



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6.6. NEW Policy Approval GP-30 Registrar/CEO Contingency Plan

Jackie Tower

- Kevin Simonetto (Treasurer) had questions regarding having contingencies in place for, as example, when the Registrar goes on vacation is the Deputy Registrar in a position to cover while they are gone and vice versa. These will be brought into consideration for the creation of another policy or direction for Council.
- Rajinder Pal Bhullar (Public Representative) had questions regarding wording of point 6 and what is meant by “entry level salary”.
- Item deferred to the Executive Committee for further consideration.

6.7. NEW Policy Approval GP-31 Registrar/CEO Long-Term Succession Plan

Jackie Tower

- Kevin Simonetto (Treasurer) would like more information about the day-to-day tasks of the Registrar/CEO. Tricia VanDenakker (Acting Registrar) found that trying to keep the a list was taking up a lot of her time, but she could try and keep up with it again to give more insight into the Registrar/CEO’s tasks.
- Lloria Alejandro Yarema (Vice-Chair) wanted clarification of who is eligible to vote on the recruitment of the Registrar/CEO. There is an FAQ from Robert’s Rules of Orders that will be circulated after the meeting indicating that the Chair position is able to vote at every meeting. The FAQ will be sent out to Council members.
- Item deferred to the Executive Committee to for further consideration.

6.8. BOA-17 Policy Changes Due to FRPO Regulations

Jackie Tower

- The Fair Registration Practices Office has indicated that if CMLTM keeps the TOEFL option as an English Language Proficiency Test, we must include the “Best Scores” practice which allows applicants to take the TOEFL test as many times as they want in a 2-year period and their best scores for each category are to be considered.

Motion 25:29 Karan Dhillon/Kevin Simonetto

Be it moved to approve BOA-17 as amended.

CARRIED

6.9. GP-5 Council Member Code of Conduct

Tricia VanDenakker

- Updates and clarifications made on the Code of Conduct.

Motion 25:30 Amina Khizar/Karan Dhillon

Be it moved to approve GP-5 as amended.

CARRIED

6.10. TRC Briefing Note: Permission to Survey Members

Jackie Tower

- Briefing Note was issued by the Truth and Reconciliation Committee requesting permission to send a survey to the members that have self-identified as Indigenous.

Motion 25:31 Karan Dhillon/Rajinder Pal Bhullar

Be it moved to approve Option #1 of the Briefing Note to issue a survey.



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6.11. CUPE Call to Action Request for Endorsement Letter

Tricia VanDenakker

- An email was received by Acting Registrar, Tricia VanDenakker, received on June 12, 2025 seeking CMLTM's endorsement on a Call to Action regarding the health crisis in Gaza.
- Rajinder Pal Bhullar (Public Representative) suggested that the letter be sent to the Manitoba Alliance of Health Care Professionals and have them endorse it as many regulators instead of just one. Council agreed.

7. Information Items & Updates

7.1. CEO/Registrar Recruitment

Jackie Tower

- The Executive Committee is currently in the interview process with the candidates. There are seven to eight applicants, one of whom has applied from Alberta. It is a two-stage interview process with virtual short interviews at first, and those who pass the first stage will move on to the longer in-person second interview stage.

7.2. Council Recruitment

Jackie Tower

- Call for Nominations has been issued to registrants on June 13, 2025.
- There is currently one (1) open vacancy on Council, and one (1) term ending this year for a total of two (2) positions available.

7.3. April 16, 2025 Council Meeting Evaluation

Jackie Tower

- There was one "Poor" and one "Fair" response on the "Level of Participation from around the table (all members participate)". There were a few suggestions to increase participation:
 - Virtual attendees have their cameras on,
 - During silences when asking for questions or motion makers, the Chair could call on attendees directly,
 - In-Person attendance is highly encouraged,
 - Break-out rooms for high discussion topics.

7.4. Strategic Planning

Jackie Tower

- Strategic Planning for October 25, 2025 will be cancelled. A DoodlePoll will be issued to Council members to determine if the original date is still acceptable for the Council Meeting, or if Council would prefer to move it to another date in October (example: Wednesday evening).

8. In-Camera

Jackie Tower

- This is a new standing item on Agendas for if Council would like to go In-Camera to discuss anything that they do not wish to be recorded in the minutes.
- Council did not go In-Camera.

9. Future Priorities/Business



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- 9.1. Registrar/CEO Annual Performance Evaluation
- 9.2. Council Annual Performance Evaluation
- 9.3. Review Standards of Practice & Code of Ethics
- 9.4. Develop By-Laws and Practice Directions
- 9.5. Board Education Day (October 18, 2025) with two 3-hour sessions

10. Meeting Review

Jackie Tower

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

11. Adjournment

Jackie Tower

- Kevin Simonetto (Treasurer) had two questions:
 - Red River College Polytechnic dropping the requirements for the MLS program. Tricia VanDenakker (Acting Registrar) is investigating if RRC decided to do this themselves or if it was government directed. She is meeting with the Dean in July to discuss these changes. RRC was planning an internal review due to the poor results in the entry-to-practice exams, and the dropping registration rates.
 - What is happening with the IEMLT candidates as CAMLPR has been delayed in opening their PLA process? The process went live on Monday and already CMLTM has been notified that seven (7) applicants intend to practice in Manitoba. CAMLPR has received 44 applicants in total.
- The meeting was adjourned at 2000hrs by Jackie Tower, Council Chair.

Motion 25:32 Amina Khizar

Be it moved to adjourn the meeting.

CARRIED

Approved on September 19, 2025 by Council