



**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS
OF MANITOBA**

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

**Friday September 20th, 2019, 1730 hrs
CMLTM Boardroom - 245 Lilac Street, Winnipeg, MB**

Present: Tannu Sayed, Sajjid Janjua, Sandra Brooks, Brad Collignon, Anna Avalos, Erin Sadler

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

Guests: Adam Chrobak, Tricia VanDenakker, Heather Mauthe (online)

Gallery: None

Regrets: Tracey Pronyk-Ward, Janie McBey

1. Presentation regarding how to read financial statements, and how the CMLTM functions financially made by Harry Black of F.H. Black and Company from 1735hrs to 1845hrs.

Anna Avalos excused herself from the meeting at 1817hrs.

Rajinder Pal Bhullar excused himself from the meeting after the presentation.

2. Call to order *Tannu Sayed*
 - Meeting called to order by Tannu Sayed at 1853hrs. Quorum met.
3. Approval of June 1st, 2019, minutes *Tannu Sayed*

Motion 19:30 Brad Collignon/Sandra Brooks
Be it moved to approve the June 1st, 2019 minutes as presented.
CARRIED
4. Approval of Agenda *Tannu Sayed*

Motion 19:31 Brad Collignon/Erin Sadler
Be it moved to approve the September 20th, 2019 agenda as amended.
CARRIED
5. Strategic Planning Update *Adam Chrobak*
 - Standing item. Any points that Council would like discussed at the Strategic Planning session on Saturday October 26th, 2019 should be brought forward before then.
 - Couple of items under Future Priorities will be discussed in regards to the Strategic Planning meeting.
 - Executive Committee needs to meet with the Staff to discuss the items for the Strategic Planning Meeting. Next year may require an external facilitator if the budget is available. A survey monkey will be created on Monday for the Executive Committee to decide a meeting date.



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- Will review Mission, Vision, and Values as well as the budget.

6. Consent Agenda Items:

6.1 Registrar's report

Adam Chrobak

- No update regarding renting out our office space. Real estate agent did confirm that the proposed rent is acceptable for the area and is looking for tenants that might be interested in our space.
- Will be applying for "non-profit" status with Microsoft in order to qualify for non-profit pricing for Microsoft products. This would significantly reduce the cost for the required server upgrades.

6.2 Board of Assessors report

Tracey Pronyk-Ward

6.3 Q2 Financial report

Brad Collignon

6.4 Continuing Competency Committee report

Heather Mauthe

6.5 Complaints Committee report

Janie McBey

6.6 EQual Canada Report

Michele Sykes

- No report submitted.

6.7 Inquiry Committee report

Vacant Chair Position

- No report submitted.

6.8 Executive report

Tannu Sayed

- No report submitted.

Motion 19:32 Cynthia Rempel-Patrick/Brad Collignon

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

CARRIED

Erin Sadler noted that a point of discussion from the Registrar's Report was missing from the Agenda.

Motion 19:33 Erin Sadler/Brad Collignon

Be it moved to approve the addition of 8.7 Approval of Line of Credit to the agenda.

CARRIED

7. Informational items

7.1 LABCON 2020 Call for speakers

Adam Chrobak

- Will be hosted at the Winnipeg Convention Center and Delta Hotel. Council/Committee members are encouraged to submit a topic for a presentation at LABCON 2020, the deadline for submission of proposals is September 30th, 2019 (proposals should be submitted ASAP).
- The MAMLS 2019 Provincial Congress in Brandon has been cancelled due to a financial and volunteer shortfall.

8. Business Requiring Action

8.1 Social Media Practice Direction

Adam Chrobak

- An issue paper was created by the Registrar, Adam Chrobak, and presented



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to the Council in regards to the conversion of the Use of the Social Media Advisory statement to a practice direction.

Motion 19:34 Brad Collignon/Sandra Brooks

Be it moved to approve the conversion of the “Use of Social Media Advisory Statement” to a Practice Direction.

CARRIED

8.2 Position Statements

Adam Chrobak

- An issue paper was created by the Registrar, Adam Chrobak, and presented to the Council in regards to the creation of CMLTM Position Statements.
- CSMLS has given CMLTM permission to adopt their position statements to use as our own. Credit to CSMLS will be given.

Motion 19:35 Erin Sadler/Cynthia Rempel-Patrick

Be it moved to table the discussion regarding the adoption of the POCT and MLA position statements from CSMLS until the documents have been circulated for review.

CARRIED

8.3 Social Media Learning Module

Adam Chrobak

- An update was provided by the Registrar, Adam Chrobak, and the Deputy Registrar, Tricia VanDenakker, regarding the Social Media Learning Module that has been created in collaboration with 7 other Manitoba health regulators under the RHPA.
- This module will become a mandatory requirement for the 2021 registration/renewal period (similar to the RHPA Jurisprudence Module required for the 2019 renewal). Notice to be included in the Spring 2020 Newsletter.
- New registrants must complete the RHPA Jurisprudence Module prior to the completion of their CMLTM application. Suggested that registrants would have three (3) months to complete the next learning module and anyone who does not complete it by the deadline would be forwarded to the Board of Assessors for decision regarding non-compliance. A new policy would be created to enforce this.
- Following the example of the College of Registered Nurses of Manitoba (CRNM) where they add a new learning module every few years. Will investigate the CRNM requirement for refreshing learning modules, or if it would be better to have a reoccurring time period of five (5) years to complete before renewal be more appropriate.
- There was a discussion regarding the need for learning modules to have a passing mark (60%). Failing would require repeating the module or further consequences. **Motion 19:36** Brad Collignon/Erin Sadler

Be it moved to direct operations to move forth on the Social Media Learning Module as discussed to return to Council with a policy prior to implementation.

CARRIED



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8.4 Nominations

Adam Chrobak

- The Deputy Registrar, Tricia VanDenakker, spoke with Sajjid Janjua regarding being appointed to Council as Division 1 with a term starting January 1st, 2020 to December 31st, 2022.
- Council still requires a Division 2 member for a two (2) year term to achieve the transition plan from two (2) year terms to staggered three (3) year terms.
- Only one nomination for Council was received: Kamran Bashir from Flin Flon for Division 2. Kamran has been elected by acclamation.

Motion 19:37 Sandra Brooks/Brad Collignon

Be it moved to appoint Sajjid Janjua as a Division 1 Council Member for the term of January 1st, 2020 to December 31st, 2022

CARRIED

Motion 19:38 Erin Sadler/Steven Wu

Be it moved to extend Sandra Brooks' appointment as a Division 2 Council Member for one year, ending December 31st, 2020.

CARRIED

Cynthia Rempel-Patrick excused herself from the meeting at 1948hrs.

8.5 Policies for review

Adam Chrobak

(EL-8, 9, 10, GP-1-7, GP-14, Nominating Committee TOR)

Motion 19:39 Brad Collignon/Sandra Brooks

Be it moved to approve policies EL-8, EL-9, EL-10 as amended.

CARRIED

Rajinder Pal Bhullar returned to the meeting at 2014hrs.

Motion 19:40 Sandra Brooks/Brad Collignon

Be it moved to approve policies GP-1 through GP-7 and GP-14 as amended.

CARRIED

Motion 19:41 Brad Collignon/Erin Sadler

Be it moved to approve the TOR-5 for the Nomination Committee as amended.

CARRIED

8.6 Approve Committee Member

Janie McBey

Motion 19:42 Brad Collignon/Steven Wu

Be it moved to approve Sharon Lytwyn as a member of the Complaints Committee.

CARRIED

8.7 Approval of Line of Credit

Adam Chrobak

Motion 19:43 Erin Sadler/Sandra Brooks

Be it moved to approve the Line of Credit with the \$25.00/month fee.

CARRIED



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Cynthia Rempel-Patrick returned to the meeting at 2024hrs.

9. Future Priorities

- 9.1 Sinclair Truth and Reconciliation Recommendations *Adam Chrobak*
- Standing Item.
 - The Registrar, Adam Chrobak, and the Deputy Registrar, Tricia VanDenakker, met with Dr. Marcia Anderson the Executive Director of Indigenous Academic Affairs, Ongomiizwin Indigenous Institute of Health and Healing, Rady Faculty of Health Sciences, University of Manitoba.
- 9.2 Strategic Planning *Adam Chrobak*
- Strategic Planning meeting will be taking place on Saturday October 26th, 2019 from 8:30 am to 4:30 pm for current and new Council and Committee Chairs.
- 9.3 Review 2020 Budget *Adam Chrobak*
- The Registrar will need details on priorities from the Executive Committee prior to Strategic Planning to update the 2020 operating budget.
- 9.4 Policy review schedule *Tannu Sayed*
- Has been updated.
- 9.5 RHPA regulation review *Adam Chrobak*
- No further update to provide.
- 9.6 Discussions with Diagnostic Imaging (DI) *Adam Chrobak*
- Questions were raised about approaching the diagnostic imaging professions regarding the creation of an umbrella College under the RHPA. This was discussed in 2013 and Council decided it was not a good idea at that time. CMLTM reached out to the Manitoba Association of Medical Radiation Technologists (MAMRT) and representatives from Diagnostic Sonographers to discuss the possibility of developing a new umbrella College for similar allied health professions. MAMRT and Diagnostic Sonographers have a working group exploring self-regulation. They are planning to meet and will get back to the CMLTM.
- 9.7 Grant application CAMLPR project *Adam Chrobak*
- Canadian Alliance of Medical Laboratory Professional Regulators (CAMPLR)
 - Standing item. No further information has been provided about it.
- 9.8 Action items review *Tannu Sayed*
- Standing item. List reviewed and updated.

10. Newsletter

Sandy Brooks

- Newsletter e-mail was sent out Friday September 13th, 2019 to all current registrants in the database. Sandra Brooks pointed out a link malfunction that was corrected on Monday and a new e-mail was sent out immediately.

Motion 19:29 Sandra Brooks/Erin Sadler (Survey Monkey had 6 votes in favor)

Be it moved to approve the Fall 2019 Newsletter as presented.

CARRIED



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11. Education/Training Opportunities

Adam Chrobak

- Standing item. The Registrar, Adam Chrobak, forwards to Council any professional development opportunities that he receives from various programs.
- New Tribunal Member Training Program is being hosted by MCAT (Manitoba Council of Administrative Tribunals Inc.) on October 24th, 2019. Any Council or Committee members interested in attending should contact the CMLTM. Registration deadline is October 17th, 2019.
- Dr. Marcia Anderson, Ongomiizwin Indigenous Institute of Health and Healing has referred CMLTM to a number of educational opportunities regarding Indigenous healing and reconciliation. CMLTM is now on the mailing list of the Winnipeg Regional Health Authority (WRHA) education and training coordinator for Indigenous Health-Cultural Initiatives.

12. New Business

12.1 CMLTM BOA-17 English Language Policy

Brad Collignon

- Brad was contacted by an acquaintance in regards to his wife that had failed the language assessment during her time in Red River College. Knowing that she couldn't register in Manitoba for the CSMLS exam because she did not meet language requirements, she decided to write the exam in Saskatchewan. She has now passed the language requirement and is a registered practicing member. Brad's acquaintance wanted the Council to review the policy about allowing those who fail the language requirement to be granted a Conditional license. Brad instructed him to make a written request. None have been received by the CMLTM at this point in time. It was indicated that as he is not a registered member of the CMLTM that he cannot appeal CMLTM policies. In regards to the situation as a whole, Council does not feel a need to review the policy.

13. Future Meeting Schedule

Tannu Sayed

- Annual General Meeting – Saturday September 21st, 2019
- Complaints Committee – Wednesday October 2nd, 2019
- Council Meeting – Friday October 25th, 2019
- Strategic Planning Meeting – Saturday October 26th, 2019

14. Future Agenda Items

Council

- Issue Statement regarding the adoption of the CSMLS position statements for POCT and MLAs.

16. Adjournment

- Meeting was adjourned by Tannu Sayed at 2044hrs.

Approved on October 25, 2019 by _____ COUNCIL _____