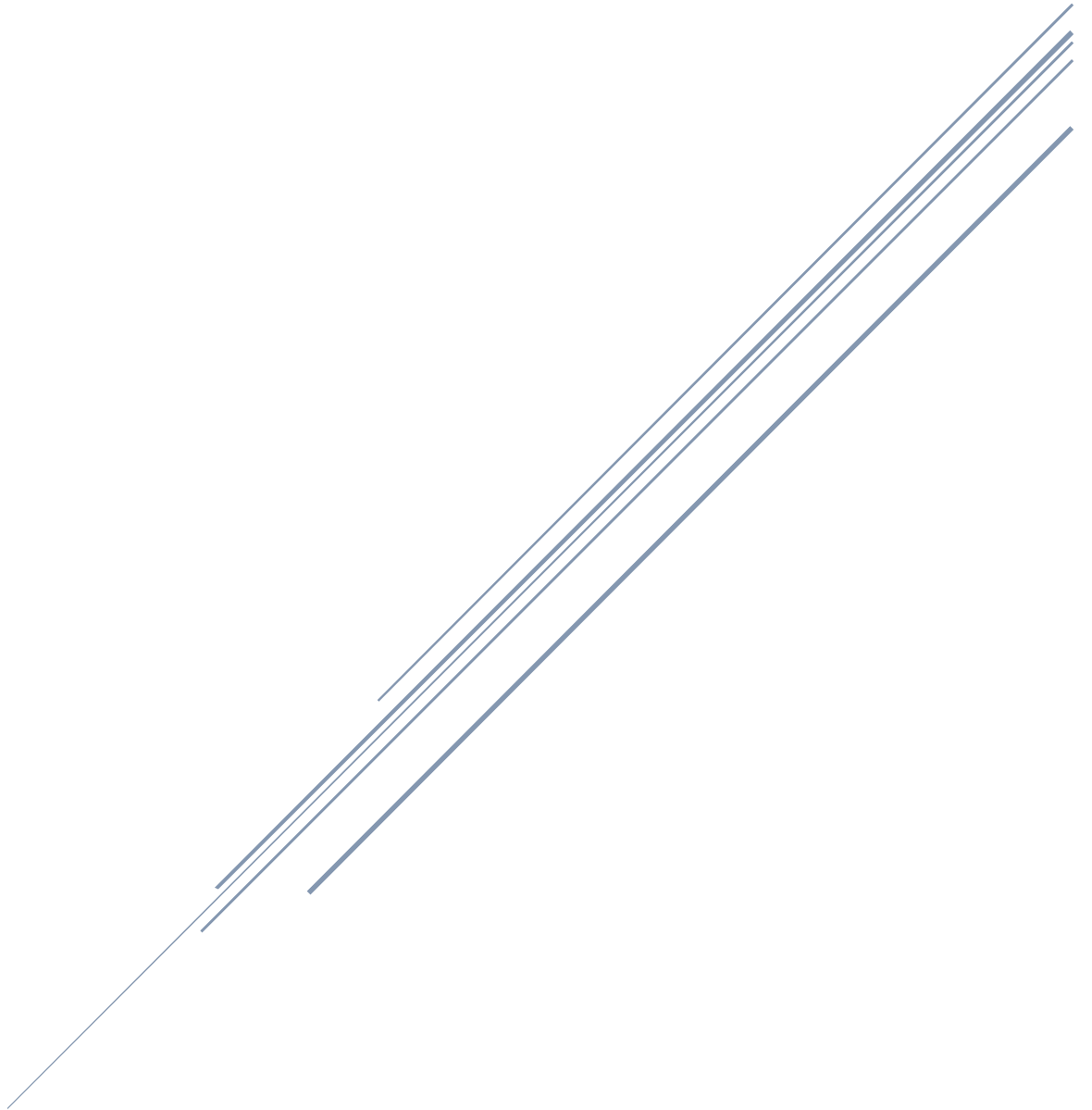


SSMLT AGM PACKAGE

September 23, 2022



AGM PROCEDURE

Parliamentary Authority

Roberts Rules of Order Newly Revised, most recent edition shall govern the organization in all procedural matters not otherwise covered by The Medical Laboratory Technologists Act, SSMLT Bylaws, or these Rules and Procedures.

Voting Eligibility

Each practicing member of SSMLT present at the AGM is entitled to one vote.

Scrutineers

Scrutineers shall be appointed at the commencement of the annual meeting. Scrutineers will count the number of voting cards.

Presiding Officer

The Chair does not participate in the debate on any issue.

Rules of Debate

Limitation of Debate

The Chair shall exercise his or her responsibility to limit the debate.

- Questions can be asked related of any item of business, introduced by motion
- The time for discussion/questions on a single topic is to be not longer than 15 minutes.

Motions

Only motions that have been submitted and placed on the printed agenda may come to a binding vote.

Further Business

Under 'Further Business', items may be discussed, or questions asked without need for a formal motion. Any proposed motion brought forward under this item is not voted on but will be taken as a recommendation to the Council.

Voting on Motions

Motions shall be decided by the majority (50% + 1) of votes cast.

Voting Procedure

The assembly shall vote in-person using voting cards. The results of the poll shall be announced to the assembly.

Annual General Meeting

Saskatchewan Society of Medical Laboratory Technologists
Sep 23, 2022, at 12:00 PM CST to Sep 23, 2022 at 1:00 PM CST
Western Development Museum

Agenda

1. AGM Procedures

2. Introduction of Scrutineers

3. Call to Order

Chair will call the meeting to order

4. President's Address-report

Twyla Pearce

5. Introduction of Council

Chair

6. Approval of Agenda

6.1. Notice of Motion-"Be it moved that the 2022 AGM Agenda be accepted as presented."

Moved by D. Stadnyk

Seconded by T. Koob

7. Consent Agenda Items

These items are reports of items that have occurred but are brought to the AGM for information.

7.1. Minutes of 2021 AGM

7.2. Executive Director's Report

7.2.1. Registration Report

7.2.2. Financial Report YTD

7.3. Committee Reports

7.4. Reports from outside agencies

7.5. 2023 budget

7.6. Notice of Motion- "Be it moved that the Consent Agenda Items be accepted as presented"

Moved by: K. Hitchings

Seconded by: J. McCulloch

8. Approval of 2021 Audited Financial Statements

8.1. Notice of Motion- "Be it moved that the 2021 Audited Financial Statements be accepted as presented"

Moved by: S. Sandin

Seconded by: D. Margach

9. New Council announcements- S. Sandin

10. SSMLT updates

SSMLT Executive Director- Presentation

10.1. SSMLT Duties & Objects

10.2 Member Portal - New items

10.3. PLI Policy

10.4. Bill 81- Labour Mobility & Fair Registration Practice Act

10.5. Jurisprudence Module

10.6 Member Communication

11. Q & A from the floor

12. Adjournment

2021 SSMLT COUNCIL AGM MEETING MINUTES

Agenda item 7.1

Location: Zoom
Date: September 25, 2021
Time: 10:15 am



1. Call to Order-10:16 am

2. President's Address

3. Introduction of Council

- Scrutineers: Jennie McCulloch, Twyla Pearce. 33 Voting (Practicing) members. 1 non-voting (non-practicing) member.
- Guest- Public representative: Judy Jones

4. Approval of Agenda

Motion	Moved by	Seconded by	Status
I move the 2021 AGM agenda be accepted as presented.	D. Margach	D. Stadnyk	Approved

5. Consent Agenda

- 4.1 2020 AGM minutes
- 4.2 Registration Report
- 4.3 Financial Report
- 4.4 Committee Reports
- 4.5 Reports from outside agencies

Motion	Moved by	Seconded by	Status
I move that the Consent agenda be accepted as presented.	T. Koob	I. Amusat	Approved

6. 2022 Budget

Motion	Moved by	Seconded by	Status
I move the 2022 budget approved as presented	D. Margach	D. Stadnyk	Approved

7. 2020 Audited Financial Statements

Motion	Moved by	Seconded by	Status
I move the 2020 Audited financial statements approved as presented	I. Amusat	T. Pearce	Approved

8. Executive Director provided a presentation outlining the SSMLT Priorities and Projects

9. New Council announcements:

2022

Chris Peet- Vice-president

Melanie Chevrier- council

Katie Hitchings- council

10. Q & A

11. Adjournment @ 1114 hours



Date: September 23, 2022

Meeting: AGM

Agenda Item: 7.2

Submitted by: Kim Deydey

2022 continued to be a year of virtual meetings and remote communication.

As the pandemic restrictions continued into 2022, it has been another interesting and challenging year for everyone, including the SSMLT office. The pandemic has challenged SSMLT to explore alternative ways to implement the decisions of Council and the SSMLT's ability to fulfill its regulatory mandate of public protection.

The Canadian Alliance of Medical Laboratory Professionals Regulators (CAMLPR), consisting of the Registrars from each of the provinces that regulates MLTs in Canada, has received approval for a federal grant to develop a new national landing page for internationally educated applicants (IEA). The MLT Gateway Canada Project will develop a "one-stop-shop" website for internationally educated medical laboratory technologists. (IEMLT) looking for qualification recognition and registration to practice as an MLT in Canada. Two other important components of the project included the development of a clinical competency assessment process and the validation of the current English Language Competency standards for the medical laboratory technologist practice in Canada.

To strengthen the cyber-security and stability of the SSMLT information technology (IT) network, SSMLT has implemented email threat protection and has contracted IT specialist to conduct ongoing reviews and updates.

Registration

After experiencing a drop in practicing members each year over the past 5 years, increased enrollment in SK Polytechnic MLT program appears to have improved the number of new applicants. Given the age demographic of the practicing members we expect significant retirements over the next several years. See registration report for details.

Finance

SSMLT finances remain stable. Expenses have been reduced in since COVID due to travel and live meeting limitations. We expect resumption of pre-pandemic travel and live meetings in 2023.

While complaint volume has not increased significantly, the complexity and nature of the complaints have resulted in a significant increase in cost. It is unknown whether this is a trend or an anomaly. SSMLT will continue to monitor to determine whether budget requires increasing. See Financial report for details.



Registration Report

Date: Sept. 23, 2022

Meeting: SSMLT AGM

Agenda Item: 7.2.1

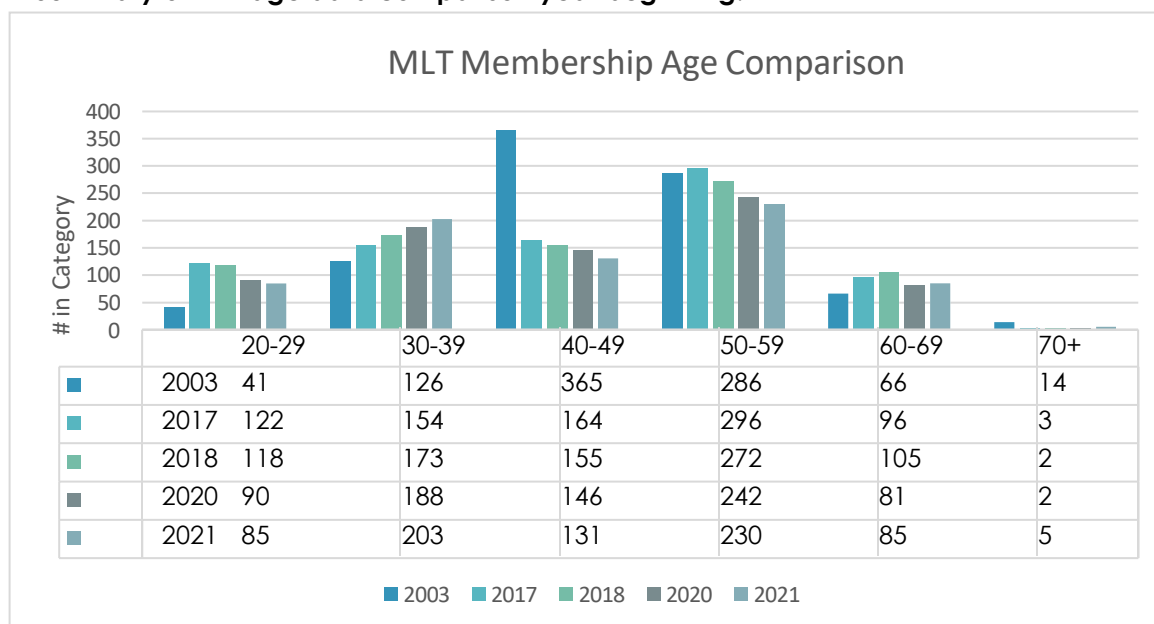
Report submitted by: Executive Director

Membership continues to be a concern of SSMLT. While SK Polytechnic enrollment has increased, resulting in an increase in SK new graduates, SSMLT expects many members to exit the profession due to retirement or choice in the next 5 years.

The median age of practicing MLTs in SK is 45.3 years. Historical data indicates a marginal increase in MLTs age 30-39, this is countered with (320)43.3% of total membership being 50 years of age or older.

The average age of retirement in the healthcare sector is 60-62 years old. This would indicate that most of the members age 50+ years will retire within the next 10 years.

Summary of MLT age data comparison year beginning:



Source: SSMLT database

2022 Registration information - YTD

a. Membership categories

Membership Category	Beginning 2022	Current
Practicing	734	801
Temporary Practicing-Under Supervision	4	0
Total Practicing Members	738	801
Non-Practicing	16	15
Non-Practicing-w PLI	14	10
Retired	33	32
Honorary	2	2
Total Membership	805	860

b. New registrations-YTD

Applicant Type	Number
New Graduate - SK	33
New Graduate- OOP	4
MLT- Regulated Province (Labour mobility)	2
MLT-nonregulated province/territory	4
IEMLT	7
Return to Practice- Retired or Non-practicing	13
Total	63

c. Letter or Standings-16

Letter of standings are issued upon SSMLT member request when they are intending to register with another Canadian MLT regulator. These requests do not always result in the member moving to the other jurisdiction. The actual number is known following renewal.

SSMLT continues to meet with and provide data to various stakeholders such as Ministry of Health, Advanced Education, Immigration and Career Training, Saskatchewan Health Authority and Saskatchewan Polytechnic so these stakeholders can develop strategies to mitigate the MLT shortage. SSMLT will continue to communicate with stakeholders in the public interest for laboratory services in Saskatchewan.

Date: September 23, 2022

Meeting: AGM

Agenda Item: 7.2.2

Submitted by: Kim Deydey

1. 2022 summary

Income:

Registration income for 2022 remains on track with budgeted expectations. The conference income and expenses are reduced due to cancellation of the trade show. SSMLT does not budget for a large surplus and this year we expect a small deficit.

Expenses:

Executive council, Executive Director expenses are expected to be lower than budgeted due to limited travel or live meetings.

Counselling and Investigation costs are significantly higher than budget due to the complexity of the complaints. It is expected final costs for complaints management to exceed \$25,000 by fiscal year end.

All other expenses are on track or have a minor effect to the yearend profit/loss.

Projection:

Based on expected income and expenses, SSMLT projects a profit for 2022.

2. Budget to Actual comparison – YTD

This provides a compilation of the 2022 budget and year to date transactions. This document also has an alert system for projected total for 2022.

Green- no concerns expect to be in budget

Amber- some concern and line item may exceed budget

Red- concern with line already exceeding budget or expected to exceed budget
(See pages 2-5)

3. Profit and Loss comparison – YTD

A profit and loss statement contains a summary of income and expenses for the current timeframe. It does not account for long term investments, furniture, equipment etc. It provides an overview of the 'current state' for the 'current time-period.' A comparison to the previous year is helpful in gaining an understanding of the current year status.

SSMLT YTD Profit and Loss indicates that income is stable.

Most expenses are stable with some items such as Counselling & Investigation committee and legal fees that are expected to see a substantial increase year over year due to increased complaints.

Since other expenses are stable, it is expected SSMLT will retain a modest profit.

(See page 6)

Budget to Actual comparison – YTD

SUMMARY	\$2,022	Actual	Variance \$
Total Income	\$270,150	\$255,175	\$14,975
Total Expenses	\$262,210	\$163,142	\$99,068
Profit/Loss	\$7,940	\$92,033	-\$84,093

On budget

Concern

Over budget

Notes

INCOME		\$2,022	Actual	
OPERATING INCOME				
4220 Practicing	\$234,000	\$237,586	-\$3,586	
4240 New Applicants	\$6,000	\$5,850	\$150	
4260 Non-Practicing	\$1,000	\$788	\$212	
4265 Retired	\$750	\$875	-\$125	
4370 Letter of Standing	\$500	\$850	-\$350	
4640 Job Postings	\$400	\$0	\$400	
4655 CDR fees	\$3,000	\$1,800	\$1,200	
4500 Interest Income	\$7,500	\$4,126	\$3,374	
4400 Conference Income	\$17,000	\$3,300	\$13,700	
TOTAL	\$270,150	\$255,175	\$14,975	
EXPENSES				
5100 EXECUTIVE COUNCIL				
5110 Travel	\$3,000	\$0	\$3,000	
5120 Accommodations	\$3,000	\$467	\$2,533	
5130 Meals	\$1,500	\$0	\$1,500	
5140 Meeting Room	\$750	\$404	\$346	
5150 Office supplies/shipping	\$0	\$375	-\$375	
5170 Out of Province Conference	\$5,000	\$571	\$4,429	
5175 In Province Conference	\$1,000	\$200	\$800	
Total	\$14,250	\$2,017	\$12,233	

5200 Conference Expenses				
5530 Conference Speaker Expenses	\$4,000	\$525	\$3,475	
5535 Conference General Expenses	\$12,000	\$0	\$12,000	
Total	\$16,000	\$0	\$16,000	
5400 Executive Committees				
5460 Council-Investigation	\$3,500	\$12,286	-\$8,786	includes legal costs
5465 Discipline	\$2,500	\$75	\$2,425	
5470 Professional Practices	\$1,000	\$0	\$1,000	
5475 Finance & Audit	\$0	\$0	\$0	
5480 Nomination	\$0	\$0	\$0	
5485 Adhoc	\$500	\$0	\$500	
	\$7,500	\$12,361	-\$4,861	
5490 Special Projects				
5490 Clinical Skills Assessment	\$5,000	\$400	\$4,600	
5495 Other projects	\$2,500	\$0	\$2,500	
	\$7,500	\$400	\$7,100	
5610 Office				
5614 Supplies	\$1,250	\$234	\$1,016	
5615 Computer Software	\$1,250	\$1,202	\$48	
5618 Telephone & Internet	\$3,500	\$1,901	\$1,599	
5626 Postage	\$750	\$168	\$582	
5630 Computer support	\$3,500	\$3,601	-\$101	
5810 Printing & Duplication	\$200	\$0	\$200	
5831 Website	\$300	\$426	-\$126	
5840 Training	\$1,000	\$0	\$1,000	
5910 Office Rent	\$13,060	\$10,933	\$2,127	
5920 Olatech - Support fee	\$12,000	\$8,978	\$3,023	
	\$36,810	\$27,443	\$9,367	

5600 Executive Director				
5616 Accommodatations	\$1,500	\$0	\$1,500	
5617 Meals	\$750	\$0	\$750	
5640 Registration education/conf.	\$1,000	\$0	\$1,000	
5650 Travel	\$3,000	\$0	\$3,000	
	\$6,250	\$0	\$6,250	
6100 Public Relations				
6100 PR projects	\$750	\$0	\$750	
6130 NMLW	\$1,000	\$3,465	-\$2,465	Billboard campaign
	\$1,750	\$3,465	-\$1,715	
6200 Grants & Scholarships				
		\$0	\$0	
6220 WLB Scholarship	\$1,500	\$0	\$1,500	
6230 Lori Diane Cooper Scholarship	\$500	\$0	\$500	
	\$2,000	\$0	\$2,000	
6300 Affiliations Dues				
6300 General Affiliation	\$1,500	\$777	\$723	
6320 CNAR	\$150	\$0	\$150	
6325 HSO	\$0	\$0	\$0	
6330 CAMLPR	\$1,500	\$1,500	\$0	
	\$3,150	\$2,277	\$873	
6350 Professional Fees				
6360 Legal Consultation Fees	\$5,000	\$3,414	\$1,586	
6365 Auditor Fees	\$4,000	\$0	\$4,000	
6370 Bookkeeping Fees	\$5,000	\$4,163	\$838	
	\$14,000	\$7,576	\$6,424	

6400 Insurances			
6420 Commercial Liability	\$1,500	\$1,142	\$358
6440 Directors & Officers Liability	\$550	\$628	-\$78
6460 Professional Liability	\$12,000	\$10,996	\$1,004
6480 Travel	\$300	\$112	\$188
	\$14,350	\$12,878	\$1,472
6550 Payroll Expenses			
6510 Employee Expenses	\$13,000	\$9,185	\$3,815
6545 WCB Premiums	\$250	\$223	\$27
6560 Employer Taxes	\$5,000	\$4,935	\$65
6590 Salaries Paid	\$112,000	\$74,717	\$37,283
	\$130,250	\$89,060	\$41,190
6600 Finance Charges			
6605 Bank Service Fees	\$400	\$210	\$190
6613 Merchant Fees	\$8,000	\$1,989	\$6,011
	\$8,400	\$2,199	\$6,201
TOTAL	\$262,210	\$163,142	\$99,068

Sask Society of Med Lab Technologists
Profit and Loss-Summary
2022 YTD Sept. 5, 2022

	Total	
	2022	2021 (PY)
INCOME		
4200 Membership Dues		
Total 4200 Membership Dues	\$ 246,174.02	\$ 245,665.70
Total 4400 Conference Income	\$ 3,300.00	\$ 0.00
4600 Miscellaneous Income		
Total 4600 Miscellaneous Income	\$ 1,800.00	\$ 1,350.00
TOTAL INCOME	\$ 251,274.02	\$ 247,015.70
EXPENSES		
5100 Executive Council		
Total 5100 Executive Council	\$ 2,017.18	\$ 253.00
5200 Conference Expenses		1,000.00
Total 5200 Conference Expenses	\$ 525.00	\$ 3,362.50
5400 Executive Committees		
5460 Coucil-Invest	12,286.31	3,133.78
5465 Discipline	75.00	309.75
5470 Regulatory Affairs		2,000.00
Total 5400 Executive Committees	\$ 12,361.31	\$ 5,443.53
5600 Executive Director		
Total 5610 Office	\$ 7,543.38	\$ 8,745.17
5650 Travel		-301.85
Total 5600 Executive Director	\$ 7,543.38	\$ 8,443.32
5900 Office Expenses-Rent-Database		
Total 5900 Office Expenses	\$ 19,910.65	\$ 22,522.50
6100 Public Relations Projects	3,465.00	5,202.50
6200 Grants & Scholarships		
Total 6200 Grants & Scholarships	\$ 0.00	\$ 1,500.00
6300 Affiliation Dues		
Total 6300 Affiliation Dues	\$ 2,277.19	\$ 4,109.95
6350 Professional Fees - Legal-Accounting		
Total 6350 Professional Fees	\$ 7,576.06	\$ 5,426.25
6400 Insurances		
Total 6400 Insurances	\$ 12,878.21	\$ 14,104.58
6550 Payroll Expenses		
Total 6550 Payroll Expenses	\$ 89,060.29	\$ 87,219.09
6600 Finance Charges		
Total 6600 Finance Charges	\$ 1,989.22	-\$ 268.45
Total Expenses	\$ 160,003.49	\$ 157,318.77
OTHER INCOME		
Total 4500 Interest Income	\$ 4,126.30	\$ 353.40
Total Other Income	\$ 4,126.30	\$ 353.40
PROFIT- YTD	\$ 95,396.83	\$ 90,050.33

Date: September 23, 2022

Meeting: AGM

Agenda Item: 7.3

Counselling & Investigation (CIC) Committee

Committee Members:

Laura Sanftleben (chair)

Nicola Salter

Justine Preston

Paula Van Viet

Robyn Johnson

Purpose

The CIC will review and investigate any complaints, against any member of the SSMLT, when a complaint is brought forward to the CIC via the ED of the SSMLT in accordance with the SSMLT Complaints Management Process.

Duties

In accordance with the Act (s. 22) and SSMLT Regulatory Bylaws (s. 30):

The duties of this Committee shall be:

- (a) to receive and review complaints brought against any member in writing;*
- (b) upon completion of its investigation, to make a written report as prescribed in the Act (s.22), to the discipline committee recommending:*
 - (i) that no further action be taken with respect to the matter under investigation; or*
 - (ii) the matter has been resolved with the consent of the complainant and the member who is the subject of the complaint; or*
 - (iii) that the discipline committee hear and determine the formal complaint set out in the written report.*
- (c) to hold in confidence all sessions and documentation; and*
- (d) in collaboration with ED, to prepare for each council meeting a report of its investigation(s) and an annual report of its investigation(s) to the AGM*

SSMLT CIC committee

5-year comparison

2022 activities

Investigation Details	2018	2019	2020	2021	2022
Professional Misconduct	0	4	0	6	1*
Professional Misconduct & Professional Incompetence	0	0	0	0	0
Professional Incompetence	0	0	0	0	1
Total	0	4	0	6	2

* Carryover from 2021 complaints

Complaint Resolution	2018	2019	2020	2021	2022
Not within SSMLT mandate	0	1	0	2	0
In progress	0	0	0	3	1
No further action	0	1	0	1	0
Consensual agreement	0	2	0	0	0
Refer to Discipline	0	0	0	0	1
Total	0	4	0	6	2

Discipline Committee

Committee Members:

Robyn Mauza (chair)

Marlys Mooney

Virginia Marsh

Lawrence Martens

Judi Jones (public
representative)

Nicole Jaster (alternate)

Purpose

The Committee will hear a complaint referred to it by the CIC, decide whether a member is guilty of professional misconduct or professional incompetence and make an order as to penalty if the Committee finds the member guilty.

Duties

The duties of the Committee shall be:

- (a) to hear any complaint referred by Counselling and Investigation Committee and determine whether the conduct of the member constitutes professional incompetence or professional misconduct as outlined in the Act (s. 24);*
- (b) where a member is found guilty of professional incompetence or professional misconduct, to issue orders as outlined in the Act (s. 25);*
- (c) to hold in confidence all sessions and documentation;*
- (d) report discipline decisions to council;*
- (e) post summaries of decisions of the Discipline Committee to the SSMLT website;*
- (f) to prepare and to provide to council an Annual Report of the number and nature of hearings conducted.*

SSMLT Discipline committee 2022 activities

1 complaint was sent to discipline committee. Hearing date to be determined.

Professional Practices Committee

Committee Members:

Pam Nyholt
Jodi Thompson
Stephanie Gray

Tricia Koob
Melanie Chevrier

Doug Margach
Michele Burns

Purpose and Duties:

Make recommendations to Council for matters related to registration, continuing professional education requirements, education programs, and execution of scholarships.

Composition and Representation

The committee shall consist of up to 7 (seven) members which include:

- Two elected members of council;
- One public representative;
- Two practicing members at large of the SSMLT;
- The SSMLT representative to Program Advisory Committee;
- One representative from the Saskatchewan accredited training program; and
- One practicing member of SSMLT representing employers.
-

SSMLT Professional Practices Committee 2022 Activities

- Wheatland bounty scholarship approval and award

Finance & Audit Committee

Purpose and Duties:

To monitor the finance of the SSMLT to ensure short and long-term financial stability. To accomplish this, the ED shall provide the committee with quarterly reports with financial details. This committee in collaboration with the ED develop the budget to present to council for approval. The annual audit is reviewed by this committee and signed off by the chair of the committee each year following approval by council.

Composition and Representation

Consists of the President, Vice-President, and a public representative.

SSMLT Finance & Audit Committee 2021 Activities

- Review quarterly finance reports
- Develop 2023 budget in collaboration with Executive Director



Meeting: SSMLT AGM September 23, 2022

Report: SSMLT Reports from Outside Agencies

Agenda Item: 7.4

Network of Inter-professional Regulatory Organizations (NIRO)

Self-Regulation is when the local government (in this case, the Government of Saskatchewan) has delegated the authority of its regulatory functions to the profession itself as they understand the necessary skills and knowledge to do the job. The mandate of a self-regulated profession is to protect the public.

In Saskatchewan, there are 27 health-related professions with the authority to regulate their profession. Saskatchewan Health and the Network of Inter-Professional Regulatory Organizations (NIRO) are committed to promoting ethical and competent professional services, and minimizing the risk of harm to consumers by:

- Ensuring that the health professional is qualified to practice.
- Setting standards of practice and a code of ethics that the health professional must follow.
- Requiring the health professionals to be registered and licensed to use the title of profession.
- Investigating complaints / reports about the professional and taking corrective and or disciplinary action if necessary.
-

This committee meets bi-annually to discuss regulatory items of common concern or interest. NIRO has worked collaboratively to provide governance and chairpersons training to the respective council and committee members.

NIRO met on April 17, 2022:

- Awaiting approval of legislative changes previously to provide consistent wording for all regulatory bodies.
- Public representative appointments completed by Ministry of Health. Cate Dobhran has been appointed as a public representative to SSMLT.

New initiatives:

- NIRO Financial Oversight & Financial Literacy Session was conducted in June with 2 SSMLT members of council participating.
- Discussion about Labour Mobility and Fair Registration Practices Act. Action or concerns TBD once the Act is passed and regulations have been developed.

Canadian Alliance of Medical Laboratory Professions Regulators (CAMLPR)

CAMLPR consists of representation from the 9 MLT regulatory bodies which include Alberta, Saskatchewan, Manitoba, Ontario, Quebec, New Brunswick, Nova Scotia, PEI and Newfoundland & Labrador. British Columbia and the Territories are not regulated but BC does participate as an observer. This organization convenes to discuss regulatory matters related to registration, complaints management, and bylaws of its members to ensure consistency as much as is possible across the country. Items related to national labour mobility are reviewed to ensure compliance.

CAMPLR meets with CSMLS to review, discuss and provide input for services provided by CSMLS including examinations, competency profiles, and prior learning assessment.

While each jurisdiction must work within their respective legislation, whenever possible CAMLPR as a whole attempt to develop similar policies related to registration.

CAMPLPR is managing the ongoing Canadian MLT gateway project with completion expected May 2022. The 3 components of this project which include:

- Gateway website
- English language proficiency review and standard setting
- Clinical skills assessment tool

Saskatchewan Polytechnic Program Advisory Committee

Committee meetings are typically held bi-annually in the spring and the fall of each year. A meeting was held in May with the following items discussed:

- Ongoing shortage of laboratory professionals
- CLXT program enrollment increase
- Program delivery model pending changes

SK Polytechnic met with stakeholders in June to provide a preliminary program delivery model.

Health Services Organization (HSO)

15 allied health professions within Canada have contracted HSO to provide accreditation services for education programs through the HSO affiliate organization, Accreditation Canada. New standards have been approved for accreditation services.

SSMLT will be appointing a regulatory representative to the SK Polytechnic MLT program accreditation scheduled for 2023.

CPSS- Program Management Committee (PMC) for Quality Assurance

SSMLT has a representative to the Program Management Committee. The PMC is the oversight body for operations and decision-making for the program. Typically, meetings are held spring and fall of each year and as necessary should issues require attention.

2023 SSMLT Budget

Year	2021 Actual	2022 Budget	2023 Budget
Total Income	\$257,080	\$ 270,150	271,250
Total Expenses	\$208,105	\$ 263,210	270,158
Operational Profit/Loss	\$48,975	\$ 6,940	1,092
INCOME	2021	2022	
OPERATING INCOME			
4200 Registration	\$248,319	\$241,750	\$244,750
4370 Letter of Standing	\$1,175	\$500	\$500
4640 Job Postings	\$300	\$400	\$0
4655 CDR fees	\$1,500	\$3,000	\$3,000
4500 Interest Income	\$5,386	\$7,500	\$6,000
4400 Conference Income	\$400	\$17,000	\$17,000
TOTAL	\$257,080	\$270,150	\$271,250
EXPENSES			
5100 EXECUTIVE COUNCIL			
5110 Travel	\$0	\$3,000	\$5,000
5120 Accommodations	\$0	\$3,000	\$4,000
5130 Meals	\$689	\$2,250	\$2,000
5170 Out of Province Conference	\$153	\$5,000	\$5,000
5175 In Province Conference	\$600	\$1,000	\$1,000
Total	\$1,442	\$14,250	\$17,000
5200 Conference Expenses	\$3,563	\$16,000	\$16,000
5400 Executive Committees			
5460 Council-Investigation	\$3,134	\$3,500	\$5,000
5465 Discipline	\$0	\$2,500	\$2,500
5470 Professional Practices	\$0	\$1,000	\$1,000
5475 Finance & Audit	\$0	\$0	\$0
5480 Nomination	\$0	\$0	\$0
5485 Adhoc- Legislative Committee	\$2,000	\$500	\$7,500

Meeting: SSMLT AGM
 Date: September 23, 2022
 Agenda item: 7.5
 Topic: 2023 Budget



Total	\$5,134	\$7,500	\$16,000
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5490 Special Projects			
5490 Clinical Skills Assessment	\$2,640	\$5,000	\$0
5495 Other projects	\$0	\$2,500	\$7,000
	\$2,640	\$7,500	\$7,000
5610 Office			
5614 Supplies	\$111	\$1,250	\$1,250
5615 Computer Software	\$3,362	\$1,250	\$3,500
5618 Telephone & Internet	\$2,548	\$3,500	\$3,500
5626 Postage	\$774	\$750	\$750
5630 Computer support	\$4,925	\$3,500	\$5,000
5810 Printing & Duplication	\$33	\$200	\$500
5831 Website	\$795	\$300	\$500
5840 Training	\$573	\$1,000	\$1,000
5910 Office Rent	\$13,482	\$13,060	\$12,758
5920 Olatech - Support fee	\$12,810	\$12,000	\$12,700
	\$39,412	\$36,810	\$41,458
5600 Executive Director			
5616 Accommodations	\$0	\$1,500	\$1,500
5617 Meals	\$0	\$750	\$750
5640 Registration education/conf.	\$0	\$1,000	\$1,000
5650 Travel	-\$302	\$3,000	\$3,000
	-\$302	\$6,250	\$6,250
6100 Public Relations			
6100 PR projects	\$2,506	\$750	\$500
6130 NMLW	\$2,697	\$1,000	\$3,500
	\$5,203	\$1,750	\$4,000
6200 Grants & Scholarships			

Meeting: SSMLT AGM
Date: September 23, 2022
Agenda item: 7.5
Topic: 2023 Budget



6210 Grad Awards	\$0	\$1,000	\$0
6220 WLB Scholarship	\$1,500	\$1,500	\$1,500
6230 Lori Diane Cooper Scholarship	\$0	\$500	\$500
6240 Judy Hoff Memorial Scholarship	\$0	\$0	\$1,000
	\$1,500	\$3,000	\$3,000

6300 Affiliations Dues	\$4,436	\$3,150	\$5,500
6350 Professional Fees			

6360 Legal Consultation Fees	\$2,473	\$5,000	\$10,000
6365 Auditor Fees	\$3,774	\$4,000	\$4,000
6370 Bookkeeping Fees	\$4,995	\$5,000	\$5,000
	\$11,242	\$14,000	\$19,000

6400 Insurances			
6420 Commercial Liability	\$1,025	\$1,500	\$1,350
6440 Directors & Officers Liability	\$628	\$550	\$650
6460 Professional Liability	\$12,070	\$12,000	\$0
6480 Travel	\$329	\$300	\$300
	\$14,051	\$14,350	\$2,300

6550 Payroll Expenses			
6510 Employee Expenses	\$12,890	\$13,000	\$14,000
6545 WCB Premiums	\$211	\$250	\$250
6560 Employer Taxes	\$4,460	\$5,000	\$5,000
6590 Salaries Paid	\$97,972	\$112,000	\$105,000
	\$115,533	\$130,250	\$124,250

6600 Finance Charges			
6605 Bank Service Fees	\$321	\$400	\$400
6613 Merchant Fees	\$3,930	\$8,000	\$8,000
	\$4,251	\$8,400	\$8,400
TOTAL	\$208,105	\$263,210	\$270,158

Meeting: SSMLT AGM
Date: September 23, 2022
Agenda item: 7.5
Topic: 2023 Budget



2023 Budget summary:

Overall income is expected to be stable with expenses increasing due to several factors, including increase in cost of goods, travel and complaints management.

SSMLT duties and objects:

One of the primary requirements of SSMLT and any regulatory body is to manage the complaints process. This can be both time consuming and costly.

It is challenging to budget for complaints due to the variability in number and complexity of complaints.

SSMLT has established a standardized complaint process that includes legal counsel guidance to the Counselling and Investigation Committee for all complaints. SSMLT contracts an independent investigator to conduct all investigations and supply a report of findings to the Counselling and Investigation Committee.

**SASKATCHEWAN SOCIETY OF
MEDICAL LABORATORY TECHNOLOGISTS INC.**

Financial Statements

Year Ended November 30, 2021

SASKATCHEWAN SOCIETY OF MEDICAL LABORATORY TECHNOLOGISTS INC.
Index to Financial Statements
Year Ended November 30, 2021

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DUDLEY & COMPANY LLP

Chartered Professional Accountants

INDEPENDENT AUDITOR'S REPORT

To the Members of Saskatchewan Society of Medical Laboratory Technologists Inc.

Opinion

We have audited the financial statements of Saskatchewan Society of Medical Laboratory Technologists Inc. (the organization), which comprise the statement of financial position as at November 30, 2021, and the statements of revenues and expenses, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the organization as at November 30, 2021, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO)

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the organization in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the organization's financial reporting process.

(continues)

Independent Auditor's Report to the To the Members of Saskatchewan Society of Medical Laboratory Technologists Inc. *(continued)*

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Regina, Saskatchewan
February 1, 2022

Dudley & Company LLP
Chartered Professional Accountants

SASKATCHEWAN SOCIETY OF MEDICAL LABORATORY TECHNOLOGISTS INC.

Statement of Financial Position

November 30, 2021

	2021	2020
ASSETS		
CURRENT		
Cash (Note 3)	\$ 365,233	\$ 263,685
Term deposits	460,000	278,675
Accounts receivable	2,062	-
Interest receivable	2,311	5,404
Prepaid expenses	9,433	8,146
	<u>839,039</u>	<u>555,910</u>
CAPITAL ASSETS (Note 4)	8,033	3,417
LONG TERM INVESTMENTS (Note 6)	<u>565</u>	<u>240,565</u>
TOTAL ASSETS	<u>\$ 847,637</u>	<u>\$ 799,892</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable (Note 7)	\$ 40,654	\$ 37,334
Deferred revenue (Note 8)	226,863	229,806
	<u>267,517</u>	<u>267,140</u>
NET ASSETS	<u>580,120</u>	<u>532,752</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 847,637</u>	<u>\$ 799,892</u>

ON BEHALF OF THE BOARD

The accompanying notes form an integral part of these financial statements

SASKATCHEWAN SOCIETY OF MEDICAL LABORATORY TECHNOLOGISTS INC.

Statement of Revenues and Expenses

Year Ended November 30, 2021

	2021	2020
REVENUES		
Membership fees	\$ 249,494	\$ 254,396
Conferences	400	-
Miscellaneous revenue	<u>1,800</u>	<u>2,600</u>
	251,694	256,996
EXPENSES		
Accounting fees	4,995	4,662
Amortization	1,606	1,661
Bank charges and fees	4,250	7,496
Affiliation dues	4,436	4,457
Public relations	5,203	1,203
Website license fee	12,810	9,135
Insurance	14,051	11,557
Legal fees	2,473	1,419
Conferences	3,563	-
Executive council and committees	6,586	1,967
Executive director	11,418	9,212
Registrar	1,401	981
Graduation and scholarships	1,500	1,071
CSA project	2,640	850
Professional fees	3,774	4,026
Rent	13,482	13,482
Salaries and benefits	<u>115,524</u>	<u>113,782</u>
	209,712	186,961
EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS	41,982	70,035
OTHER INCOME		
Interest	<u>5,386</u>	<u>10,905</u>
EXCESS OF REVENUES OVER EXPENSES	\$ 47,368	\$ 80,940

The accompanying notes form an integral part of these financial statements

SASKATCHEWAN SOCIETY OF MEDICAL LABORATORY TECHNOLOGISTS INC.

Statement of Changes in Net Assets

Year Ended November 30, 2021

	2021	2020
NET ASSETS - BEGINNING OF YEAR	\$ 532,752	\$ 451,812
EXCESS OF REVENUES OVER EXPENSES	47,368	80,940
NET ASSETS - END OF YEAR	\$ 580,120	\$ 532,752

The accompanying notes form an integral part of these financial statements

SASKATCHEWAN SOCIETY OF MEDICAL LABORATORY TECHNOLOGISTS INC.

Statement of Cash Flows

Year Ended November 30, 2021

	2021	2020
CASH FLOWS FROM (FOR) OPERATING ACTIVITIES		
Cash receipts from members	\$ 246,689	\$ 228,637
Cash paid to suppliers and employees	(206,072)	(179,040)
Interest received	8,479	10,610
	<u>49,096</u>	<u>60,207</u>
Cash Flows From (For) Operating Activities	49,096	60,207
CASH FLOWS FROM (FOR) INVESTING ACTIVITIES		
Purchase of capital assets	(6,223)	(922)
Proceeds on sale of investments	58,675	-
Purchase of investments	-	(15,930)
	<u>52,452</u>	<u>(16,852)</u>
Cash Flows From (For) Investing Activities	52,452	(16,852)
INCREASE IN CASH FLOWS	101,548	43,355
Cash - beginning of year	<u>263,685</u>	<u>220,330</u>
CASH - END OF YEAR (Note 3)	\$ 365,233	\$ 263,685

The accompanying notes form an integral part of these financial statements

SASKATCHEWAN SOCIETY OF MEDICAL LABORATORY TECHNOLOGISTS INC.

Notes to Financial Statements

Year Ended November 30, 2021

1. PURPOSE OF THE ORGANIZATION

Saskatchewan Society of Medical Laboratory Technologists Inc. (the "organization") is a not-for-profit entity incorporated under *The Medical Laboratory Technologists Act (1995)* of Saskatchewan, and is the professional regulatory body responsible for the licensing of Medical Laboratory Technologists in Saskatchewan.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPPO).

Cash and cash equivalents

Cash includes cash and cash equivalents. Cash equivalents are investments in term deposits with maturities of six months or less, and are valued at cost. Interest is accrued on these investments and included in accounts receivable. The carrying amounts approximate fair value because of the short term of the investment.

Capital assets

Capital assets are stated at cost or deemed cost less accumulated amortization. Capital assets are amortized over their estimated useful lives on a declining balance basis using the following rates:

Computer equipment	40%
Office furniture and display booth	10%

Revenue recognition

Members' fees are recognized as revenue proportionately over the fiscal year to which they relate. Fees that are received in advance of the membership year to which they relate are recorded as deferred revenue. Investment income is comprised of interest from the short term investments and term deposits, and is recognized on an accrual basis. Sales revenue is recognized at the time of shipment or when the service is rendered. If the organization receives grants that are assigned to a specific use, the revenue is recognized when the project is completed, with the portion not yet spent shown as deferred revenue in accordance with the deferral method of accounting.

Investments

Investments are recorded at cost. Investments with terms longer than one year have been classified as long term investments concurrent with the nature of the investment. Interest on term deposits is accrued and included in accounts receivable.

(continues)

SASKATCHEWAN SOCIETY OF MEDICAL LABORATORY TECHNOLOGISTS INC.

Notes to Financial Statements

Year Ended November 30, 2021

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Income taxes

Under present legislation, the organization is an exempt corporation, and therefore no taxes are payable on income reported by the organization.

Contributed services

The operation of the organization is partially dependent on voluntary services. Since these services would not normally be purchased by the organization, and because of the difficulty of determining the fair value of donated services, these donated services are not recognized in these financial statements.

3. CASH

	2021	2020
Chequing	\$ 237,007	\$ 258,851
Savings	128,226	4,834
	\$ 365,233	\$ 263,685

4. CAPITAL ASSETS

	Cost	Accumulated amortization	2021 Net book value	2020 Net book value
Computer equipment	\$ 16,062	\$ 8,314	\$ 7,748	\$ 3,100
Furniture and fixtures	457	172	285	317
	\$ 16,519	\$ 8,486	\$ 8,033	\$ 3,417

SASKATCHEWAN SOCIETY OF MEDICAL LABORATORY TECHNOLOGISTS INC.

Notes to Financial Statements

Year Ended November 30, 2021

5. INTANGIBLE ASSETS

	2021	2020
Computer software - cost	\$ 53,475	\$ 53,475
Accumulated amortization	(53,475)	(53,475)
	\$ -	\$ -

The intangible assets are amortized using a straight-line method over three years.

6. LONG TERM INVESTMENTS

	2021	2020
Credit union equity	\$ 565	\$ 565
Credit union term deposit	-	240,000
	\$ 565	\$ 240,565

7. ACCOUNTS PAYABLE

Accounts payable and accrued liabilities are comprised of the following:

	2021	2020
Trade accounts	\$ 2,218	\$ 994
Accrued professional fees	3,774	3,663
Payroll deductions	3,777	3,835
Fees received in advance - CSMLS share, not yet remitted	30,885	28,842
	\$ 40,654	\$ 37,334

8. DEFERRED REVENUE

The revenues deferred are comprised of the following:

	2021	2020
Scholarship funds	\$ 14,005	\$ 7,877
Fees received in advance - SSMLT share	212,858	221,929
	\$ 226,863	\$ 229,806

SASKATCHEWAN SOCIETY OF MEDICAL LABORATORY TECHNOLOGISTS INC.

Notes to Financial Statements

Year Ended November 30, 2021

9. FINANCIAL INSTRUMENTS - MEASUREMENT AND IMPAIRMENT

The organization initially measures its financial assets and financial liabilities at fair value. The organization subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments, if any, in equity instruments that are quoted in an active market, which are measured at fair value. Financial assets measured at amortized cost include cash, investments and accounts receivable. Financial liabilities measured at amortized cost include accounts payable. At the end of each reporting period, the organization assesses whether there are any indications that a financial asset measured at amortized cost may be impaired, and if so, reduces the carrying amount accordingly.

10. FINANCIAL INSTRUMENTS - RISK EXPOSURES

Like any entity, the organization is potentially exposed to various risks through its financial instruments and has a risk management framework to monitor, evaluate and manage these risks. These include credit, liquidity, market, currency, interest rate and other price risks. None of these risk exposures are considered by management to be material, and there have been no changes in the organization's risk exposures from the prior year.

11. SIGNIFICANT EVENTS

In March 2020, the World Health Organization declared COVID-19 a global pandemic. During 2020 and beyond, the spread of COVID-19 adversely impacted the organization, as certain restrictions were implemented by public health officials to prevent the spread of COVID-19, and such restrictions reduced programming. The length and severity of these impacts is subject to uncertainty, and accordingly the extent to which COVID-19 may affect the organization's operations, financial results and condition will depend on the scope and duration of the pandemic, which currently cannot be estimated.

12. COMMITMENTS

As at November 30, 2021, the organization had committed to a lease on premises which expires on June 1, 2027. The lease requires a proportionate share of property taxes and common operating expenses. The organization has committed to paying \$13,482 annually for the next five years.