

**College of Immigration and Citizenship Consultants**  
**ANNUAL GENERAL MEETING OF LICENSEES**  
**NOVEMBER 30, 2023**  
**INFORMATION CIRCULAR**

Version: 2023-001  
Last Modified: October 31, 2023

---



## NOTICE OF ANNUAL GENERAL MEETING OF LICENSEES

NOTICE IS GIVEN THAT the Annual General Meeting (the "Meeting") of licensees of the COLLEGE OF IMMIGRATION AND CITIZENSHIP CONSULTANTS (the "College") will be held virtually and in-person at the Ottawa Conference and Event Centre, 200 Coventry Road, Ottawa, ON K1K 4S3, on **Thursday, November 30, 2023**, at 10:00 a.m. (Eastern Time), for the following purposes:

1. To approve the minutes of the Inaugural General Meeting of the College of Immigration and Citizenship Consultants held on December 1, 2022;
2. To receive the President & CEO's presentation of the Annual Report;
3. To receive the Chair's address to the Meeting;
4. To introduce the Board of Directors to the licensees;
5. To permit licensees to ask questions of the Board and management of the College.

In preparation of the Meeting, to read or download the following documents:

[CLICK HERE](#)

1. Meeting Agenda
2. Meeting Circular (details of the business to be considered at the Meeting)
3. Order of Events
4. Minutes of the Inaugural General Meeting of December 1, 2022
5. College Annual Report (including the Audited Financial Statements)
6. Form of Proxy

### Eligibility

Only licensees (RCICs and RISIAs) In Good Standing at the close of business on November 1, 2023, are eligible to attend (in-person or online) and vote at the Meeting.

### Voting

Licensees will be able to vote in-person, online or by proxy on the agenda, the previous IGM minutes and the termination of the Meeting. In person voting will be conducted by using a cell phone with a link which will be provided at the Meeting. Please bring your cell phone to the Meeting.

Licensees who cannot attend the Meeting may appoint a proxy holder to vote for them.

### Deadline

**Tuesday, November 28, 2023** before 5:00 p.m. (Eastern Time) is the deadline to register to attend the Meeting by webcast and vote online; to attend and vote in-person; and to submit a completed proxy form to [secretariat@college-ic.ca](mailto:secretariat@college-ic.ca).

## Meeting day event schedule

In addition to the Meeting itself licensees will have the opportunity to attend the following events:

- 12:00 pm – 1:00 pm – Buffet lunch for Meeting attendees
- 1:00 pm – 1:55 pm – Licensee Education Session: Professional Standards of Practice for RCICs and RISIAs
- 2:05 pm – 3:00 pm – Licensee Education Session: Developing Your Service Agreements – A How to Guide

Dated at the College's Head Office at Burlington, Ontario, Canada this 3rd day of November 2023.

BY ORDER OF THE BOARD OF DIRECTORS



Victoria Rumble  
Corporate Secretary



November 3, 2023

Dear Licensees:

It is our pleasure to invite you to attend the Annual General Meeting of licensees (the “Meeting”) of the College of Immigration and Citizenship Consultants (College) which will be held in-person/virtually on November 30, 2023, at 10:00 a.m. (Eastern Time).

During the business portion of the Meeting, you will receive information about the activities of the College since the Inaugural General Meeting of licensees. You will also be introduced to the transitional Board of Directors of the College, as prescribed in the *College of Immigration and Citizenship Consultants Act* (College Act) and have an opportunity to ask questions of the Board and College management.

This Information Circular and the Notice of Meeting describe in more detail the business to be conducted at the Meeting and how licensees may exercise their right to vote. We hope that you will take the time to read this Information Circular, and the Annual Report of the College which accompanies it, in advance of the Meeting.

Licensees may vote:

- by attending the Meeting in person;
- by attending the Meeting by webcast and voting online during the Meeting; or
- by completing and returning the form of proxy which accompanies this Information Circular in accordance with the instructions provided on the Form of Proxy.

We hope that you are able to attend the Meeting in person or by webcast.

In addition to the business portion, we welcome the Honourable Marc Miller, Minister of Immigration, Refugees and Citizenship who will provide remarks.

During the afternoon, the College will deliver two education sessions:

- Professional Standards of Practice for RCICs and RISIAs
- Developing Your Service Agreements - A How to Guide

We look forward to seeing you (in-person or virtually) at the Meeting.

Sincerely,

Stan Belevici, RCIC-IRB  
Chair of the Board of Directors

John W. Murray  
President & Chief Executive Officer

## Table of Contents

Introduction .....	6
About the College .....	6
General Voting Information.....	7
Who Can Vote .....	7
Voting by Proxy .....	7
How Your Proxy Will be Voted.....	7
Solicitation of Proxies .....	7
Votes Required for Approval.....	8
Quorum .....	8
Business of the Meeting.....	8

## INTRODUCTION:

Unless stated otherwise, the information in this Information Circular is dated as of November 3, 2023.

On November 30, 2023, commencing at 10:00 a.m. (Eastern Time) the College of Immigration and Citizenship Consultants ("College") will hold an Annual General Meeting for the purposes set out in the Notice of Annual General Meeting of Licensees ("Notice of Meeting").

This information circular ("Information Circular") is furnished in connection with the solicitation of proxies by or on behalf of the Board of Directors of the College to all of the Licensees of the College entitled to vote, for use at the Meeting, together with the Notice of Meeting and a form of proxy ("Form of Proxy").

## ABOUT THE COLLEGE:

The College was created by an act of the Canadian Parliament: The *College of Immigration and Citizenship Consultants Act* (Canada) (the "College Act").

The College Act was passed by Parliament in June 2019.

Pursuant to an order of the Minister of Immigration, Refugees and Citizenship (the "Minister"), the Immigration Consultants of Canada Regulatory Council ("ICCRC") was continued as the College on November 23, 2021. The College licenses and regulates Canadian immigration and citizenship consultants, and international student immigration advisors in the public interest. Immigration and citizenship consultants licensed by and In Good Standing with the College are permitted to use the professional designation. Regulated Canadian Immigration Consultants ("RCICs"), and international student immigration advisors licensed by and In Good Standing with the College are permitted to use the professional designation Regulated International Student Immigration Advisor ("RISIA").

The College's role, its statutory authority, and its powers are set out in:

- The *College of Immigration and Citizenship Consultants Act*,
- The *Immigration and Refugee Protection Act*, and
- The *Citizenship Act*.

The College's statutory authority applies to immigration and citizenship consultants whether they practise in Canada or abroad.

The College fulfils its mandate to regulate its licensees in the public interest and protect the public by:

- Establishing and administering qualification standards, standards of practice, and continuing education requirements for licensees;
- Establishing and providing training and development programs for licensees;
- Ensuring compliance with the Code of Professional Conduct; and
- Undertaking public awareness activities.

## **GENERAL VOTING INFORMATION**

RCICs and RISIAs (“licensees”) In Good Standing may attend the Meeting in-person or online via webcast. Licensees who cannot attend the Meeting may appoint a proxy holder to vote for them.

### **WHO CAN VOTE:**

Licensees In Good Standing as of November 1, 2023, are entitled to vote and participate at the Meeting.

Voting at the Meeting will be facilitated by Zoom Inc, a third-party provider independent of the College, through electronic voting at the Meeting and an encrypted online platform for webcast attendees. All voting will be confidential. Licensees who attend in person are asked to bring their cellular phones to cast their electronic vote.

Licensees who wish to attend and vote at the Meeting by webcast are asked to register by logging into the Licensees section before 5:00 p.m. (Eastern Time) on Tuesday, November 28, 2023.

### **VOTING BY PROXY:**

Licensees who wish to appoint a proxy holder must submit a completed Form of Proxy to the Corporate Secretary by 5:00 p.m. (Eastern Time) on Tuesday, November 28, 2023.

Voting by proxy means you are giving the persons or person named in your Form of Proxy the authority to attend the Meeting, or any adjournment or postponement thereof, and vote for you. The enclosed Form of Proxy names the Chair of the Board and his alternate, each a director of the College as your proxyholder. You have the right to appoint another person who must be a licensee of the College to be your proxyholder. To do so, fill in that person’s name in the blank space located on the enclosed Form of Proxy and cross out the name of the Chair and his alternate. If you return the attached Form of Proxy to the College and have left the line for the proxyholder’s name blank, then the Chair (or his alternate) will automatically become your proxyholder.

### **HOW YOUR PROXY WILL BE VOTED**

On your Form of Proxy, you can indicate how you want your proxy holder to vote on the matters listed in the Notice of Meeting by checking the appropriate boxes on the Form of Proxy. If you have specified on the Form of Proxy how you want to vote on a particular matter, then your proxyholder must cast your votes as instructed. By checking “WITHHOLD FROM VOTING” on the Form of Proxy, where applicable, you will be abstaining from voting.

If you have NOT specified how to vote on a particular matter, your proxyholder is entitled to vote as they see fit. Please note that if your Form of Proxy does not specify how to vote on any particular matter, and if you have authorized the Chair (or his alternate) to act as your proxyholder (by leaving the line for the proxyholder’s name blank on the Form of Proxy), the Chair (or his alternate) will vote your proxy “for” each of the ordinary Resolutions.

### **SOLICITATION OF PROXIES:**

The solicitation of your proxy (your vote) is made by or on behalf of management of the College. Management requests that you fill out your Form of Proxy to ensure your vote is cast at the Meeting. If you leave the Form of Proxy blank, or if you do not specify how your proxy is to be

voted on particular resolutions, the Chair (or his alternate) will vote your proxy “for” each of the ordinary resolutions.

Solicitation of your proxy is expected to be made primarily by electronic mail. However, employees, officers or directors of the College, or agents engaged by the Board of Directors, may also contact you by telephone to ask for proxies to be returned.

## **VOTES REQUIRED FOR APPROVAL**

A simple majority of the votes cast at the Meeting, online or by proxy is required for each of the matters scheduled to be voted upon at the Meeting to be approved by ordinary resolution.

## **QUORUM**

In accordance with the By-law of the College, the quorum for the transaction of business at the Meeting is ten (10) licensees In Good Standing present in person or represented by proxy.

## **BUSINESS OF THE MEETING:**

The College Act requires that a meeting of licensees be held each year within six (6) months of the financial year end of the College. Other College governance processes are set out in the College Act and will be further prescribed in Government Regulations to be promulgated under the College Act, and in the College By-laws to be made by the Board of Directors. It is anticipated that these Government Regulations and new College By-laws will be completed in mid-2025.

Until these new instruments are completed, approved and in force, the transitional provisions of the College Act provide for the By-laws and Regulations of the Immigration Consultants of Canada Regulatory Council (ICCRC), as these existed on November 23, 2021, to remain in effect. In accordance with the College Act and By-laws, business to be conducted at the Meeting is restricted to the following items:

### **1. To approve the minutes of the Inaugural General Meeting of the College of Immigration and Citizenship Consultants held on December 1, 2022.**

The Inaugural General Meeting of the College was held on December 1, 2022. Minutes of this meeting accompany the notice of the Meeting.

### **2. To receive the President & CEO’s presentation of the Annual Report.**

The Annual Report of the College was approved by the transitional Board on September 28, 2023, and released on October 4, 2023. The Annual Report provides detailed information about the College’s activities and includes the Audited Financial Statements for the College for the period July 1, 2022 - June 30, 2023. John Murray, President & CEO of the College, will review highlights from the Annual Report and financial statements and answer questions from licensees.



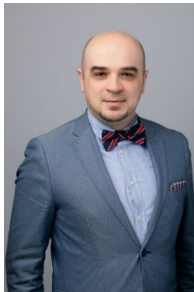
### 3. To receive the Chair's address to the Meeting.

Stan Belevici, RCIC-IRB, was elected Chair of the Board of Directors of ICCRC by the Board, following the 2020 Annual General Meeting. Pursuant to subsection 85(3) and paragraph 85(7)(e) of the College Act, Mr. Belevici remains as Chair of the transitional Board of the College. Mr. Belevici will provide his views on the progress of the College and the priorities of the transitional Board.

### 4. To introduce the Board of Directors to the licensees.

Subsection 85(3) of the College Act provides for the College to be governed by a transitional Board of Directors comprising four (4) licensees who were members of the ICCRC Board of Directors (including the Chair and Vice-Chair) immediately prior to the date of continuance, and five (5) non-licensees appointed by the Minister. This transitional Board remains in office until the Minister issues an order under subsection 17(2) of the College Act setting the final size and composition of the College Board of Directors. At that time, it is expected that the College will hold an election for the required number of licensee Directors.

As of the date of this Information Circular, the transitional Board of Directors of the College consists of:



#### **Stan Belevici, RCIC-IRB (Chair)**

Mr. Belevici has a strong background in international relations and immigration law. He has worked for the European Commission's TACIS program for Moldova and for the Legal Department of Ernst & Young Southeast Europe. After immigrating to Canada in 2002, he completed a master's degree in comparative law at McGill University and obtained his Juris Doctor degree in common law and transnational law from Sherbrooke University, in Quebec.

Mr. Belevici's practice includes development of immigration policies and processes, risk mitigation and workforce mobility solutions for corporate clients. He also represents clients before the IRB on deportation orders, extradition requests and spousal sponsorship appeals.

Mr. Belevici was elected to the Immigration Consultants of Canada Regulatory Council's Board of Directors in 2016 and was elected Chair of the Council's Board of Directors following the 2020 Annual General Meeting.



#### **John A. Burke, RCIC (Vice-Chair)**

Prior to starting his own immigration consulting practice in 1996, Mr. Burke worked with the federal public service for 29 years. He was instrumental in the development of foreign worker policy, procedures and operational guidelines at both the Ontario and national levels; provided advice to senior management and employment centre managers and staff; was directly involved with employers, associations and trade unions; and worked with senior corporate executives in the successful establishment of the Honda, Toyota and CAMI (GM/Suzuki joint

venture) automobile manufacturing plants in Ontario. His current practice includes employment-based and business immigration matters.

Mr. Burke was elected to the Council's Board of Directors in 2017 and served as Chair of the Board for two terms.

Mr. Burke was elected as Vice-Chair of the Council's Board of Directors following the 2020 Annual General Meeting.



**Marty Baram, RCIC – Director of SYMY Immigration Consultants and Recruitment, Edmonton, Alberta**

Mr. Baram is the Director of SYMY Immigration Consultants and Recruitment located in Edmonton, Alberta.

Mr. Baram is currently an Adjunct Professor at Queen's University Graduate Diploma in Immigration and Citizenship Law and is a past Instructor of Immigration: Laws, Policies and Procedures at the University of British Columbia (UBC).

His areas of professional expertise are: Labour Market Impact Assessments and temporary resident applications; and Permanent Residence applications, specifically Express Entry and Provincial Nominee Programs.

Mr. Baram was elected to the Council's Board of Directors in 2019.

Mr. Baram was elected to serve on the transitional Board of the College by the members of the Council's Board of Directors at its meeting of November 17, 2021.



**Normand Beaudry – Director of International Recruitment, Université Laval and member of directors, CALDO Consortium**

Mr. Beaudry has over 15 years of experience in international management, marketing and student recruitment. Since 2018, he has held the position of Director of International Recruitment at Laval University, which welcomes nearly 8,000 international students yearly.

Mr. Beaudry supervises or collaborates with RCICs or RISIAs daily. He also works to harmonize and develop international recruitment practices within his university.

Concurrently, he is involved in several national and international organizations. His mandates include treasurer of the board of directors of the CALDO consortium, head of the France and Africa regional committee at REDRUQ (Regroupement des directeurs et directrices de recrutement des universités du Québec) and member of the Pôle régional en enseignement supérieur de la Capitale-Nationale.

Mr. Beaudry was appointed to the transitional Board of the College by the Federal Minister, Immigration, Refugees and Citizenship (Minister) in March 2022.

**Richard Dennis, RCIC**

Mr. Dennis is a former Designated Immigration Officer at the Canadian Consulate General in Buffalo, New York. Mr. Dennis joined the Council's Board of Directors in 2012.

During the 20 years that he served at the Consulate General, Mr. Dennis was involved in administering Immigration Law in every immigration category. He established an Immigration Consulting business in 1993 and specializes in Federal Skilled Workers and Family Sponsorship law.

Mr. Dennis was elected to serve on the transitional Board of the College by the members of the Council's Board of Directors at its meeting of November 17, 2021.

---

**Tim D'Souza – Senior Vice-President, Finance and Business Operations, Diabetes Canada.**

Mr. D'Souza served as a Public Interest Director on the Council's Board of Directors from June 2019 until November of 2021. In addition to his work with Diabetes Canada and his board work with the College, Mr. D'Souza serves on several other boards. He also designs and delivers courses at a number of post-secondary institutions.

Mr. D'Souza holds two master's degrees and is a CPA.

Mr. D'Souza was appointed to the transitional Board of the College by the Minister in March 2022.

In June of 2022, Mr. D'Souza was appointed Chair of the College Board's Finance and Audit Committee.

---

**Jennifer Henry – Executive Minister, Organizational Development and Strategy, The United Church of Canada**

Ms. Henry has worked for three decades as a national and global advocate for human rights and ecological justice, addressing root causes of displacement. From 2012 to 2020, she served as Executive Director of the social justice organization KAIROS, with a mandate that included Indigenous solidarity, the advancement of women's rights in conflict zones, climate justice, and migrant and refugee rights. She has brought her expertise in non-profit management to

The United Church of Canada where she leads a unit focused on strategic planning, communications, and growth. She holds a Bachelor of Arts and Social Work from the University of Manitoba, Master of Social Work and Theological Studies from the University of Toronto, and an Honorary Doctorate from Saskatoon Lutheran Seminary, and is accredited as a United Church minister.

Ms. Henry was appointed to the transitional Board of the College by the Minister in March 2022.

---

**Ben Rempel – Former Assistant Deputy Minister of Immigration, Manitoba**

Mr. Rempel has served in a variety of leadership, policy development and program roles related to immigration, international education, and the recognition of international qualifications.

As an Assistant Deputy Minister of Immigration in Manitoba, Mr. Rempel led the province's immigration and international education strategies and contributed to several regulatory initiatives. He has led talent attraction missions, negotiated bilateral international agreements supporting ethical and effective recruitment, and co-chaired Federal-Provincial-Territorial tables on immigration and qualifications recognition.

Mr. Rempel is committed to collaborating on Canada's professional standards and regulatory oversight of immigration advice and international education services, facilitating access to certification for internationally educated professionals, and scaling complementary migration pathways for displaced global talent.

Mr. Rempel was appointed to the transitional Board of the College by the Minister in March 2022.

---

**Gagan Jot "Jyoti" Singh – Executive Director of Nellie's Shelter**

Ms. Singh is the executive director of Nellie's. She has over 15 years of experience providing leadership in community-based programming and policy administration with a focus on working with disadvantaged populations.

Ms. Singh holds degrees including a Master's Degree in Public Policy and Administration from Carleton University. She was the former executive director of The Elizabeth Fry Society of Manitoba, and in managerial roles with Access Employment and End Homelessness Winnipeg.

Ms. Singh was appointed to the transitional Board of the College by the Minister in May of 2022.

With a personal interest in immigration and refugees' rights, she has proudly served as Public Interest Director for the College since June 2022.

---

**Alexis Graham – Ministerial Observer, Director General, Social Immigration Policy and Programs, IRCC**

Pursuant to section 76 of the College Act, the Minister has designated an observer to the Board of Directors.

---

### **3. To permit licensees to ask questions of the Board and Management of the College.**

Messrs. Belevici and Murray will answer questions from Meeting attendees on behalf of the Board and management of the College. Attendees may submit questions in writing in advance of the Meeting to [secretariat@college-ic.ca](mailto:secretariat@college-ic.ca), or by using cards provided on the tables the day of the meeting. Webcast attendees may submit questions in advance to [secretariat@college-ic.ca](mailto:secretariat@college-ic.ca) or via Zoom on the day of the meeting.