

**Meeting of the Board of Directors  
 December 1, 2022, Meeting Minutes  
 Toronto, Ontario**

**Board of Directors:**

Stan Belevici, RCIC (Chair)  
 John Burke, RCIC (Vice-Chair)  
 Marty Baram, RCIC  
 Normand Beaudry  
 Tim D'Souza  
 Richard Dennis, RCIC  
 Jennifer Henry  
 Ben Rempel  
 Jyoti Singh

**Management:**

John Murray, President & CEO  
 Russ Harrington, Chief Operating Officer  
 Michael Huynh, Director, Professional Conduct  
 Chris May, Director, Public Affairs and Communications  
 Cathy Pappas, Director, Registration  
 Beata Pawlowska, Director, PREP  
 Joyce Chow Ng, Controller, Finance

Jina Dhothar, Executive Assistant to the President & CEO/Executive Assistant to the COO and Recording Secretary

Alexis Graham, Director, Social and Discretionary Policy and Programs, IRCC, Ministerial Observer

**Guests:**

Phil Buckley, Managing Director, Change with Confidence  
 Victoria Rumble

**Regret:**

**SUMMARY OF RESOLUTIONS AND ACTIONS DISCUSSED**

**Record of Resolutions**

Item #	Agenda Item	Topic	Motion
1	<b>Agenda</b>	<b>RESOLVED THAT</b> the Agenda for the meeting be and is hereby approved.	1
2	<b>Consent Agenda</b>	<b>RESOLVED THAT</b> the Consent Agenda for the meeting be and is hereby approved.	2
3	<b>Appointment of Auditors</b>	<b>RESOLVED THAT</b> Goodman Mintz, LLP, Chartered Professional Accountants, be and are	3

Item #	Agenda Item	Topic	Motion
		hereby reappointed as the auditors of the College for the financial year ending June 30, 2023.	
4	<b>Code of Professional Conduct Interpretation Guide</b>	<b>RESOLVED THAT</b> [1] the Interpretation Guide for the Code of Professional Conduct for College of Immigration and Citizenship Consultants Licensees, in substantially the form presented, be and is hereby approved; and [2] College staff be and are hereby authorized and directed to release the Interpretation Guide to licensees forthwith.	4
5	<b>Strategic Planning Process</b>	<b>RESOLVED THAT</b> [1] The strategic planning process as presented, be and is hereby approved; and [2] College staff be and are hereby authorized and directed to implement such process forthwith.	5
6	<b>Board meeting move in camera</b>	<b>RESOLVED THAT</b> the meeting go in camera at 10:50 am ET.	6
7	<b>Board Motions passed in camera be moved to the open session and the Board resume in open session</b>	<b>RESOLVED THAT</b> [1] All motions passed in camera be and are hereby moved to the open session of the meeting; and [2] The Board meeting move into open session.	7
8	<b>Restricted Net Assets for Professional Conduct</b>	<b>RESOLVED THAT</b> A restricted net asset for Professional Conduct estimated future expenses associated with open Discipline Committee cases as of June 30, 2022, in the amount of \$1.8 million, such amount to be adjusted for the estimated amount at each fiscal year end of June 30th thereafter, be and is hereby approved.	8
9	<b>Adjournment</b>	<b>RESOLVED THAT</b> the meeting be and is hereby adjourned at 11:38 am Eastern Time (ET).	9

The Board convened in open session at 10:31 am, ET.

The Chair acknowledged that the land on which they gathered is part of the traditional territory of many nations, including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples, and is now home to many diverse First Nations, Inuit and Métis peoples. He also acknowledged that Toronto is covered by Treaty 13 with the Mississaugas of the Credit.

## 1. BUSINESS

a) Call to Order

The Chair declared a quorum to be present and the meeting to be duly constituted for the transaction of business at 10:31 am ET.

With the consent of the meeting, J. Dhoother acted as Recording Secretary of the meeting.

b) Conflict of Interest Declaration

The Chair asked for declarations of conflict of interest regarding agenda items. None declared.

**AGENDA**

Moved by M. Baram, seconded by J. Burke:

**RESOLVED THAT** the Agenda for the meeting be and is hereby approved as presented.

**CARRIED**

**2. CONSENT AGENDA**

Moved by R. Dennis, seconded by T. D'Souza:

**RESOLVED THAT** the Consent Agenda for the meeting be and is hereby approved.

**CARRIED**

**3. APPOINTMENT OF AUDITORS**

T. D'Souza advised the By-law requires the appointment of Auditors for the College. The Finance and Audit Committee (FAC) recommends that the current auditors, Goodman Mintz, LLP, be re-appointed as the Public Accountants of the College for FY2023.

Moved by J. Burke, seconded by J. Henry:

**RESOLVED THAT** Goodman Mintz, LLP, Chartered Professional Accountants, be and are hereby reappointed as the auditors of the College for the financial year ending June 30, 2023.

**CARRIED**

**4. CODE OF PROFESSIONAL CONDUCT INTERPRETATION GUIDE**

B. Rempel, Chair of the Governance and Nominating Committee (GNC) advised the Board that the College has developed a draft Interpretation Guide for the Code of Professional Conduct for College of Immigration and Citizenship Consultants Licensees (Code).

Moved by N. Beaudry, seconded by R. Dennis:

**RESOLVED THAT**

[1] the Interpretation Guide for the Code of Professional Conduct for College of Immigration and Citizenship Consultants Licensees, in substantially the form presented, be and is hereby approved;

Moved by T. D'Souza, seconded by J. Burke:

**RESOLVED THAT**

[2] College staff be and are hereby authorized and directed to release the Interpretation Guide to licensees forthwith.

**CARRIED**

**5. ICRO QUARTERLY REPORT**

Pursuant to the By-laws, the Independent Complaints Review Officer ("ICRO") must provide quarterly reports to the Board. This report must include:

- the number of reviews requested, the number of reviews concluded, and the number of reviews still active at the end of each quarter, together with the outcome of each concluded review; and
- an assessment of the manner in which the College handled the complaints reviewed, including any trends or concerns, and recommendations regarding the improvement of College processes.

M. Huynh, Director, Professional Conduct, reviewed the ICRO's recommendations for improvements to the College's complaints processes and the responses of the College thereto.

**6. STRATEGIC PLANNING PROCESS**

J. Murray noted that the Board had agreed at the June 2022 meeting that they would undertake strategic planning with a view to having a refreshed strategic plan and supporting budget in place for the start of the College's next fiscal year.

J. Murray introduced Phil Buckley, Founder and Managing Director of Change with Confidence, who has agreed to assist the College with the Strategic Planning process. P.

Buckley reviewed strategic planning methodologies and proposed a multi-step process to assist the Board in developing a new strategic plan for the College, to be effective as of July 1, 2023.

Moved by M. Baram, seconded by J. Burke:

**RESOLVED THAT**

[1] The strategic planning process as presented, be and is hereby approved; and

[2] College staff be and are hereby authorized and directed to implement such process forthwith.

**CARRIED**

**MEETING CLOSED TO THE PUBLIC (IN-CAMERA SESSION)**

**7. IN-CAMERA SESSION**

Moved by J. Burke, seconded by R. Dennis:

**RESOLVED THAT** the meeting go in camera at 10:50 am ET

**IN-CAMERA SESSION MOTIONS**

Moved by T. D'Souza, seconded by M. Baram:

**RESOLVED THAT**

[1] All motions passed in camera be and are hereby moved to the open session of the meeting; and

[2] The Board meeting move into open session.

**CARRIED**

The Chair noted that the following resolution was passed during the in-camera session:

Moved by J. Burke, seconded by J. Singh:

**RESOLVED THAT** a restricted net asset for Professional Conduct estimated future expenses associated with open Discipline Committee cases as of June 30, 2022, in the amount of \$1.8 million, such amount to be adjusted for the estimated amount at each fiscal year end of June 30<sup>th</sup> thereafter, be and is hereby approved.

**8. NEXT MEETING AND ADJOURNMENT**

The next meeting will be held in-person/Zoom on March 9 & 10, 2023, in Vancouver B.C.

Moved by N. Beaudry, seconded by B. Rempel:

**RESOLVED THAT** the meeting be and is hereby adjourned at 11:38 am, ET.

**CARRIED**

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S. Belevici, RCIC  
Chair

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J. Dhoother  
Recording Secretary