
**Minutes of a Meeting of the Board of Directors
of the College of Immigration and Citizenship Consultants
Held at 1:00 PM, ET, Tuesday, October 21, 2025, via Zoom**

Board of Directors:

Ben Rempel (Interim Chairperson)
Normand Beaudry
Richard Dennis, RCIC
Tim D'Souza
Jennifer Henry
Jyoti Singh

Ministerial Observer:

Peter Christensen, Assistant Director,
Admissibility, Immigration, Refugees and
Citizenship Canada

Absent:

John Burke, RCIC (Vice-Chairperson)
Laura Halbert, Director, Professional Conduct
Beata Pawlowska, Director, Professional
Standards, Research, Education and Policy

Management:

Stan Belevici, RCIC-IRB, Interim President & CEO
Jessica Freeman, Director, Communications and
Stakeholder Relations
Cathy Pappas, Director, Registration
Victoria Rumble, Corporate Secretary

Nithiya Paheerathan, Coordinator, Board
Administration and Recording Secretary

Guests:

Lynn Stivaletti, Principal, Doane Grant Thornton LLP
Kashif Khan, Senior Manager, Doane Grant
Thornton LLP

1. WELCOME AND INTRODUCTORY REMARKS

Quorum

The Interim Chairperson declared a quorum to be present and the meeting to be duly constituted for the transaction of business at 1:04 pm ET. With the consent of the meeting, Nithiya Paheerathan acted as Recording Secretary.

a) Land Acknowledgement

The Interim Chairperson acknowledged the land on which they gathered was part of the traditional territories of many nations covered by 70 treaties and other agreements with Indigenous peoples. He expressed gratitude for the privilege to work and live on these territories.

b) Introduction

The Interim Chairperson welcomed all members of the Board, Ministerial Observer, members of the public, College licensees and staff, auditors and introduced those in attendance.

c) Conflict of Interest Declaration

The Interim Chairperson asked for declarations of conflict of interest with any items being discussed. None were declared.

2. APPROVAL OF MEETING AGENDA

The Interim Chairperson referred to the pre-distributed agenda and called for a motion for its approval.

Moved by Normand Beaudry, seconded by Jennifer Henry:

BE IT RESOLVED THAT the Agenda for the meeting, be and is hereby approved as presented.

CARRIED

3. DRAFT AUDITED ANNUAL FINANCIAL STATEMENTS 2024/2025

The Interim Chairperson provided an overview of the topic under discussion and invited Tim D'Souza, Chairperson of the Finance and Audit Committee (FAC), to introduce Lynn Stivaletti, Principal, and Kashif Khan, Senior Manager, of Doane Grant Thornton LLP. Tim D'Souza then invited Lynn Stivaletti and Kashif Khan to present.

Lynn Stivaletti referred to the materials distributed in advance of the meeting and presented the Audited Financial Statements for 2024/2025. She noted that the auditors had completed their review of the draft audited financial statements, providing the Board with an assessment of the College's financial position. She further reported that the FAC had reviewed both the financial statements and the auditor's report, which contained an unqualified opinion and identified no material adjustments.

Lynn Stivaletti advised that, as part of the audit report, the paragraph referencing the former auditors was removed due to a merger. She highlighted the inclusion of internally restricted funds, notably a new reserve for the compensation fund, and the addition of a subsequent events note disclosing changes in key management personnel after year-end. Lynn Stivaletti confirmed that the audit was conducted in accordance with accounting standing for not-for-profit organizations (ASNPO), as the College is not government controlled.

Kashif Khan reported that the audit remained subject to the approval of the financial statements and receipt of a signed management representation letter. He confirmed that no instances of fraud or illegal activity were identified during the audit. Legal confirmations regarding ongoing litigation are pending, with two non-material cases noted. Kashif Khan then requested confirmation from College management and Directors that, to their knowledge, no fraud or illegal acts had been committed against the College. Both management and the Committee confirmed this to be the case.

The Board reviewed the Audited Financial Statements and expressed its appreciation to the auditors and management for their work.

Moved by Tim D'Souza, seconded by Normand Beaudry:

BE IT RESOLVED THAT

1. the draft audited financial statements of the College for the year ended June 30, 2025, together with the Independent Auditors Report thereon, each in the form presented to the Board, be and are hereby approved; and
2. the Interim Chairperson of the Board and the Chairperson of the FAC be and are hereby authorized to sign the Statement of Financial Position forming part of such financial statements to evidence such approval.

CARRIED

The Interim Chairperson thanked Lynn Stivaletti and Kashif Khan for their report.

4. NEXT MEETING AND TERMINATION

The Interim Chairperson announced the next meeting of the Board of Directors and Annual General Meeting will be held on November 27, 2025 in Calgary, Alberta.

MEETING CLOSED TO THE PUBLIC (IN CAMERA SESSION)

IN-CAMERA SESSION MOTIONS

Moved by Normand Beaudry, seconded by Tim D'Souza:

BE IT RESOLVED THAT the Board meeting move in camera.

CARRIED

TERMINATION

On a motion duly made, seconded and carried.

BE IT RESOLVED THAT the meeting be and is hereby terminated at 2:30 PM ET.

CARRIED

Ben Rempel
Interim Chairperson

Nithiya Paheerathan
Recording Secretary

Summary of Resolutions and Actions Discussed

Record of Resolutions

Resolution	Agenda Item	Topic	Motion
2	Agenda	RESOLVED THAT the Agenda for the meeting be and is hereby approved as presented.	1
3	Draft Audited Financial Statements 2024/2025	<p>RESOLVED THAT the draft audited financial statements of the College for the year ended June 30, 2025, together with the Independent Auditors Report thereon, each in the form presented to the Board, be and are hereby approved; and</p> <p>RESOLVED THAT the Interim Chairperson of the Board and the Chairperson of the FAC be and are hereby authorized to sign the Statement of Financial Position forming part of such financial statements to evidence such approval.</p>	2
	Board meeting move in camera	RESOLVED THAT the Board meeting move in camera.	3
	In camera session be moved to the open session and the Board resume in open session	<p>RESOLVED THAT</p> <ol style="list-style-type: none"> 1. To close the in camera session and, 2. Move the meeting into open session. 	4
	Termination	RESOLVED THAT the meeting be and is hereby terminated at 2:30 PM ET.	5