



## 2. APPROVAL OF AGENDA

The proposed meeting agenda was adopted with the moving of the Independent Complaints Review Officer's (ICRO) Quarterly Report January 20, 2023, from the Consent Agenda to the Meeting Agenda.

Moved by B. Rempel, seconded by R. Dennis:

**BE IT RESOLVED THAT** the Agenda for the meeting be and is hereby approved as amended.

**CARRIED**

## 3. APPROVAL OF THE CONSENT AGENDA

The Chair referred to the Consent agenda that was distributed in advance of the meeting. At the request of T. D'Souza the ICRO Quarterly Report was removed for discussion following Agenda item 10. The Chair asked for a motion to approve the remaining three items contained therein.

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

**BE IT RESOLVED THAT** the three items contained in the Consent agenda in substantially the form presented be and are hereby approved with immediate effect:

- a) the minutes of the previous meeting of the Board of Directors, held on December 01, 2022
- b) the report of the Finance and Audit Committee
  - i. Summarized Financial Report for FY2023 Q2 ended December 31, 2022
  - ii. FY2023 Q2 Outlook
  - iii. Amended Signing Officer Policy
- c) the report of the Governance and Nominating Committee.

**CARRIED**

## 4. DISCLOSURE OF INCIDENTS OF WRONGDOING POLICY

The Chair called upon Tim D'Souza, Chair of the Finance and Audit Committee (FAC) to report.

T. D'Souza referred to the materials distributed in advance of the meeting. He advised that management had brought forth a proposed Disclosure of Incidents of Wrongdoing Policy to provide increased support, direction, and protection for College staff in reporting actions that are not compatible with the College's internal policies, legislation, or financial reporting requirements.

He reported that the Finance and Audit Committee had reviewed the policy and recommend its approval to the Board of Directors.

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

**BE IT RESOLVED THAT** the proposed Disclosure of Incidents of Wrongdoing Policy in substantially the form presented be and is hereby approved with immediate effect.

**CARRIED**

The Chair thanked Tim D'Souza for his report.

## 5. PROFESSIONAL STANDARDS

The Chair called upon Ben Rempel, Chair of the Governance and Nominating Committee (GNC) to report.

B. Rempel referred to the proposed Professional Standards of the College that was distributed in advance of the meeting. He advised that Regulatory Colleges are mandated by statute to develop, establish, and maintain standards where there may be a risk to the public.

He commented that the Professional Standards, Research, Education and Policy department (PREP) had engaged an external consultant to guide the process and development of the Professional Standards which included extensive input from licensees and other subject matter experts.

B. Rempel reported that the Governance and Nominating Committee had reviewed the Proposed Standards of Practise and recommend its approval to the Board of Directors.

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

**RESOLVED THAT** the proposed Professional Standards of Practice in substantially the form presented to the Board be and is hereby approved with immediate effect.

**CARRIED**

The Chair thanked Ben Rempel for his report.

## 6. ACCREDITATION POLICY

The Chair called upon Ben Rempel, Chair of the Governance and Nominating Committee (GNC) to report.

B. Rempel referred to the proposed Accreditation Policy that was distributed in advance of the meeting. He reported that the policy is intended to provide the process for the College to assess and accredit potential education program providers and the process for the periodic renewal of accreditation. He commented that the Accreditation Policy will also support the consideration of application fees should the Board decide to apply these in the future.

B. Rempel reported that the Governance and Nominating Committee had reviewed the Proposed Accreditation Policy and recommends its approval to the Board of Directors.

T. D'Souza raised the question of whether a provision for providers to have adequate liability insurance should be included. Management advised that this additional requirement could be added.

Moved by B. Rempel, seconded by J. Henry:

**RESOLVED THAT** the Draft Accreditation Policy of the College, in substantially the form presented to the Board including the additional requirement of adequate for liability insurance, be and is hereby approved with immediate effect.

**CARRIED**

The Chair thanked Ben Rempel for his report.

## **7. RESEARCH POLICY**

The Chair called upon Ben Rempel, Chair of the Governance and Nominating Committee (GNC) to report.

B. Rempel referred to the proposed Research Policy that was distributed in advance of the meeting. He advised that the proposed Research Policy is intended to promote integrity and consistency for research conducted internally and commissioned through external resources.

B. Rempel reported that the Governance and Nominating Committee had reviewed the Proposed Research Policy and recommends its approval to the Board of Directors.

Moved by M. Baram, seconded by N. Beaudry:

**RESOLVED THAT** the proposed Research Policy of the College, in substantially the form presented to the Board, be and is hereby approved with immediate effect.

**CARRIED**

The Chair thanked Ben Rempel for his report.

## **8. LICENSEE CONDUCT POLICY**

The Chair called upon Ben Rempel, Chair of the Governance and Nominating Committee (GNC) to report.

B. Rempel referred to the proposed Licensee Conduct Policy that was distributed in advance of the meeting. He advised that recent experiences with the College's online course/tutorial offerings indicated that additional provisions to the current Learner Conduct Policy are required.

Management has recommended that the Learner Conduct Policy be repealed and replaced with a new Licensee Conduct Policy. B. Rempel reported that the Governance and Nominating Committee had reviewed the Proposed Licensee Conduct Policy and recommends its approval to the Board of Directors.

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

**RESOLVED THAT**

(1) the Licensee Conduct Policy in substantially the form presented to the Board, be and is hereby approved with immediate effect; and

(2) the former Learner Conduct Policy be repealed; and

(3) College staff be authorized and instructed to review and update all current policies, as applicable, to reflect the adoption of the Licensee Conduct Policy and the repeal of the Learner Conduct Policy.

**CARRIED**

The Chair thanked Ben Rempel for his report.

## **9. NEW COMPETENCY-BASED ENTRY-TO-PRACTISE EXAM FOR RISIAS**

The Chair called upon Ben Rempel, Chair of the Governance and Nominating Committee (GNC) to report.

B. Rempel referred to the materials distributed in advance of the meeting. He stated that RISIA candidates were given 2-hours to complete the knowledge-based RISIA Entry-to-Practice Exam (EPE). Now that the new, competency-based RISIA EPE has been implemented, management recommends that the RISIA EPE be changed to a 3-hour exam effective July 1, 2023. He advised that the change reflects the increased content of the competency-based exam and will also facilitate better psychometric evaluation. Implementing this proposed change as of July 1, 2023 will also permit adequate notice to be provided to education providers and candidates.

B. Rempel reported that the Governance and Nominating Committee had reviewed the proposal to adopt a 3-hour knowledge-based RISIA EPE and recommends approval by the Board of Directors.

Moved by B. Rempel, seconded by J. Henry:

**RESOLVED THAT** the proposal to increase the duration of the Entry-To-Practise Exam for Regulated International Student Immigration Advisors from 2 to 3 hours effective July 1, 2023, be and is hereby approved.

**CARRIED**

The Chair thanked Ben Rempel for his report.

## **10. DISCUSSION - STRATEGIC PLANNING PROCESS**

The Chair called upon Phil Buckley, Founder, and Managing Director of Change with Confidence.

P. Buckley provided a summary of the Strategic Planning process to date. He reported that management held a two-day strategic planning session which incorporated the input from participants at the Governance and Nominating Committee meeting of January 25, 2023. A strategic framework was presented to the Board on March 9 and 10 for comment and feedback.

He stated that, at the next Board of Directors meeting scheduled for June 8, 2023, a 3-year Strategic Plan will be presented for approval.

B. Rempel commented that he appreciated the work completed by management on the strategic framework.

The Chair thanked Phil Buckley for his report.

## **CONSENT AGENDA - ICRO REPORT**

The Chair opened discussion of the ICRO Report which was removed from the Consent Agenda.

Tim D'Souza referenced the recommendations the ICRO had made to improve the handling of complaints by the College.

In response, Michael Huynh, Director of Professional Conduct, stated that he had scheduled a meeting with the ICRO to discuss the recommendations made and an update will be provided to the Board with the next ICRO Report to the Board scheduled for June 8, 2023.

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

**11. IN-CAMERA SESSION**

Moved by M. Baram, seconded by B. Rempel:

**RESOLVED THAT** the meeting go in camera at 1:36 pm PT.

**IN-CAMERA SESSION MOTIONS**

Moved by Beaudry, seconded by J. Henry:

**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**

**IN-CAMERA SESSION NOTES**

B. Rempel noted that a GNC workplan is to be laid out and a recommendation will be provided to the Board as to where items such as succession planning, and DEI should be included.

**12. NEXT MEETING AND ADJOURNMENT**

The next meeting of the Board of Directors will be held in-person/Zoom on June 8, 2023, in Winnipeg, M.B.

Moved by M. Baram, seconded N. Beaudry:

a) **RESOLVED THAT** the meeting be and is hereby adjourned at 1:56 pm, PT.

**CARRIED**

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S. Belevici, RCIC  
Chair

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J. Dhoother  
Recording Secretary

## SUMMARY OF RESOLUTIONS AND ACTIONS DISCUSSED

### Record of Resolutions

Resolution	Agenda Item	Topic	Motion
1	Agenda	<b>RESOLVED THAT</b> the Agenda for the meeting be and is hereby approved as presented.	1
2	Consent Agenda	<b>RESOLVED THAT</b> the Consent Agenda for the meeting be and is hereby approved as amended.	2
3	Disclosure of Incidents of Wrongdoing Policy	<b>RESOLVED THAT</b> the Disclosure of Incidents of Wrongdoing Policy, in substantially the form presented to the Board, be and is hereby approved with immediate effect.	3
4	Professional Standards	<b>RESOLVED THAT</b> the draft Standards of Practice in substantially the form presented to the Board, be and is hereby approved with immediate effect.	4
5	Accreditation Policy	<b>RESOLVED THAT</b> the Draft Accreditation Policy of the College, in substantially the form presented to the Board including the additional requirement of a minimum amount for liability insurance, be and is hereby approved with immediate effect.	5
6	Research Policy	<b>RESOLVED THAT</b> the draft Research Policy of the College, in substantially the form presented to the Board, be and is hereby approved with immediate effect.	6
7	Licensee Conduct Policy	<b>RESOLVED THAT</b> (1) the Licensee Conduct Policy in substantially the form presented to the Board, be and is hereby approved with immediate effect; and (2) the former Learner Conduct Policy be repealed; and (3) College staff be authorized and instructed to review and update all current policies, as applicable, to reflect the adoption of the Licensee Conduct Policy and the repeal of the Learner Conduct Policy.	7
8	New Competency-Based EPE for RISIAs	<b>RESOLVED THAT</b> the RISIA EPE be increased to a 3-hour exam effective July 1, 2023.	8
9	Board meeting move in camera	<b>RESOLVED THAT</b> the meeting go in camera at 1:36 pm PT.	9
10	Board Motions passed in camera be moved to the open session and the Board resume in open session	<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.	10
11	Adjournment	<b>RESOLVED THAT</b> the meeting be and is hereby adjourned at 1:56 pm PT.	11