
**Minutes of a Meeting of the Board of Directors
of the College of Immigration and Citizenship Consultants**

Held at 3:15 pm, ET, Thursday, November 30, 2023,
At Ottawa Conference and Event Centre, Ottawa, Ontario and via Zoom

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*

Ministerial Observers:

Peter Christensen, Assistant Director, Social Immigration Policy and Programs, Immigration Refugees and Citizenship Canada
Mashal Dawkins, Policy Analyst, Immigration, Refugees and Citizenship Canada*
Sabrina Kabir, Senior Policy Analyst, Immigration, Refugees and Citizenship Canada
Natalia Orsorio, Policy Analyst, Admissibility, Immigration, Refugees and Citizenship Canada*
Tammy-Lynn Romain, Assistant Director, Immigration Program Guidance, Immigration, Refugees and Citizenship Canada*
Dhan Lamba-Thebeau, Policy Analyst, Immigration, Refugees and Citizenship Canada
Alexanderia Thompson, Policy Analyst, Immigration, Refugees and Citizenship Canada

Management:

John Murray, President & CEO
Russ Harrington, Chief Operating Officer
Jessica Freeman, Director, Communications and Stakeholder Relations
Cathy Pappas, Director, Registration
Michael Huynh, Director, Professional Conduct
Joyce Chow Ng, Controller*
Fiona Damani, Assistant Controller*
Victoria Rumble, Corporate Secretary

Nithiya Paheerathan, Coordinator, Board Administration and Recording Secretary

Absent: Beata Pawlowska, Director, Professional Standards, Research, Education and Policy

*(Via Teleconference)

1. WELCOME AND INTRODUCTORY REMARKS

Quorum

The Chair declared a quorum to be present and the meeting to be duly constituted for the transaction of business at 3:21 pm ET.

a) Land Acknowledgement

The Chair acknowledged the land on which they gathered was part of traditional territories of many nations covered by 70 treaties and other agreements. He expressed gratitude to those who cared for these territories over time.

- b) Introductions
The Chair welcomed all members and guests and introduced those in attendance. With the consent of the meeting, Nithiya Paheerathan acted as Recording Secretary.
- c) Conflict of Interest Declaration
The Chair asked for declarations of conflict of interest regarding agenda items. None declared.

2. APPROVAL OF AGENDA

The Chair called for a motion to approve the meeting agenda as presented. Tim D'Souza requested that the Schedule of Board and Committee Meetings be moved to the agenda for discussion.

Moved by Richard Dennis, seconded by Ben Rempel:

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

CARRIED

3. APPROVAL OF THE CONSENT AGENDA

The Chair referred to the Consent agenda distributed in advance of the meeting. The Chair asked for a motion to approve the 2 items contained therein.

Moved by Tim D'Souza, seconded by Jennifer Henry:

BE IT RESOLVED THAT the 2 items contained in the Consent agenda, be and are hereby approved:

- a) minutes of Board meeting of September 28, 2023,
- b) report of the Governance and Nominating Committee.

CARRIED

4. INDEPENDENT COMPLAINTS REVIEW OFFICER'S REPORT AND UPDATE

The Chair called upon Michael Huynh, Director, Professional Conduct, to report.

Michael Huynh referred to the report provided with the meeting materials. He noted that the report reflects positively on the work of the Professional Conduct department. There were questions from the committee and Michel Huynh provided responses.

The Chair thanked Michael Huynh for their report.

5. ANNUAL REVIEW OF COMMITTEE MEMBERSHIP

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

Ben Rempel reported the GNC met on November 1, 2023, a summary report was provided in the Consent Agenda. The Committee reviewed the membership of the Standing Committees of the Board of Directors, the Tribunal Committee, and the Independent Complaints Review Officer (ICRO).

He advised that all directors on the Standing Committees were contacted, and all expressed their willingness to continue to serve on their respective Standing Committees.

Moved by Ben Rempel, seconded by Normand Beaudry:

BE IT RESOLVED THAT the following Directors be and are hereby reappointed as members of the following standing committees, each to hold such position until a successor is appointed:

1. Governance and Nominating:
 - B. Rempel (Chair)
 - M. Baram
 - J. Burke
 - N. Beaudry
 - R. Dennis

2. Finance and Audit:
 - T. D'Souza (Chair)
 - M. Baram
 - J. Burke
 - N. Beaudry
 - J. Henry

CARRIED

He reported that all Tribunal Committee members and the ICRO are also willing to continue.

Moved by Ben Rempel, seconded by Normand Beaudry:

BE IT RESOLVED THAT the proposed appointments to the Tribunal Committee and the position of ICRO, as presented, be and are hereby approved with immediate effect, each to hold such appointment until a successor is appointed.

CARRIED

The Chair thanked Ben Rempel for his report.

6. DISCUSSION - A YEAR IN REVIEW – BOARD AND COMMITTEE EVALUATIONS

The Chair, Stan Belevici, presented.

Stan Belevici reported that on November 7, 2023, Self-Assessment Performance Evaluation questionnaires were sent to the Directors to complete. He presented the results which were completed by all members of the Board of Directors, the Finance and Audit Committee and the Governance and Nominating Committee. Directors discussed the survey results.

7. DISCUSSION – BOARD EDUCATION AND DEVELOPMENT

The Chair, Stan Belevici reported.

Stan Belevici reported that the Directors were surveyed for input towards a draft Board education and development plan. Several categories were suggested to formulate the education plan for FY2024. It was noted that while several Directors indicated that a “refresher” on basic topics would be beneficial, others suggested specific topics. The responses were reviewed and discussed.

8. FOR DISCUSSION - COLLEGE ACT REGULATIONS AND COLLEGE BY-LAWS

The Chair called upon John Murray, President & CEO, to report.

John Murray presented on the introduction to the forthcoming development of the College Act Regulations and College By-Laws. He provided detailed information regarding the College Act, the College Act Regulations and the College By-laws. He provided the current working timetables for both College Act Regulations and College By-laws and indicated that final Regulations are scheduled to be in place in early/mid 2025.

The Chair thanked John Murray for his report.

9. APPOINTMENT OF AUDITOR

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

Tim D’Souza reported that on November 10, 2023, the FAC members reviewed and approved a recommendation to the Board to re-appoint Goodman Mintz, LLP, Chartered Professional Accountants, Licensed Public Accountants as Auditor of the College for FY2024. This recommendation was made by resolution in writing as the scheduled FAC meeting was cancelled for lack of quorum. He reiterated to the Directors that Goodman Mintz, LLP was first appointed as Auditors of the Council (predecessor to the College) in 2020. He advised that auditor performance reviews conducted by FAC each year have been uniformly positive and therefore it is appropriate for FAC to recommend that Goodman Mintz, LLP be recommended to the Board for re-appointment. This decision was also supported by management.

Moved by Tim D’Souza, seconded by Jennifer Henry:

BE IT RESOLVED THAT the re-appointment of Goodman Mintz, LLP, Chartered Professional Accountants, Licensed Public Accountants, as Auditor of the College for the financial year ended June 30, 2024, be and is hereby approved, with immediate effect.

CARRIED

The Chair thanked Tim D’Souza for his report.

10. FOR DISCUSSION – FEEDBACK FROM THE RESEARCH SYMPOSIUM

The Chair called upon Russ Harrington, Chief Operating Officer, to present in the absence of Beata Pawlowska.

Russ Harrington reported that the Research Symposium held on October 6, 2023 was a successful event and was well received by all participants. There were discussions about possible focus areas for the next Symposium.

The Chair thanked Russ Harrington for his report.

10.A. SCHEDULE OF BOARD AND COMMITTEE MEETINGS

The Board and Committee meetings and locations for 2024 were presented. There were discussions about items to be addressed and cadence of BOD development activities.

MEETING CLOSED TO THE PUBLIC (IN-CAMERA SESSION)

IN-CAMERA SESSION MOTIONS

Moved by Normand Beaudry, seconded by Marty Baram:

BE IT RESOLVED THAT the Board meeting move in-camera.

CARRIED

11. IN-CAMERA SESSION – OUTSTANDING LITIGATION

The Chair called upon John Murray to provide an update on outstanding litigation, and he answered questions posed by the Directors.

The Chair thanked John Murray for his report.

IN-CAMERA SESSION MOTIONS

Moved by Normand Beaudry, seconded by Richard Dennis:

No motions were passed in-camera.

BE IT RESOLVED THAT

- (1) To close the in-camera session and,
- (2) Move the meeting into open session.

CARRIED

12. NEXT MEETING AND TERMINATION

The next meeting of the Board of Directors will be held in-person/Zoom on March 21, 2024, in Victoria, British Columbia.

Moved by Tim D'Souza, seconded by Jennifer Henry:

BE IT RESOLVED THAT the meeting be and is hereby terminated at 5:04 PM ET.

CARRIED

Stan Belevici, RCIC
Chair

Nithiya Paheerathan
Recording Secretary

Summary of Resolutions and Actions Discussed

Record of Resolutions

Resolution	Agenda Item	Topic	Motion
1	Agenda	RESOLVED THAT the Agenda for the meeting, as amended, be and is hereby approved.	1
2	Consent Agenda	RESOLVED THAT the 2 items contained in the Consent agenda, be and are hereby approved: 1. minutes of Board meeting of September 28, 2023, 2. report of the Governance and Nominating Committee.	2
5	Annual Review of Committee Membership	RESOLVED THAT the following Directors be and are hereby reappointed as members of the following standing committees, each to hold such position until a successor is appointed: 1. Governance and Nominating: B. Rempel (Chair) M. Baram J. Burke N. Beaudry R. Dennis 2. Finance and Audit: T. D'Souza (Chair) M. Baram J. Burke N. Beaudry J. Henry RESOLVED THAT the proposed appointments to the Tribunal Committee and the position of ICRO, as presented, be and are hereby approved with immediate effect, each to hold such appointment until a successor is appointed.	3
9	Appointment of Auditor	RESOLVED THAT the re-appointment of Goodman Mintz, LLP, Chartered Professional Accountants, Licensed Public Accountants, as Auditor of the College for the financial year ended June 30, 2024, be and is hereby approved, with immediate effect.	4
11	Board meeting move in camera	RESOLVED THAT the Board meeting move in-camera.	5

Resolution	Agenda Item	Topic	Motion
11	Board Motions passed in camera be moved to the open session and the Board resume in open session	RESOLVED THAT 1. To close the in-camera session and, 2. Move the meeting into open session.	6
12	Termination	RESOLVED THAT the meeting be and is hereby terminated at 5:04 PM ET.	7