

College of Immigration and Citizenship Consultants

**ANNUAL GENERAL MEETING OF LICENSEES
NOVEMBER 27, 2025
INFORMATION CIRCULAR**

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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 Calgary TELUS Convention Centre, 136 8th Avenue SE, Calgary, Alberta T2G 0K6, on **Thursday, November 27, 2025**, at 1:30 p.m. (Mountain Time), for the following purposes:

1. To approve the minutes of the Annual General Meeting (AGM) of the College of Immigration and Citizenship Consultants held on December 5, 2024;
2. To receive the Interim President & CEO's presentation of the Annual Report;
3. To receive the Interim Chairperson'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 Annual General Meeting of December 5, 2024
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 October 27, 2025, 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 AGM 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 are unable to attend the Meeting may appoint a proxy holder to vote for them.

Deadline

Friday, November 21, 2025 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.

Meeting day event schedule

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

- 3:00 pm – 3:30 pm – Licensee Networking Event
- 3:45 pm – 4:45 pm – Licensee Education Session
- 4:45 pm – 6:00 pm – Licensee Networking Event – Meet the Board of Directors Reception

Dated at the College's Head Office at Burlington, Ontario, Canada this 14th day of October 2025.

BY ORDER OF THE BOARD OF DIRECTORS



Victoria Rumble
Corporate Secretary



October 14, 2025

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 27, 2025, at 1:30 p.m. (Mountain Time).

During the business portion of the Meeting, you will receive information about the activities of the College. 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.

THE FOLLOWING TEXT WILL BE UPDATED WHEN AVAILABLE:

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

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

Sincerely,

Ben Rempel
Interim Chairperson of the Board of Directors

Stan Belevici, RCIC-IRB
Interim President & Chief Executive Officer

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INTRODUCTION:

Unless stated otherwise, the information in this Information Circular is dated as of October 14, 2025.

On November 27, 2025, commencing at 1:30 p.m. (Mountain 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 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 October 27th, 2025, 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 Friday, November 21, 2025.

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 Friday, November 21, 2025.

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 Interim Chairperson 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 Interim Chairperson 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 Interim Chairperson (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 Interim Chairperson (or his alternate) to act as your proxyholder (by leaving the line for the proxyholder's name blank on the Form of Proxy), the Interim Chairperson (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 Interim Chairperson (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 Annual General Meeting of the College of Immigration and Citizenship Consultants held on December 5, 2024.

The Annual General Meeting of the College was held on December 5, 2024. Minutes of this meeting accompany the notice of the Meeting.

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

The Annual Report of the College was approved by the transitional Board on September 25, 2025, and released on October 29, 2025. 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, 2024 - June 30, 2025. Stan Belevici, Interim President & CEO of the College, will review highlights from the Annual Report and financial statements and answer questions from licensees.

3. To receive the Interim Chairperson's address to the Meeting.

Ben Rempel, Interim Chairperson of the Board of Directors 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 which currently comprises two (2) licensees who were members of the ICCRC Board of Directors (including the Vice-Chairperson) 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:



Ben Rempel, Former Assistant Deputy Minister of Immigration, Manitoba, Interim Chairperson

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. He supported the development of several regulatory initiatives, including fair practices in qualifications recognition and a licensing regime for worker recruitment.

He has led talent attraction missions, negotiated bilateral international agreements supporting ethical recruitment practices and co-chaired Federal-Provincial-Territorial tables on immigration, qualifications recognition and international education.

Mr. Rempel has served in a governance role with the boards of several non-governmental organizations.

He was appointed to the transitional Board of the College in March 2022 and reappointed for an additional 2-year term in 2024.

John A. Burke, RCIC, Vice-Chairperson



Prior to starting his own immigration consulting practice in 1996, Mr. Burke worked with the federal public service for 29 years. He developed foreign worker policy, procedures and operational guidelines, both nationally and in the province of Ontario.

Mr. Burke also has experience in the automotive, manufacturing and construction sectors, providing strategic advice to employers, associations and trade unions.

He supported senior corporate executives in the successful establishment of the Honda, Toyota and CAMI (a 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 2 terms. Mr. Burke was elected as Vice-Chairperson of the Council's Board of Directors following the 2020 Annual General Meeting.



Normand Beaudry, Director of International Recruitment, Laval University

Mr. Beaudry has more than 15 years of experience in international management, marketing and student recruitment.

Since 2018, he has held the position of Director of International Recruitment at Université Laval, 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 the university.

Mr. Beaudry has been involved in several national and international organizations, including the CALDO consortium, REDRUQ (Regroupement des directeurs et directrices de recrutement des universités du Québec) and the Pôle régional en enseignement supérieur de la Capitale-Nationale. He currently serves as a Vice-President for the Subcommittee on International Student Recruitment for the BCI (Bureau de coopération interuniversitaire du Québec) and as a board member for MCUL (missions commerciales de l'Université Laval).

Mr. Beaudry was appointed to the transitional Board of the College in March 2022 and was reappointed for an additional 2-year term in 2024.



Richard Dennis, RCIC

Mr. Dennis served as a Designated Immigration Officer for 20 years at the Canadian Consulate General in Buffalo, New York.

In 1993, he established an immigration consulting business, specializing in federal skilled workers and family sponsorship.

Mr. Dennis joined the Council's Board of Directors in 2012 and was elected to serve on the transitional Board of the College in 2021.



Tim D'Souza, CPA, Senior Vice-President, Finance and Business Operations, Diabetes Canada

Mr. D'Souza has 30 years of finance, consulting and leadership experience. Over the course of his career, he has assisted non-governmental organizations, such as the Christian Children's Fund of Canada, and private sector companies, including IBM and Sun Life, to develop and execute strategy and operational improvements.

He currently serves as a Senior Vice-President for Diabetes Canada overseeing finance, procurement, risk, information technology and human resources. He also owns and operates a company that designs and delivers courses for several post-secondary institutions in Canada.

Mr. D'Souza sits on the Board of Directors for OMERS Sponsors Corporation, the Canada Revenue Agency and the Ontario Internal Audit Committee.

Mr. D'Souza served on the Council's Board of Directors from June 2019 until November of 2021. He was appointed to the transitional Board of the College in March 2022 and as Chair of the Finance and Audit Committee in June 2022. He was reappointed for an additional 2-year term in 2024.



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

Ms. Henry has worked for 3 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.

Ms. Henry brought her expertise in non-profit management to the United Church of Canada where she leads a unit focused on strategic planning, communications, research and development 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. She is also accredited as a United Church Minister.

Ms. Henry was appointed to the transitional Board of the College in March 2022 and was reappointed for an additional 2-year term in 2024.



Gagan Jot "Jyoti" Singh, Executive Director of Rexdale Women's Centre

Ms. Singh has more than 15 years of leadership experience in community-based programming and policy administration, with a focus on working with disadvantaged populations. She currently serves as Executive Director of the Rexdale Women's Centre, which supports immigrant, refugee and newcomer women and their families.

Her post-secondary degrees include 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 held managerial roles with Access Employment and End Homelessness Winnipeg. She has also owned several small businesses.

Ms. Singh was appointed to the transitional Board of the College in May of 2022 and reappointed for an additional 2-year term in 2024.



Alexis Graham, Director General, Humanitarian and Complementary Pathways, Immigration, Refugees and Citizenship Canada, Ministerial Observer

Ms. Graham was designated as ministerial observer on the Board of Directors of the College pursuant to section 76 of the College Act in 2022.

5. To permit licensees to ask questions of the Board and Management of the College.

Messrs. Rempel and Belevici will answer questions from Meeting attendees on behalf of the Board and management of the College. In-person attendees and webcast attendees may submit questions in writing in advance of the Meeting to secretariat@college-ic.ca.