



College of Immigration and Citizenship Consultants

**ANNUAL GENERAL MEETING OF LICENSEES
DECEMBER 5, 2024
INFORMATION CIRCULAR**

Version: 2024-001
Last Modified: August 6, 2024



NOTICE OF ANNUAL GENERAL MEETING OF LICENSEES

NOTICE IS GIVEN THAT the Annual General Meeting (Meeting) of licensees of the COLLEGE OF IMMIGRATION AND CITIZENSHIP CONSULTANTS (College) will be held virtually and in-person at the Sheraton Laval, Hotel, 2440 Autoroute des Laurentides, Laval Quebec, H7T 1X5, on **Thursday, December 5, 2024**, at 9:30 am (Eastern 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 November 30, 2023;
2. To receive the President & CEO's presentation of the Annual Report;
3. To receive the Chair'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 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 November 30, 2023
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 November 4, 2024, 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 cannot attend the Meeting may appoint a proxy holder to vote for them.

Deadline

You must register online to attend in person or virtually.

In-person registration to attend will close **Friday, November 15, 2024 at 5 pm ET.**

Virtual registration to attend will close **Monday, November 25, 2024 at 11:59 pm ET.**

Meeting day event schedule

Schedule of events:

- 8:30 am – 9:30 am – Registration/Networking and Buffet Breakfast
- 9:30 am – 11 am – Annual General Meeting
- 11 am – 11:45 am – Meet the Board Coffee Reception

Dated at the College's Head Office at Burlington, Ontario, Canada this 5th day of November 2024.

BY ORDER OF THE BOARD OF DIRECTORS



Victoria Rumble
Corporate Secretary



November 5, 2024

Dear Licensees:

It is our pleasure to invite you to attend the Annual General Meeting of licensees (Meeting) of the College of Immigration and Citizenship Consultants (College) which will be held in person/virtually on December 5, 2024, at 9:30 am (Eastern Time).

During the business portion of the Meeting, you will receive information about the activities of the College since the Annual General Meeting of licensees held on November 30, 2024. 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.

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.

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

Sincerely,

Stan Belevici, RCIC-IRB
Chair of the Board of Directors

John W. Murray
President & Chief Executive Officer

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INTRODUCTION

Unless stated otherwise, the information in this Information Circular is dated as of November 5, 2024.

On December 5, 2024, commencing at 9:30 a.m. (Eastern 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) (College Act).

The College Act was passed by Parliament in June 2019.

Pursuant to an order of the Minister of Immigration, Refugees and Citizenship (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 Consultant (RCIC), 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 November 4, 2024, 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 must register from the [AGM webpage](#) before 5 pm (Eastern Time) on Friday, November 29, 2024.

VOTING BY PROXY

Licensees who wish to appoint a proxy holder must submit a completed Form of Proxy to the Corporate Secretary by 5 pm (Eastern Time) on Friday, November 29, 2024.

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 Chair 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 Form of Proxy and cross out the name of the Chair and his alternate. If you return the Form of Proxy to the College and have left the line for the proxyholder's name blank, then the Chair (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 Chair (or his alternate) to act as your proxyholder (by leaving the line for the proxyholder's name blank on the Form of Proxy), the Chair (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 the leadership team of the College. The leadership team 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 Chair (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, 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 November 30, 2023

The Annual General Meeting of the College was held on November 30, 2023. Minutes of this meeting accompany the notice of the Meeting.

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

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, 2023 - June 30, 2024. John Murray, President & CEO of the College, will review highlights from the Annual Report and financial statements and answer questions from licensees.

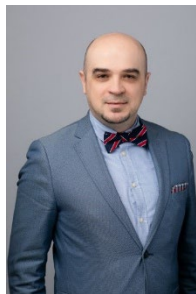
3. To receive the Chair's address to the Meeting

Stan Belevici, RCIC-IRB, was elected Chair of the Board of Directors of ICCRC by the Board, following the 2020 Annual General Meeting. Pursuant to subsection 85(3) and paragraph 85(7)(e) of the College Act, Mr. Belevici remains as Chair of the transitional Board of the College. Mr. Belevici 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 comprising four (4) licensees who were members of the ICCRC Board of Directors (including the Chair and Vice-Chair) 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:



Stan Belevici, RCIC-IRB (Chair)

Mr. Belevici has a background in international relations and immigration law, having worked for the European Commission's Technical Assistance to the Commonwealth of Independent States and Georgia (TACIS) program and Ernst & Young's Southeast Europe Legal Department. After immigrating to Canada in 2002, he completed a master's degree in comparative law at McGill University and obtained his juris doctor degree in common law and transnational law from Sherbrooke University.

His current practice includes the development of immigration policies and processes, risk mitigation and workforce mobility solutions. As an RCIC-IRB licensee, he represents clients before the Immigration and Refugee Board of Canada on deportation orders, extradition requests and spousal sponsorship appeals.

Mr. Belevici was elected in 2016 to the Board of Directors of the Immigration Consultants of Canada Regulatory Council (Council), predecessor to the College and elected as Board Chair in 2020. Mr. Belevici became Chair of the College's transitional Board of Directors upon continuance of the Council to the College in 2021 and has served as chair since 2020.



John A. Burke, RCIC (Vice-Chair)

Mr. Burke 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. He also worked with the federal public service for 29 years, developing foreign worker policy, procedures and operational guidelines, both nationally and in the province of Ontario.

Mr. Burke started his own immigration consulting practice in 1996, supporting clients on employment and business-related immigration matters. Mr. Burke was elected in 2017 to the Council's Board of Directors, serving as Chair for two terms.

In 2020, he was elected Vice-Chair, and became Vice-Chair of the College's transitional Board on continuance of the Council to the College.



Marty Baram, RCIC, Director of SYMY Immigration Consultants and Recruitment

Mr. Baram is the Director of SYMY Immigration Consultants and Recruitment located in Edmonton, Alberta. His areas of expertise are labour market impact assessments, temporary resident applications and permanent residence applications.

He is an adjunct professor at Queen's University for the graduate diploma program in immigration and citizenship law. He formerly served as an instructor of the Immigration: Laws, Policies and Procedures program at the University of British Columbia.

Mr. Baram was elected in 2019 to the Council's Board of Directors and elected to serve on the College's transitional Board in 2021.



Normand Beaudry, Director of International Recruitment, Université Laval

Mr. Beaudry has over 15 years of experience in international management, marketing and student recruitment. Since 2018, he has held the position of Director of International Recruitment at Laval University. In his role, he works to harmonize and develop international recruitment practices at the university. Mr. Beaudry is involved in several national and international organizations. He serves on the Board of Directors of CALDO, a consortium of Canada's leading universities that offers free support and guidance to prospective students from Latin America.

He is also acting vice president on the international student recruitment subcommittee of the Bureau de Coopération Interuniversitaire and a member of the Pôle régional en enseignement supérieur de la Capitale-Nationale.

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

In addition to his role at Diabetes Canada, Mr. D'Souza designs and delivers courses at a number of post-secondary institutions.

He also serves on several other boards and holds two master's degrees.

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 three 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, working to advance Indigenous solidarity, women's rights in conflict zones, climate justice and migrant and refugee rights.

She brings her expertise in non-profit management to the United Church of Canada where she leads a unit focused on strategic planning, communications and growth.

Ms. Henry 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.



Ben Rempel, Former Assistant Deputy Minister of Immigration, Manitoba

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.



Gagan Jot "Jyoti" Singh, Executive Director of Nellie's

Ms. Singh is the executive director of Nellie's Shelter. She has over 15 years of leadership experience in community-based programming and policy administration, with a focus on working with disadvantaged populations.

She holds 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.

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.

5. To permit licensees to ask questions of the Board

Messrs. Belevici and Murray will answer questions from Meeting attendees on behalf of the Board. Attendees must submit questions in writing in advance of the Meeting to secretariat@college-ic.ca. Webcast attendees must also submit questions in advance to secretariat@college-ic.ca.