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**Minutes of a Meeting of the Board of Directors  
of the College of Immigration and Citizenship Consultants  
Held at 1:00 PM, ET, Monday, October 28, 2024, via Zoom**

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**Board of Directors:**

Stan Belevici, RCIC-IRB (Chair)  
John Burke, RCIC (Vice-Chair)  
Marty Baram, RCIC  
Normand Beaudry  
Tim D'Souza  
Richard Dennis, RCIC  
Jennifer Henry  
Ben Rempel  
Jyoti Singh

**Management:**

John Murray, President & CEO  
Russ Harrington, Chief Operating Officer  
Jessica Freeman, Director, Communications and Stakeholder Relations  
Laura Halbert, Director, Professional Conduct  
Cathy Pappas, Director, Registration  
Beata Pawlowska, Director, Professional Standards, Research, Education and Policy  
Joyce Chow Ng, Controller  
Fiona Damani, Assistant Controller  
Victoria Rumble, Corporate Secretary

**Ministerial Observer:**

Peter Christensen, Assistant Director, Admissibility, Immigration, Refugees and Citizenship Canada  
Nithiya Paheerathan, Coordinator, Board Administration and Recording Secretary

**Guests:**

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

**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 1:04 pm ET.

a) Land Acknowledgement

The Chair acknowledged the land on which they gathered was part of the traditional territories of many nations covered by 70 treaties and other agreements. He expressed gratitude to those who have cared for these territories over time. The Chair noted that he was conducting the meeting from the Montreal, QC and that the College was in the City of Burlington.

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/Confidentiality

The Chair asked for declarations of conflict of interest regarding agenda items. None were declared. He stated the meeting will involve the discussion of confidential information. By participating, Members agree to keep all information shared strictly confidential and not disclose it to anyone outside of the Committee without explicit permission.

## 2. APPROVAL OF AGENDA

The Chair referred to the agenda distributed in advance of the meeting. The Chair called for a motion to approve the meeting agenda.

Moved by Marty Baram, seconded by John Burke:

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

**CARRIED**

## 3. DRAFT AUDITED ANNUAL FINANCIAL STATEMENTS AND DRAFT AUDITORS' REPORT

The Chair called upon Tim D'Souza, Chair, Finance and Audit Committee (FAC) to report. He called upon Russ Harrington, Chief Operating Officer to introduce Lynn Stivaletti, Principal, and Kashif Khan, Manager, Doane Grant Thornton, LLP.

Lynn Stivaletti referred to the documents circulated in advance of the meeting and presented the Audited Financial Statements 2023/24. She stated the statements received a clean audit opinion, indicating that they present a fair and accurate picture of the organization's financial position and performance.

The Directors engaged in a detailed discussion regarding the accounting standards employed by the College focusing on the distinction between Accounting Standards for Not-for-Profit Organizations (ASNPO) and Public Sector Accounting Standards (PSAS). Lynn Stivaletti confirmed that the College's audit was conducted in accordance with ASNPO as the College is not controlled by a government.

Tim D'Souza stated management had obtained a legal opinion, which (FAC) had reviewed and expressed comfort with the conclusions and advice provided in the legal opinion.

There were discussions regarding the changes to the accounting system resulting from the newly implemented enterprise management system. It was noted that the revenue from the Mentorship program was lower due to timing issues related to the integration challenges with the new system.

Lynn Further discussions included board members appointment by the government, potential future changes to appointment letters, and emphasis on maintaining the College's independence.

Lynn Stivaletti requested confirmation from College management and the Directors that no fraud or illegal acts have been committed against the College. In response to the query, the Committee and management confirmed that to their knowledge no fraud or illegal acts had been committed against the College.

The Board reviewed the Audited Financial Statements and acknowledged the work done by the Auditors and Management.

Moved by Tim D'Souza, seconded by Jyoti Singh:

**BE IT RESOLVED THAT**

1. the draft audited financial statements of the College for the year ended June 30, 2024, together with the Independent Auditors Report thereon, each in the form presented to the Board, be and are hereby approved; and

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2. the Chair of the Board and the Chair 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 Chair thanked Lynn Stivaletti and Kashif Khan for their report.

#### **4. NEXT MEETING AND TERMINATION**

The next meeting of the Board of Directors and Annual General Meeting will be held in-person and via Zoom on December 5, 2024, in Laval, Quebec.

#### **5. TERMINATION**

Moved by Normand Beaudry, seconded by Marty Baram:

**BE IT RESOLVED THAT** the meeting be and is hereby terminated at 1:45 PM ET.

**CARRIED**

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Stan Belevici, RCIC-IRB  
Chair

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Nithiya Paheerathan  
Recording Secretary

## Summary of Resolutions and Actions Discussed

**Record of Resolutions**

<b>Resolution</b>	<b>Agenda Item</b>	<b>Topic</b>	<b>Motion</b>
<b>1</b>	<b>Agenda</b>	<b>RESOLVED THAT</b> the Agenda for the meeting, be and is hereby approved.	<b>1</b>
<b>3</b>	<b>Draft Audited Annual Financial Statements and Draft Auditors' Report</b>	<p><b>RESOLVED THAT</b></p> <ol style="list-style-type: none"> <li>the draft audited financial statements of the College for the year ended June 30, 2024, together with the Independent Auditors Report thereon, each in the form presented to the Board, be and are hereby approved; and</li> <li>the Chair of the Board and the Chair 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.</li> </ol>	<b>2</b>
<b>5</b>	<b>Termination</b>	<b>RESOLVED THAT</b> the meeting be and is hereby terminated at 1:45 PM ET.	<b>3</b>