

**Meeting of the Board of Directors
 June 10, 2022, Meeting Minutes
 Burlington, Ontario**

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

Management:

John Murray, President & CEO
 Russ Harrington, Chief Operating Officer
 Michael Huynh, Director, Professional Conduct
 Chris May, Director, Public Affairs and Communications
 Beata Pawlowska, Director, PREP
 Joyce Chow Ng, Controller, Finance

Jina Dhoother, Executive Assistant to the President & CEO/Executive Assistant to the COO and Recording Secretary

Alexis Graham, Director, Social and Discretionary Policy and Programs, IRCC, Ministerial Observer

Guest:

Lynn Stivaletti, Goodman Mintz, LLP

Regrets:

Cathy Pappas, Director, Registration
 Jyoti Singh, Appointed Director

SUMMARY OF RESOLUTIONS AND ACTIONS DISCUSSED

Record of Resolutions

Item #	Agenda Item	Topic	Motion
1	Agenda	RESOLVED THAT the Agenda for the meeting be and is hereby approved.	1
2	Consent Agenda	RESOLVED THAT the Consent Agenda for the meeting be and is hereby approved as amended.	2
3	Audited Financial Statements	RESOLVED THAT the Audited Financial Statements for the period July 1, 2021 – November 22, 2021 be and are hereby approved as presented.	3

Item #	Agenda Item	Topic	Motion
		<p>[1] the draft audited annual financial statements of the Council for the period ended November 22, 2021, together with the Independent Auditor's Report thereon, each in the form presented to the Board, be and are hereby approved; and</p> <p>[2] any two Directors be and are hereby authorized to sign the Statement of Financial Position forming part of such financial statements to evidence such approval.</p>	
4	Appointment of Auditors	RESOLVED THAT Goodman Mintz, LLP, Chartered Professional Accountants, Licensed Public Accountants, be and are hereby appointed as the Auditors of the College for the financial year of the College ending June 30, 2022; and that the Board of Directors be and is authorized to fix the remuneration of the Auditors.	4
5	FY 2023 Budget	RESOLVED THAT the draft budget for the financial year of the College ending June 30, 2023, in the form presented to the Board, be and is hereby approved.	5
6	Effective Date of Specialization Program	RESOLVED THAT the date to be fixed by the Board pursuant to s. 10.4(a) of By-law 2021-2 be and is hereby fixed as July 1, 2023.	6
7	Board Committee Terms of Reference and Appointment of Committee Members	<p>RESOLVED THAT the Terms of Reference for the Finance and Audit Committee (FAC) and the Governance and Audit Committee(GNC), each in the form presented to the Board, be and are hereby approved, to be effective immediately.</p> <p>RESOLVED THAT the following Directors be and are hereby appointed as members of the following Board Committees, each to serve until a successor is appointed:</p> <p>1. the following Directors be and are hereby appointed as members of the following Board Committees, each to serve until a successor is appointed:</p>	7 - 8

Item #	Agenda Item	Topic	Motion
		<p>2.</p> <p>(a) FAC:</p> <ul style="list-style-type: none"> a. T. D’Souza (Chair) b. N. Beaudry c. J. Burke, RCIC d. J. Henry <p>(b) GNC:</p> <ul style="list-style-type: none"> a. B. Rempel (Chair) b. M. Baram, RCIC c. R. Dennis, RCIC <p>RESOLVED THAT T. D’Souza and B. Rempel be and are hereby appointed as the Chair of the FAC and GNC, respectively, each to serve until a successor is appointed.</p> <p>RESOLVED THAT creation of a President & CEO Performance Review Working Group, comprising: S. Belevici (Chair), J. Burke (Vice-Chair), B. Rempel, and T. D’Souza, be and is hereby approved.</p>	
8	<p>Working Group Terms of Reference and Appointment of Working Group Members</p>	<p>RESOLVED THAT:</p> <p>[1] the Mentoring Working Group (MWG) Terms of Reference, in the form attached hereto as Appendix A, be and are hereby approved;</p> <p>[2] the individuals listed on Appendix B hereto, be and are hereby appointed as members of the MWG, effective as of March 1, 2022, each to serve until successors are appointed; and</p> <p>[3] College staff be and are hereby authorized and directed to create a RISIA panel of the MWG as needed;</p> <p>[4] the Professional Standards of Practice Working Group (PSPWG) Terms of Reference, in the form attached hereto as Appendix C, be and are hereby approved; and</p> <p>[5] the individuals listed on Appendix D, be and are hereby appointed as members of the</p>	9 - 10

Item #	Agenda Item	Topic	Motion
		PSPWG, effective as of May 12, 2022, each to serve until successors are appointed.	
9	Appointment of Tribunal Committee Members	RESOLVED THAT the individuals set out on Appendix E, be and are hereby appointed or reappointed as Tribunal Committee members, each to serve until a successor is appointed.	11
10	Appointment of Independent Complaints Review Officer	RESOLVED THAT Ms. Lai-King Hum, be and is hereby appointed as the Independent Complaints Review Officer for the College, to hold such office until a successor is appointed.	12
11	Adjournment	RESOLVED THAT the meeting be and is hereby adjourned at 12:22 p.m. Eastern Time (ET).	

The Board convened in open session at 10:30 a.m, ET.

The Chair acknowledged that the land on which we gather is part of the Treaty Lands and Territory of the Mississaugas of the Credit.

1. BUSINESS

a) Call to Order

The Chair declared a quorum to be present and the meeting to be duly constituted for the transaction of business at 10:30 a.m. ET.

With the consent of the meeting, J. Dhoother acted as Recording Secretary of the meeting.

b) Conflict of Interest Declaration

The Chair asked for declarations of conflict of interest regarding agenda items.

S. Belevici and M. Baram identified a conflict with respect to agenda item 6: Specialization; it was agreed that J. Burke will assume Chair during this discussion.

2. AGENDA

T. D'Souza asked that the proposed Board and Committee meeting dates included in consent agenda items be removed for discussion. It was agreed that this item would be discussed under Agenda Item 7.

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

RESOLVED THAT the Agenda for the meeting be and is hereby approved as presented.

CARRIED

3. CONSENT AGENDA

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

RESOLVED THAT the Consent Agenda for the meeting be and is hereby approved as amended.

CARRIED

4. AUDITED FINANCIAL STATEMENTS/APPOINTMENT OF AUDITORS

L. Stivaletti, CPA, CA reviewed the draft Audited Financial Statements of the Immigration Consultants of Canada Regulatory Council (Council) for the period July 1, 2021 – November 22, 2021 and answered questions from Directors.

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

RESOLVED THAT

[1] the draft audited annual financial statements of the Council for the period ended November 22, 2021, together with the Independent Auditor's Report thereon, each in the form presented to the Board, be and are hereby approved; and

[2] any two Directors be and are hereby authorized to sign the Statement of Financial Position forming part of such financial statements to evidence such approval.

CARRIED

The By-law requires the Board to appoint the Auditors of the College. Management recommended that the current auditors, Goodman Mintz, LLP, be re-appointed as the Auditors of the College for the period November 23, 2021 to June 30, 2022.

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

RESOLVED THAT Goodman Mintz, LLP, Chartered Professional Accountants, Licensed Public Accountants, be and are hereby appointed as the Auditors of the College for the financial year of the College ending June 30, 2022.

CARRIED

5. FY 2023 BUDGET

Management presented a proposed budget for the College's coming financial year.

Moved by T. D'Souza, seconded by N. Beaudry:

RESOLVED THAT the draft budget for the financial year of the College ending June 30, 2023, in the form presented to the Board, be and is hereby approved.

CARRIED

6. EFFECTIVE DATE OF SPECIALIZATION PROGRAM

Management proposed that the effective date of the College's Specialization Program should be fixed as July 1, 2023, to ensure that ongoing hearings before the Immigration and Refugee Board of Canada (IRB) would not be compromised. B. Rempel noted that delaying the implementation of the specialization program's requirement supports the public interest mandate of the College by assisting vulnerable clients involved in the IRB process in maintaining representation. J. Henry and other Directors acknowledged that the College's Specialization Program represents a significant enhancement to the competence of College licensees. It was also noted that the College would add additional exam dates and implement a communications plan to encourage and permit licensees to complete the program in advance of the revised effective date.

Moved by N. Beaudry, seconded by R. Dennis:

RESOLVED THAT the date to be fixed by the Board pursuant to s. 10.4(a) of By-law 2021-2 be and is hereby fixed as July 1, 2023.

CARRIED

[S. Belevici and M. Baram abstaining]

7. BOARD COMMITTEE TERMS OF REFERENCE AND COMMITTEE APPOINTMENTS

Draft Terms of Reference for a Board Finance and Audit Committee (FAC) and Governance and Nominating Committee (GNC) were presented and reviewed.

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

RESOLVED THAT the Terms of Reference for the FAC and the GNC, each in the form attached hereto, be and are hereby approved, to be effective immediately.

CARRIED

Moved by T. D'Souza, seconded by N. Beaudry.

RESOLVED THAT

1. The following Directors be and are hereby appointed as members of the following Board Committees, each to serve until a successor is appointed:

(a) FAC:

- a. T. D'Souza (Chair)
- b. N. Beaudry
- c. J. Burke, RCIC
- d. J. Henry

(b) GNC:

- a. B. Rempel (Chair)
- b. M. Baram, RCIC
- c. R. Dennis, RCIC

2. T. D'Souza and B. Rempel be and are hereby appointed as the Chair of the FAC and GNC, respectively, each to serve until a successor is appointed.

CARRIED

The Board also noted that s. 85(6) of the College Act required that the Board conduct a performance review of the President & CEO of the College within 12 months of the Date of Continuance.

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

RESOLVED THAT creation of the President & CEO Performance Review Working Group, comprising S. Belevici (Chair), J. Burke (Vice-Chair), B. Rempel, and T. D'Souza, be and is hereby approved.

CARRIED

8. WORKING GROUP TERMS OF REFERENCE AND WORKING GROUP APPOINTMENTS

Draft Terms of Reference and proposed appointments for a Mentoring Working Group (MWG) were presented and reviewed.

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

RESOLVED THAT

[1] the MWG Terms of Reference, in the form presented to the Board, be and are hereby approved;

[2] the individuals listed below, be and are hereby appointed as members of the MWG.

English-speaking

- Holly Gracey, R411287
- Mia Loebach – Readings, R414671
- Frederick Li, R506683
- Jean Toews, R507061
- Mihaela Kerezova, R508968

French-Speaking

- Selin Deravedisyan-Adam, R409687
- Sadek Ould, R527858
- Micheline Khoury, R518754
- Charlemagne Mfera, R508538
- Joseph Youssef Zakhour, R421983

Effective as of March 1, 2022, each to serve until successors are appointed; and

[3] College staff be and are hereby authorized and directed to create a RISIA panel of the MWG as needed.

Draft Terms of Reference and proposed appointments for a Professional Standards of Practice Working Group (PSPWG) were presented and reviewed.

Moved by J. Burke, seconded by J. Henry:

RESOLVED THAT

[1] the PSPWG Terms of Reference, in the form presented to the Board, be and are hereby approved; and

[2] the individuals listed below, be and are hereby appointed as members of the PSPWG,

- Ahmad Junaid Salik, R509291

- Fady Kardous, R521829
- Iouri Olinik, R506848
- Jaswinder Dilawari, R526260
- John George Edwards, R410175
- Michael Chan Len Chin, R516283
- Michael Embaie, R518754
- Robert Donald Stevens, R419735
- Stella Toyin Jonah, R515087

Effective as of May 12, 2022, each to serve until successors are appointed.

CARRIED

9. TRIBUNAL COMMITTEE MEMBERS

The By-law requires that members of the College's Tribunal Committee be appointed or re-appointed annually by the Board.

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

RESOLVED THAT the individuals listed below, be and are hereby appointed or reappointed as Tribunal Committee members, each to serve until a successor is appointed.

(B) indicates English-French Bilingual

Re-appointment Candidates

- Li Feng, RCIC - Member
- Sol Gombinsky, RCIC - Member
- Izabela Kowalewski, RCIC - Member
- Souheila Lebane, RCIC - Member (B)
- Hjalmar Enrique Leon, RCIC - Member
- Hadi Mansouri, RCIC - Member (B)
- Bruce Perreault, RCIC - Member
- Carl Wurfel, RCIC - Member
- Gabriel Chand, Public Representative - Member
- Hector Cowan, Public Representative - Member (B)
- Daniela Lima, Public Representative - Member
- Alan Martin, Public Representative - Member (B)

- Melvin Thibodeau, Public Representative - Member (B)
- Sherry Wiebe, Public Representative - Member

New Appointments - Tribunal Committees to serve on the Discipline, Fitness to Practise, and Registrar Appeal Committees

- David Thomas, Vice-Chair - Public Representative
- Marcel Mongeon, Vice-Chair - Public Representative
- Richard Austin, Member - Public Representative
- Annie Beaudoin, Member - RCIC

Re-appointments - Discipline, Registrar's Appeal and Fitness to Practise Committees

- Cindy Ramkissoo-Shears, RCIC - Chairperson
- Laurie Sanford, Public Representative, Senior Vice-Chair
- Ken Atkinson, Public Representative, Vice-Chair
- Eli Fellman, Public Representative, Vice-Chair
- Susan Joyce Heakes, Public Representative, Vice-Chair
- Mohammed Allouche, RCIC – Member (B)
- Sylvie Bertrand, RCIC – Member (B)
- Ben Fok, RCIC - Member
- Satpaul Singh Johal, RCIC - Member
- John Lironi, RCIC - Member
- Rakesh Mehta, RCIC - Member
- Sandrine Ponpon-Kataully, RCIC – Member (B)
- Perminder Sidhu, RCIC - Member
- Joseph Anthony (Tony) Baker, Public Representative – Member
- Vicenzina (Enza) Buffa, Public Representative – Member
- Alisa Chaplick, Public Representative – Member
- Louis-Rene Gagnon, Public Representative – Member (B)
- Teddy Kwan, Public Representative – Member
- Joanne Lau, Public Representative – Member
- Sonia Light, Public Representative – Member
- Sabita Maraj, Public Representative – Member
- Guy Marcel Nono, Public Representative – Member (B)
- Alicia Peters, Public Representative – Member
- Andrea Sesum, Public Representative – Member
- Oriana Trombetti, Public Representative – Member

CARRIED

10. INDEPENDENT COMPLAINTS REVIEW OFFICER APPOINTMENT

The College's Independent Reviewer of Complaints (ICRO) had resigned due to a judicial appointment. Management proposed that Ms. Lai-King Hum should be appointed as ICRO.

Moved by N. Beaudry, seconded by T. D'Souza:

RESOLVED THAT Ms. Lai-King Hum, be and is hereby appointed as the ICRO, to hold such office until a successor is appointed.

CARRIED

MEETING CLOSED TO THE PUBLIC (IN-CAMERA SESSION)**11. IN-CAMERA SESSION**

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

RESOLVED THAT the meeting go in-camera at 11:03 am ET

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

RESOLVED THAT the meeting return to open session at 12:20 pm ET

12. NEXT MEETING AND ADJOURNMENT

The next meeting will be held in-person/Zoom on Thursday, September 29, 2022, time TBA.

Moved by N. Beaudry, seconded by T. D'Souza:

RESOLVED THAT the meeting be and is hereby adjourned at 12:22 p.m., ET.

CARRIED

S. Belevici, RCIC
Chair of the Board of Directors

J. Dhoother
Recording Secretary