

**Public Board of Directors Meeting Held via
Zoom on August 18, 2022
12:00 p.m. ET
Minutes**

BOARD MEMBERS:

Tom Conway, Chair
Ruth McHugh
Karima Bawa
Leonora Hoicka
Brigitte Chan
Jeff Astle
Andrew Currier
Darrel Pink, CEO and Registrar

STAFF:

Andrés Diaz, Operations Manager
Victoria Rees, Manager Professional Responsibility
Dana Dragomir, Communications Officer/Recording Secretary
Jennifer Slabodkin, Director of Registration and Education, Deputy Registrar
Vicci Sakkas, Administrative Coordinator
Anne-Tiphaine Camus, Administration, Registration and Education

1. Introductory Matters/Call to Order/Approval of Agenda/Conflicts of Interest

The meeting was called to order at 12:03 p.m. No conflicts of interest were declared.

2. Consent Agenda

The Minutes of the previous meeting did not include Victoria Rees and Leonora Hoicka in attendance and contained a typo in Brigitte Chan's name. Changes will be made to the Nominations and Board Development Committee Terms of Reference to ensure language aligns with the Governance Committee Terms of Reference.

The Board approved the consent agenda.

3. Governance and Policy

3.1 Confirmation of College Bylaws

Section 80 stipulates that by-laws must be confirmed by the Board within 180 days of changes or else become revoked. Darrel Pink spoke to the significant bylaw revision project that will combine Board and College bylaws and reorganize elements for better flow.

On a motion made by Leonora Hoicka, seconded by Ruth McHugh, be it resolved, pursuant to s. 80 of the Act, the Board confirms the College By-laws (SOR/2021-167) as amended and Board By-laws (SOR/2021-168), as amended.

3.2 CEO Search Committee Terms of Reference

Tom Conway provided an update on the process, noting Boyden has had discussions with several candidates; it is a competitive market with similar jobs being open in other organizations; and interviews will be scheduled in October.

On a motion made by Jeff Astle, seconded by Karima Bawa, the Board approved the Terms of Reference for the CEO Search Committee as included in the Board package.

3.3 Review of 2022-23 Business Plan

Darrel Pink reviewed the 2022 Business Plan. He highlighted the the College's statutory obligation to file an Annual Report on Access to Information and Privacy.

Victoria Rees spoke to the activities of the Investigations and Discipline Committees, including the work to be done to address the Investigation Committee's new authority regarding interim suspensions and conditions on licensees. She discussed how the Official Languages Act will apply to hearings. She spoke to several policies being drafted by the Discipline Committee, including a Policy on Hearings and a Policy on Pre-Hearing Conferences. Draft Policies will be provided as part of future Board materials.

3.4 Committee Reports

The Board received its first reports from committees.

The Nominating and Board Development Committee is focusing on reviewing the nominations and election process and will begin to focus on establishing a board and committee development agenda.

The Governance Committee is addressing the issues of Board and Committee member remuneration. A Report will be given to the Board in the early fall. The Committee proposes the Board create a work plan for itself. The directors agreed this would be valuable. The CEO and Chair will develop and present a proposed work plan to the Board.

Within the reports, there was a discussion of the role of the Nominations and Board Development Committee pertaining to Board Elections. The consensus was that any recommendations for the election process would be presented to the Board for approval prior to implementation.

There was a discussion about directors auditing committee meetings as part of the on-boarding process.. It was agreed this will be considered by the Governance Committee and its advice will be brought to the Board.

4. Updates on Core Operations

4.1 New bi-lingual Agent Portal – demonstration

Operations Manager Andrés Díaz showcased a test environment for the new bilingual portal, launching early this fall.

4.2 CEO Report

Darrel Pink emphasized the new addition of Privacy and Access to Information Annual Reports to the legislative obligations of the College. Compliance with these Acts will be added to the recurring Legislative Compliance Memo presented to the Board.

5. For Information

5.1 Notice from CICC re use of Insignia

It was noted the new College of Immigration Consultants has created an insignia for its licensees and th Board was asked if there was merit in considering this for patent agents and trademark agents, as a way of protecting the public interest or pre-empting unauthorized practice. The Board acknowledged it is better to wait until the College is more established before considering this application more seriously.

6. In Private Discussion without CEO

The public meeting was adjourned at 1:50p.m.



Tom Conway

Chairman of the Board of Directors

Minutes approved on (date)

