



Real  
Estate  
Council  
Alberta

reca.ca

# 2020 Election of Industry Councils

## Candidate Information



# Table of Contents

---

3

Key Dates

4

About RECA

5

Available Seats and Who Can Vote

6

Candidate Eligibility Requirements

8

Role of Industry Councils

9

Member Remuneration and Time Commitment

10

Preparing Your Candidate Nomination

11

Candidate Forms

20

Nominee Endorsement Form

# Key Dates

---

**October 19, 2020**

Nominations Open

**November 2, 2020**

Nominations Close

**November 3 - 9, 2020**

Nomination Committee Reviews Applications

**November 10, 2020**

Election Nominees Revealed

**November 17, 2020**

Election Voting Opens

**November 23, 2020**

Last day of Election Voting

**November 25 - 28, 2020**

Voting Results Revealed



# About RECA

The Real Estate Council of Alberta is an independent governing authority, responsible for setting, regulating and enforcing standards for real estate, mortgage broker, property management and condominium manager professionals under the *Real Estate Act* of Alberta. RECA administers the Act on behalf of the province of Alberta to protect consumers and provide services that enhance the business of industry professionals.

The *Real Estate Amendment Act 2020*, restructured and refocused RECA on its mandate of licensing and regulating Alberta's real estate sector. RECA has been restructured to consist of a Board of Directors responsible for strategic governance and four Industry Councils responsible for setting education and licensing requirements, and setting standards of practice.

The Purpose of the Board of Directors:

- to set the strategic direction and ensure the effective operation of the Council;
- to protect against, investigate, detect and suppress fraud as it relates to the business of licensees and to protect consumers;
- to provide, or support the provision of, services and other things that facilitate the business of licensees, as provided for in the regulations;
- to administer the Act, regulations, bylaws and rules.

The purpose of RECA's Industry Councils:

- to set and enforce standards of conduct for licensees and the

business of licensees in order to protect consumers and promote the integrity of the industry

The Board of Director consists of three Public Members appointed by the Minister of Service Alberta and four Industry Members, one from each Industry Council. One Public Member is designated as a Chair, and appointed by the Minister.

There are four Industry Councils:

- Residential Real Estate Broker Industry Council
- Residential Property Manager Industry Council
- Commercial Real Estate Broker and Commercial Property Manager Industry Council
- Mortgage Broker Industry Council

Each Industry Council will consist of three licensees, elected by each council's respective industry, as well as two Public Members appointed by the Minister.





# Available Seats and Who Can Vote

---

## Residential Property Manager Industry Council

**Seats:** two licensed residential property managers, one exclusively condominium manager practitioner

- Real estate associates, associate brokers, and brokers authorized in property management who have declared that they primarily operate in residential property management (declare by going to your myRECA account, under the Licensing tab)
- Unlicensed condominium managers who hold a special voting licence from RECA (these individuals must contact RECA with approved photo ID and an affirmation they practice condo management)

## Commercial Real Estate Broker and Commercial Property Manager Industry Council

**Seats:** one urban commercial real estate practitioner, one rural (agri-business) practitioner, one commercial property manager

- Real estate associates authorized in commercial real estate
- Real estate associates authorized in rural (agri-business) real estate
- Real estate associates authorized in property management and have declared that they primarily operate in commercial property management (declare by going to your myRECA account, under the Licensing tab)
- All real estate brokers
- All real estate associate brokers

## Residential Real Estate Broker Industry Council

**Seats:** one broker/broker delegate, two other licensed residential practitioners

- Real estate associates authorized in residential real estate
- All real estate brokers
- All real estate associate brokers

## Mortgage Broker Industry Council

**Seats:** one broker/broker delegate, two licensed mortgage brokerage practitioners

- All mortgage associates
- All mortgage brokers

\*those authorized in property management must declare ONE of either the Residential Property Manager Industry Council or the Commercial Real Estate Broker and Commercial Property Manager Industry Council based on their primary business being residential or commercial. If they operate in residential and commercial equally, they must still choose and declare which Industry Council they will be voting in. They cannot vote in both. Declare by going to your myRECA account and clicking the Declaration button under the Licensing tab.

# Candidate Eligibility Requirements

---

There will be four separate Industry Councils, reflecting the divisions outlined in the *Real Estate Amendment Act, 2020*; however, the common eligibility requirements will remain consistent across the industries.

## Common Eligibility Requirement

The following requirements must be met to be nominated for a relevant Industry Council. Applicants must:

- have five or more years of continuous industry experience with a main focus on the sector the licensee is running for;
- not, at the time of the selection of nominees by the Nomination Committee, be the subject of proceedings under Part 3 of the *Real Estate Act*;
- not, during the five-year period immediately prior to their nomination, have been found by RECA to have engaged in conduct deserving of sanction resulting in a sanction greater than a Letter of Reprimand;
- not have been convicted of an offence under the *Criminal Code of Canada* or the *Controlled Drugs and Substances Act*, within the past five years, nor be the subject of current proceedings under the same;
- have previous experience on a board, with preference to Governance experience; and
- not concurrently hold a position on the board of an Association, be an employee of the association, or have immediate family employed at the regulator (if elected to a council seat, they would need to resign from their role with the association).

The project team has identified differences in the composition of the Industry Councils, where some diversity of sector knowledge is desired to ensure the respective Industry Councils are reflective of their industries:

## Residential Real Estate Broker Industry Council:

- A minimum of one of the three industry positions must be held by a broker representative working in a brokerage of five or more licensees. This member must be licensed as a broker for a minimum of five years. Associate brokers acting as a broker delegate are also eligible.

## Commercial Real Estate Broker and Commercial Property Manager Industry Council:

- The Industry Council would be comprised of one (1) urban commercial broker, one (1) rural commercial (agricultural) representative, and one (1) commercial property manager.

## Urban Commercial Representative – Mandatory Requirements

Transactional history that would show at least 70% of their business is in urban commercial real estate (urban to be defined as any municipality or metropolitan region in Alberta that has a population of at least 90,000 people).

- 10 years of brokerage experience in an urban market (e.g. 90,000 people or more). In lieu of the full 10 years' brokerage experience, and as long as they have the minimum 5 years of consecutive brokerage experience, candidates can have any one of the following:
  - 10 years of asset management experience with institutional or large regional owner of real estate with portfolio of commercial real estate assets over \$300M;
  - 10 years of third party leasing experience with a deal history commensurate with the brokerage requirement above;
  - 10 years of property management experience with commercial real estate asset portfolio of more than \$300M; and
  - Legal experience representing buyer/vendor or tenant/landlord in commercial transactions worth more than \$150M over past three years.



# Candidate Eligibility Requirements

- Is licensed under a commercial brokerage (whose business for the past five years is comprised of not less than 70% of trades in commercial real estate, measured both by volume and value of real estate transactions, and manages at least \$2 million of commercial brokerage revenue in each of the past five years);
- Has transactional experience working with institutional owners or large regional owners of commercial real estate;
- Transactional experience with a reasonably significant number of deals completed (e.g. 50 or more) in the last 5 years in commercial property by either the candidate themselves or other associates who report directly to the candidate; and
- Must receive at least five endorsements (of the 10 total required for all applicants) from commercial licensees registered with a brokerage trading solely in commercial real estate and having at least \$2 million in total commercial brokerage revenue.

## Rural Commercial Representative – Mandatory Requirements

- Has 10 or more agricultural transactions within the past 5 years; and
- Has broad transactional experience and a high level of expertise with zoning.

## Commercial Property Manager – Mandatory Requirements

Transactional history that would show at least 70% of their business is in commercial property management.

- Has managed property portfolios in excess of 500,000 square feet within the last 3 years with asset value of at least \$300M and understands real estate accounting rules;
- Has managed staff that are licensed and has themselves been licensed for the past 10 years;
- Has institutional experience either directly or as a client (institutional experience is defined as having ownership experience either directly or as a property or asset manager involving commercial or investment property worth in excess of \$100 million in Alberta);

- Has experience with leasing; and
- Must receive at least five (5) endorsements from licensees registered with major third party property management companies who manage at least 1 million square feet of commercial property, any major institution with ownership of commercial properties in Alberta or commercial licensees registered with a brokerage trading solely in commercial real estate.

## Residential Property Manager Industry Council:

The Industry Council is comprised of one (1) condo manager, one (1) residential property manager, and one (1) other individual that represents either sector.

## Condominium Management – Mandatory Requirements

- A minimum of one of the three industry positions must be held by a condominium manager, who practices solely in condominium management, and is able to demonstrate experience in this field.

## Residential Property Managers – Mandatory Requirements

A minimum of one of the three industry positions must be held by a residential property manager, who practices primarily in residential property management. This individual must transact and manage a portfolio with a reasonably significant number of residential units (e.g., minimum number of fifty (50) residential units or more).

## Mortgage Broker Industry Council:

A minimum of one of the three industry positions must be held by a broker-owner/broker-of-record, with a minimum of 5 licensed associates (mortgage brokers) in their brokerage. This member must currently be licensed as a broker-owner, and have been for a minimum of five years.

# Role of Industry Councils

---

Industry Councils serve as independent governing bodies under RECA, responsible for self-regulation of their industries, supported by RECA's administration for licensing, enforcement, and administrative resources.

## Industry Councils are responsible for:

- Identifying and addressing emerging industry issues;
- Setting standards (rules) and determining licensing and education requirements; and
- Ensuring cross coordination with other Industry Councils for aligned and effective regulation.
- Protecting consumers and promoting the integrity of the industry.

The Industry Members are elected for a term of up to three years and may be eligible for reappointment for a second term of up to three years. Terms will be staggered to support ongoing renewal while maintaining effective governance. To achieve this, two of the initial industry council members will be appointed to three year terms while the third will be appointed to a two year term.

## Skills and Experience Desired

The ideal candidates will have demonstrated the following:

- Understanding the importance of teamwork to the success of an organization and the ability to inspire, motivate, and offer direction and leadership to others;

- Knowledge of regulatory principles, which may include interpreting and applying legislation, setting and enforcing standards of conduct; or an understanding of the legal dimensions of organizational issues;
- Working with board structure and/or governance processes;
- Experience and expertise in the development of policies, rules, and standards;
- Proven critical thinking, problem solving, strategic decision-making, policy analysis, and conflict resolution skills;
- Superior verbal and written communication skills, and can communicate expertise and shared vision to others accurately, concisely and effectively; and with tact and diplomacy;
- A strong desire to build productive relationships and support RECA's regulatory work in a positive way; and
- A record of community involvement and/or volunteerism for charities, community support organizations, boards, councils, or similar organizations, particular in relation to consumer protection or the real estate industry is considered an asset.

## Member Appointed to the Board of Directors

Each Industry Council will select one industry representative to also sit on the Board of Directors. It will be up to each Industry Council to determine how they will select this representative.



# Member Remuneration and Time Commitment

---

This is not a salaried position. In accordance with RECA's honorarium policy, Members of Industry Councils receive honoraria for conducting Industry Council business and attending authorized committee meetings.

**The rates for Members other than the Chair are:**

- \$300 for up to and including four hours in any day, or
- \$400 for over four hours and up to and including eight hours in any day.

**The rates for the Chair are:**

- \$400 for up to and including four hours in any day, or
- \$600 for over four hours and up to and including eight hours in any day.

The average time spent by an Industry Council Members, including Industry Council meetings, committees, conferences, and training, is 30 days per year or 2.5 days/month. The time commitment will vary, however, depending on Council responsibilities and availability to serve. Meetings will be held in person, or Members may participate via virtual meetings and/or conference call.



# Preparing your Application

---

All applications must include the following information to help the Nomination Committee in its review:

- A minimum of 10 endorsements, by licensees in good standing in the respective industry;
  - See endorsement nomination form on page 20
  - The Commercial Real Estate Broker and Commercial Property Manager Industry Council has special endorsement requirements. Review them at [www.reca.ca/elections](http://www.reca.ca/elections).
  - The Residential Property Manager Industry Council has a lower threshold and only require five (5) endorsements.
- A current resume/CV including proof of demonstrated active participation in the industry; and
- Either a short video (approximately three minutes) or an up to 700-word written submission (for the Nomination Committee's review) explaining why the applicant would be a suitable candidate for the Industry Council.

Applicants will need to agree to a declaration, either by signature or by electronic acceptance, that the information they are submitting in their application is accurate and truthful. If it is found later that they misled the nomination committee by falsifying any of their qualifications, they will acknowledge that it may result in their immediate removal from the Industry Council.

Applicants may not apply to sit on more than one Industry Council in any given election if they hold multiple licences.

Once completed submit your application and accompanying endorsements to [elections2020@reca.ca](mailto:elections2020@reca.ca).





# Candidate Form

## Residential Real Estate Broker Industry Council

Name:

Brokerage:

Contact Info:      email

phone

(note: above information will be displayed publicly at RECA.ca)

I currently hold an active licence in (check all that apply):

Residential Real Estate

Commercial Real Estate

Property Management

Rural Real Estate

Mortgage Brokerage

Date of Birth: *(will be used only to confirm authorized sectors and licence history and will not be publicly displayed)*

I currently hold a temporary licence in:

Condominium Management

I am a candidate for the **Residential Real Estate Broker Industry Council**.

This Industry Council will be comprised of three elected licensees and two public members appointed by the Minister of Service Alberta. The licensee members will include, one (1) licensee who is a broker or is an associate broker with delegated broker responsibilities, and two (2) licensees trading primarily in residential real estate.

Please check one:

I am a **broker or a broker delegate** in a licensed real estate brokerage with which at least five (5) other licensees are registered

I am an **associate or an associate broker** without delegated broker responsibilities

I hereby affirm,

- I have a minimum of five (5) years of continuous licence history in residential real estate, and
- I am not currently the subject of proceedings under the *Real Estate Act* Part 3, and
- In the past five (5) years, I have not been found by RECA to have engaged in conduct deserving of sanction that resulted in a sanction greater than a Letter of Reprimand, and
- I am not currently the subject of proceedings under the *Criminal Code of Canada* or the *Controlled Drugs and Substances Act*, and
- In the past five (5) years, I have not been convicted of an offence under the *Criminal Code of Canada* or the *Controlled Drugs and Substances Act*, and
- I have previous board and governance experience, and
- If elected, I will not concurrently hold a position on the board of an industry association, be an employee of an industry association, and / or have immediate family employed by the Real Estate Council of Alberta, and
- I enclose ten (10) endorsements from active licensees in the industry sector for which I seek election to an Industry Council seat.

Everything contained in this candidate information package and attached hereto is honest and truthful. I understand if anything is found to be dishonest or misleading, I will be deemed ineligible by the Nomination Committee and my name will not stand for election. I consent to this information, the attached resume, and, if applicable, my candidate video being publicly displayed at RECA.ca.

---

Signature of Candidate

---

Date

Enclosures (check all that apply):

Resume (REQUIRED – see online instructions)

Coordinates for candidate video (OPTIONAL – see online instructions)



# Candidate Form

## Commercial Real Estate Broker & Commercial Property Manager Industry Council

Name:

Brokerage:

Contact Info:      email

phone

(note: above information will be displayed publicly at RECA.ca)

I currently hold an active licence in (check all that apply):

Residential Real Estate

Commercial Real Estate

Property Management

Rural Real Estate

Mortgage Brokerage

Date of Birth: *(will be used only to confirm authorized sectors  
and licence history and will not be publicly displayed)*

I currently hold a temporary licence in:

Condominium Management

I am a candidate for the **Commercial Real Estate Broker & Commercial Property  
Manager Industry Council.**

This Industry Council will be comprised of three elected licensees and two public members appointed by the Minister of Service Alberta. The licensee members will include, one (1) urban commercial practitioner, one (1) rural commercial practitioner, and one (1) commercial property manager.

Please check one:

I am an **urban commercial practitioner** (I have a total of at least ten (10) years of experience in an urban market (urban market is defined as a community with a population exceeding 90,000 people as reported by the Government of Alberta in their 2019 Municipal Profiles), the five (5) most recent of which have been continuous; I can demonstrate at least 70% of my business is derived from this sector; I can demonstrate experience working with institutional or large regional owners of commercial real estate; I can demonstrate a minimum of fifty (50) trades in the past five (5) years transacted either personally or by associates reporting directly to me; I can demonstrate working for a brokerage that completes at least 70% of their brokerage business in commercial real estate and has at least \$2,000,000 in revenue annually derived from commercial brokerage deals; and at least five (5) of my required licensee endorsements come from individuals registered with urban brokerages trading exclusively in commercial real estate)

I am a **rural commercial practitioner** (I have a total of at least ten (10) years of experience in a rural market, the five (5) most recent of which have been continuous; I can demonstrate at least 70% of my business is derived from this sector; I can demonstrate knowledge and experience with zoning; and, I can demonstrate a minimum of ten (10) agricultural trades in the past five (5) years transacted either personally or by associates reporting directly to me)

I am a **commercial property manager** (I have a total of at least ten (10) years of experience in commercial property management, the five (5) most recent of which have been continuous; I can demonstrate at least 70% of my business is derived from this sector; I can demonstrate, within the past three (3) years, I have managed property portfolios in excess of 500,000 square feet with a total asset value of at least \$300M; I have managed licensed staff for at least ten (10) years; I can demonstrate institutional experience; I can demonstrate commercial leasing experience; and, at least five (5) of my required licensee endorsements come from individuals registered with third party property management brokerages who manage at least 1M square feet of commercial property or individuals registered with urban brokerages trading exclusively in commercial real estate)

I hereby affirm,

- I have a minimum of five (5) most recent years of continuous licence history in commercial real estate, rural real estate, or property management primarily managing commercial properties, and
- I am not currently the subject of proceedings under the *Real Estate Act* Part 3, and
- In the past five (5) years, I have not been found by RECA to have engaged in conduct deserving of sanction that resulted in a sanction greater than a Letter of Reprimand, and
- I am not currently the subject of proceedings under the *Criminal Code of Canada* or the *Controlled Drugs and Substances Act*, and
- In the past five (5) years, I have not been convicted of an offence under the *Criminal Code of Canada* or the *Controlled Drugs and Substances Act*, and

- I have previous board and governance experience, and
- If elected, I will not concurrently hold a position on the board of an industry association, be an employee of an industry association, and / or have immediate family employed by the Real Estate Council of Alberta, and
- I enclose ten (10) endorsements from active licensees in the industry sector for which I seek election to an Industry Council seat.

Everything contained in this candidate information package and attached hereto is honest and truthful. I understand if anything is found to be dishonest or misleading, I will be deemed ineligible by the Nomination Committee and my name will not stand for election. I consent to this information, the attached resume, and, if applicable, my candidate video being publicly displayed at RECA.ca.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

Enclosures (check all that apply):

Resume (REQUIRED – see online instructions)

Coordinates for candidate video (OPTIONAL – see online instructions)



# Candidate Form

## Residential Property Manager Industry Council

Name:

Brokerage:

Contact Info:      email

phone

(note: above information will be displayed publicly at RECA.ca)

I currently hold an active licence in (check all that apply):

Residential Real Estate

Commercial Real Estate

Property Management

Rural Real Estate

Mortgage Brokerage

Date of Birth: *(will be used only to confirm authorized sectors and licence history and will not be publicly displayed)*

I currently hold a temporary licence in:

Condominium Management

I am a candidate for the **Residential Property Manager Industry Council**.

This Industry Council will be comprised of three elected licensees and two public members appointed by the Minister of Service Alberta. The licensee members will include, one (1) licensee who solely practices condominium management, and two (2) property manager practitioners who primarily manage residential properties.

Please check one:

I am a **condominium manager** (I hold a temporary condominium manager licence issued by RECA; and I practice solely in condominium management)

I am a **residential property manager** (I hold a property management sector licence issued by RECA; I practice primarily in residential property management; and, I manage a portfolio of fifty (50) or more residential properties)

I hereby affirm,

- I have a minimum of five (5) most recent years of continuous licence history in managing residential properties, OR I am active in condominium management in Alberta, and
- I am not currently the subject of proceedings under the *Real Estate Act* Part 3, and
- In the past five (5) years, I have not been found by RECA to have engaged in conduct deserving of sanction that resulted in a sanction greater than a Letter of Reprimand, and
- I am not currently the subject of proceedings under the *Criminal Code of Canada* or the *Controlled Drugs and Substances Act*, and
- In the past five (5) years, I have not been convicted of an offence under the *Criminal Code of Canada* or the *Controlled Drugs and Substances Act*, and
- I have previous board and governance experience, and
- If elected, I will not concurrently hold a position on the board of an industry association, be an employee of an industry association, and / or have immediate family employed by the Real Estate Council of Alberta, and
- I enclose five (5) endorsements from active licensees in the industry sector for which I seek election to an Industry Council seat.

Everything contained in this candidate information package and attached hereto is honest and truthful. I understand if anything is found to be dishonest or misleading, I will be deemed ineligible by the Nomination Committee and my name will not stand for election. I consent to this information, the attached resume, and, if applicable, my candidate video being publicly displayed at RECA.ca.

---

Signature of Candidate

---

Date

Enclosures (check all that apply):

Resume (REQUIRED – see online instructions)

Coordinates for candidate video (OPTIONAL – see online instructions)

# Candidate Form

## Mortgage Broker Industry Council

Name:

Brokerage:

Contact Info:      email

phone

(note: above information will be displayed publicly at RECA.ca)

I currently hold an active licence in (check all that apply):

Residential Real Estate

Commercial Real Estate

Property Management

Rural Real Estate

Mortgage Brokerage

Date of Birth: *(will be used only to confirm authorized sectors and licence history and will not be publicly displayed)*

I currently hold a temporary licence in:

Condominium Management

I am a candidate for the **Mortgage Broker Industry Council**.

This Industry Council will be comprised of three elected licensees and two public members appointed by the Minister of Service Alberta. The licensee members will include, one (1) licensee who is a broker or is an associate with delegated broker responsibilities, and two (2) licensees dealing in mortgages.



Please check one:

I am a **mortgage broker** registered as a broker or associate in a licensed mortgage brokerage

I hereby affirm,

- I have a minimum of five (5) years of continuous licence history as a mortgage broker, and
- I am not currently the subject of proceedings under the *Real Estate Act* Part 3, and
- In the past five (5) years, I have not been found by RECA to have engaged in conduct deserving of sanction that resulted in a sanction greater than a Letter of Reprimand, and
- I am not currently the subject of proceedings under the *Criminal Code of Canada* or the *Controlled Drugs and Substances Act*, and
- In the past five (5) years, I have not been convicted of an offence under the *Criminal Code of Canada* or the *Controlled Drugs and Substances Act*, and
- I have previous board and governance experience, and
- If elected, I will not concurrently hold a position on the board of an industry association, be an employee of an industry association, and / or have immediate family employed by the Real Estate Council of Alberta, and
- I enclose ten (10) endorsements from active licensees in the industry sector for which I seek election to an Industry Council seat.

Everything contained in this candidate information package and attached hereto is honest and truthful. I understand if anything is found to be dishonest or misleading, I will be deemed ineligible by the Nomination Committee and my name will not stand for election. I consent to this information, the attached resume, and, if applicable, my candidate video being publicly displayed at RECA.ca.

---

Signature of Candidate

---

Date

Enclosures (check all that apply):

Resume (REQUIRED – see online instructions)

Coordinates for candidate video (OPTIONAL – see online instructions)

# Nominee Endorsement Form

I \_\_\_\_\_, confirm that I endorse  
(nominee name) of \_\_\_\_\_ (employer/brokerage)  
in their pursuit of a position on the \_\_\_\_\_ Industry  
Council. I believe this person satisfies the criteria outlined in the position description  
attached and feel confident in their abilities. For the purpose of endorsing  
\_\_\_\_\_ as a candidate for election to the  
Industry Council, I consent to the disclosure of my name to the public.

\_\_\_\_\_  
Signature of Endorser

\_\_\_\_\_  
Date