



# INDUSTRY COUNCIL ELECTION- RURAL REAL ESTATE SEAT

# 2025

CANDIDATE INFORMATION PACKAGE



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# Key Dates

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**November 18, 2025**

Nomination period opens at 9:00 a.m. (MST)

**November 20, 2025**

Nomination period closes at 4:00 p.m. (MST)

**November 21, 2025**

Election Officer announces nominees

**November 21, 2025 - November 23, 2025**

Campaigning Period Begins and Remains Open Until Polls Close

**November 24, 2025**

Voting opens at 9:00 a.m. (MST)

**November 27, 2025**

Voting closes at 4:00 p.m. (MST)

**November 28, 2025**

Election Officer announces election results



# Election Officer

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In accordance with section 3.5 and 3.6 of the *Real Estate Act* Bylaws (Bylaws), the Real Estate Council of Alberta (RECA) Board of Directors (Board) has appointed MNP LLP as the Election Officer. The Election Officer is a qualified firm, independent of the Board, Industry Councils, and RECA staff.

The Election Officer is appointed to supervise, validate, and certify results of the Industry Council nominations and elections. The elections forms & processes are set by the Board, in consultation with the Industry Councils, in accordance with section 3.4 of the Bylaws and section 7.1(2)(b) of the *Real Estate Act* (Act). The Industry Council Election Policy, set by the Board, is available [here](#). To view the Bylaws in their entirety, [click here](#).

Questions about the election may be addressed to the Elections Officer, MNP, via email at [RECAelection@mnp.ca](mailto:RECAelection@mnp.ca).



# About RECA

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RECA is an independent governing authority, responsible for regulating real estate, mortgage broker, property management and condominium manager licensees under the Act.

In 2020, RECA was restructured to consist of the RECA Board of Directors and four Industry Councils. The Real Estate Amendment Act 2020, restructured and reinforced RECA's mandate to protect consumers and to facilitate the business of licensees in Alberta's real estate sectors.

The Minister of Service Alberta and Red Tape Reduction (Minister) appoints three public members to the Board. Of the three public members, one is appointed as the RECA Board Chair. The Board also includes three members appointed by each Industry Council.

Each Industry Council is comprised of three licensees, elected by peers in the their respective industry, and two public members appointed by the Minister. The term of elected Industry Council Members is three (3) years, commencing December 1, 2025.

The term of office of public members may be up to three (3) years, at the discretion of the Minister.

## THE PURPOSES OF THE RECA BOARD ARE:

- to set strategic direction and ensure effective operation of RECA
- 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 as provided in the Act, the Regulations, the Bylaws and the Rules

## THE PURPOSES OF RECA'S INDUSTRY COUNCILS ARE:

- 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
- to administer the Act as provided for in the Act, Regulations, Bylaws and the Rules

## THERE ARE FOUR INDUSTRY COUNCILS:

- Residential Real Estate Broker Industry Council
- Residential Property Manager Industry Council (which includes Condominium Management)
- Commercial Real Estate Broker and Commercial Property Manager Industry Council
- Mortgage Broker Industry Council



# Role of Industry Councils

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

## INDUSTRY COUNCILS ARE RESPONSIBLE FOR

- protecting consumers and promoting the integrity of the industry
- identifying and addressing emerging industry issues
- setting standards (rules) determining licensing and education requirements
- coordinating with other Industry Councils to seek alignment, where applicable, to ensure effective regulation

## SKILLS AND EXPERIENCE DESIRED

Ideally, candidates will have demonstrated the following skills and experiences:

- understand the importance of teamwork to the success of an organization
- able to inspire, motivate, and offer direction and leadership to others
- knowledge of regulatory principles, including interpreting and applying legislation, setting and enforcing standards of conduct; and an understanding of the legal dimensions of organizational issues
- development of policies, rules, and standards
- critical thinking, problem solving, strategic decision-making, policy analysis, and conflict resolution
- superior verbal and written communication, demonstrated by the ability to communicate complex ideas accurately, concisely and effectively
- able to act with tact and diplomacy and handle discreet issues in a confidential manner
- a strong desire to support RECA's mandates and build productive relationships with stakeholders
- member and/or volunteerism in charities, community support organizations, and/or boards or councils, is considered an asset

## MEMBER APPOINTED TO THE BOARD OF DIRECTORS

Each Industry Council will appoint one of its industry representatives to sit on the Board.



# Preparing Your Candidate Package

As the Election Officer, MNP will supervise, validate and certify results of the Industry Council member nominations and elections.

Candidate packages must be sent to MNP directly at [RECAelection@mnp.ca](mailto:RECAelection@mnp.ca) between November 18, 2025 and November 20, 2025.. **The deadline to submit candidate packages is November 20, 2025 at 4:00 pm MST.**

The Election Officer will review and validate candidate declarations and endorsements. Any incomplete or deficient candidate package will not be eligible after 4:00 pm (MST), November 20, 2025. The Election Officer encourages candidates to submit their packages early, to allow for appropriate, and timely validation and review. Questions can be raised to the Election Officer at [RECAelection@mnp.ca](mailto:RECAelection@mnp.ca).

**Candidates must meet the requirements in the Act, the Bylaws, and the basic and additional requirements set by the Board, and provide the following:**

- a candidate declaration;
- **for the Commercial Property Manager Industry Council, at least ten (10) endorsements from endorsers who are licensed in rural real estate at the time of endorsement.**
- a current resume or curriculum vitae that clearly demonstrates the election candidate's experience that includes experience in the industry in which they are seeking election; and
- a video no longer than three (3) minutes or a written submission no longer than 700 words explaining their suitability for the relevant Industry Council

See the Candidate Declaration Form and the Nominee Endorsement Form appended to this package.



# Basic Eligibility Requirements

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The Board, in consultation with all Industry Councils, and in accordance with the requirements under the Act and Bylaws, has prescribed the following basic eligibility requirements for all candidates.

Candidates must attest that they:

- are a licensee, as defined by the Act;
- are registered with a licenced Alberta brokerage in the industry for which they are seeking election;
- are a resident of Alberta
- are at least 18 years of age
- are actively engaged on a day-to-day basis, within the past 5 years, in the industry for which they are seeking election;
- are not currently the subject of proceedings under the Act at the time of nomination;
- in the past five (5) years, have not been the subject of proceedings under the Act or similar legislation in another jurisdiction and have not received a sanction greater than a Letter of Reprimand;
- are not currently the subject of proceedings or have been convicted of an offence under the *Canada Criminal Code* or the *Controlled Drugs and Substances Act* within the past five (5) years, or at the time of nomination;
- have not been convicted within the past five (5) years of an indictable offence in Canada or another jurisdiction;
- are not the subject of a certificate of incapacity and are not a represented adult as defined in the *Adult Guardianship and Trustee Act*;
- are not a formal patient as defined in the *Mental Health Act*;
- have not been found to be a person of unsound mind by a court in any jurisdiction;
- do not hold the status of undischarged bankrupt; and
- if elected, will not concurrently hold a position on the board or a governing body of an industry association, be an employee of an industry association, act in an official capacity for an association, or act on behalf of an association in any manner other than as an ordinary member of the association.

Each candidate must provide, in a form requested by the Board:

- for the **Commercial Property Manager Industry Council**, at least ten (10) endorsements from endorsers who are licensed in rural real estate at the time of endorsement.
- a current resume or curriculum vitae that clearly demonstrates the election candidate's experience that includes experience in the industry in which they are seeking election; and
- a video no longer than three (3) minutes or a written submission no longer than 700 words explaining their suitability for the relevant Industry Council.



# Additional Requirements for Rural Real Estate Seat

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Candidates must attest, either by signature or by electronic acceptance, that their submissions for the candidate package are true. If anything within the candidate package is found to be dishonest or willfully misleading, the candidate will be deemed ineligible by the Election Officer, and may be removed from the Industry Council in accordance with the Bylaws.

## COMMERCIAL REAL ESTATE BROKER AND COMMERCIAL PROPERTY MANAGER INDUSTRY COUNCIL

### RURAL (AGRIBUSINESS)

As part of their candidate declaration, each licensee practicing in the trade of rural (agri-business) must affirm in a form prescribed by the Board, that:

- they have completed thirty (30) or more trades in rural (agri-business) within the past five (5) years; and
- they have broad and diverse experiences in both rural (agri-business) trades and rural zoning levels.



# Member Remuneration and Time Commitment

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In accordance with RECA's Remuneration Policy for Board and Industry Council Members, Industry Council Members receive an annual retainer, paid monthly, to secure overall governance services provided by Industry Council Members. The Remuneration Policy for Board and Industry Council Members is reviewed annually by RECA's Governance and Human Resources and Finance and Audit committees. Any changes are subject to Board approval.

The Industry Council Chairs are paid an additional retainer, in addition to receiving Industry Council Member retainer, in recognition of their additional responsibilities. Industry Council Members who are appointed by their Industry Council to the Board are also eligible for a Board Member retainer.

Quarterly, the Board Chair will host an Industry Council Chair Roundtable where the Board Chair, Industry Council Chairs, and licensed Board Members will discuss common issues. Those present are eligible for an additional retainer.

Retainers for Board and Industry Council Members are:

- » Industry Council Chair: \$7,000
- » Industry Council Member: \$5,000
- » Industry Council Chair Roundtable Member: \$3,000
- » Board Member: \$5,000

Members are also entitled to be reimbursed for all necessary expenses in accordance with RECA's Reimbursement of Expense Policy.

The estimated time spent by an Industry Council Member, including attending meetings, committees, conferences, and training, is 30 days per year or 2.5 days/month. Actual time commitment will vary, depending on the respective Industry Council responsibilities and the Member's availability. Meetings are held in person or virtually.



# Nominations and Voting Eligibility

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## NOMINATIONS

The nomination period begins on November 18, 2025 and ends on November 20, 2025 (at 4:00 pm MST). During that time, interested candidates will submit their candidate packages to the Election Officer for review and validation, via email, at [RECAelection@mnpc.ca](mailto:RECAelection@mnpc.ca).

Candidates must meet the basic eligibility requirements and any additional requirements, as set by the Board in consultation with the Industry Councils. **Each candidate will provide at least ten (10) endorsements from endorsers who are licensed in rural real estate at the time of endorsement.**

## VOTING ELIGIBILITY

All individuals licensed in rural real estate and registered with an Alberta brokerage are eligible to vote.

## VOTING PROCESS

Anonymous ballots will be distributed by the Election Officer to the email address recorded in each licensee's myRECA account. Please log in and make sure your email is current in your myRECA account. Failure to do so can result in you not receiving the anonymous ballot. Polls will open on November 21, 2025 at 9:00 a.m. (MST), and close November 27, 2025 at 4:00 p.m. (MST). Results will be announced on or before November 28, 2025.



# Candidate Form

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

*The deadline to submit is November 20, 2025 at 4:00 pm MST. Candidate Packages must be sent to the Election Officer, MNP, at RECAelection@mnpc.ca. Incomplete packages or deficiencies will not be eligible/remedied after 4:00 pm (MST), November 20, 2025.*

**This election is for the rural real estate seat, only.**

Name:

Brokerage:

Email:

Phone:

Contact ID (CON-XXXXXXXX):

**Please initial below:**

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

**Please check:**

I am a licensee practicing in the trade of **rural real estate** (agri-business) and affirm that I have completed thirty (30) or more trades in rural (agri-business) within the past five (5) years; and, that I have broad and diverse experiences in both rural real estate (agri-business) trades and rural zoning levels.

**Please initial below:**

I have enclosed ten (10) endorsements from active licensees, licensed to trade in rural real estate, licensed by the Commercial Real Estate Broker and Commercial Property Manager Industry Council.

**By signing this Candidate Declaration Form, I attest, that I;**

- am a licensee, as defined by the *Real Estate Act*;
- am registered with a licenced Alberta brokerage in the industry for which I am seeking election;
- am a resident of Alberta;
- am at least 18 years of age;
- am actively engaged on a day-to-day basis, within the past 5 years, in the industry for which I am seeking election;
- am not the subject of proceedings under the *Real Estate Act* at the time of nomination;
- in the past five (5) years, have not been the subject of proceedings under the *Real Estate Act* or similar legislation in another jurisdiction and have not received a sanction greater than a Letter of Reprimand;
- am not currently the subject of proceedings or have been convicted of an offence under the *Canada Criminal Code* or the *Controlled Drugs and Substances Act* within the past five (5) years, or at the time of nomination;
- have not been convicted within the past five (5) years of an indictable offence in Canada or another jurisdiction;
- am not the subject of a certificate of incapacity and am not a represented adult as defined in the *Adult Guardianship and Trustee Act*;
- am not a formal patient as defined in the *Mental Health Act*;
- have not been found to be a person of unsound mind by a court in any jurisdiction;
- do not hold the status of undischarged bankrupt; and
- if elected, will not concurrently hold a position on the board or a governing body of an industry association, be an employee of an industry association, act in an official capacity for an association, or act on behalf of an association in any manner other than as an ordinary member of the association.

**I further attest that:**

- all submissions in support for my candidacy for this Industry Council seat and attached hereto are true; and
- if anything is found to be dishonest or willfully misleading, I will be deemed ineligible by the Election Officer, and may be removed from the Industry Council in accordance with the Bylaws.

**By signing this document, for the purposes of this Election, I consent to,**

- information submitted in the candidate package other than my Licensee number and date of birth being publicly displayed on RECA.ca, and also
- additional information provided in support of my candidacy (ex. licensing number and date of birth) being shared with the Election Officer and its affiliates.

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Signature of Candidate

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Date

**Enclosures (check all that apply):**

Resume (REQUIRED)

Candidate Statement (REQUIRED if no video submitted)

Candidate video link  
(REQUIRED if no Candidate Statement submitted)

Nominee Endorsement Forms (REQUIRED)

# Nominee Endorsement Form

I \_\_\_\_\_, am a rural real estate licensee,

Contact ID (CON-XXXXXXXX)

endorse

(nominee name) of \_\_\_\_\_ (employer/brokerage)

in their pursuit of a position on the the Commercial Real Estate Broker and Commercial  
Property Manager Industry Council

I believe this person meets the eligibility criteria outlined in the Industry Council Election -  
Rural Real Estate Seat Candidate Information Package, and feel confident in their abilities. For  
the purpose of endorsing

as a candidate for election to the Commercial Real Estate Broker and Commercial Property  
Manager Industry Council, I consent to the disclosure of my name to the public.

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

\_\_\_\_\_  
Date