



RESIDENTIAL PROPERTY MANAGER INDUSTRY COUNCIL

1:00 p.m. – 4:30 p.m. Wednesday, November 8, 2023
Virtual Microsoft Teams Meeting

MINUTES

In Attendance:

Don Brown
Elan MacDonald, *RECA Board of Directors Chair*
Keith McMullen
Don Newell, *Chair*
Carrie Plett

Resources:

Russ Morrow, *CEO*
Janice Harrington
Warren Martinson
Stacy Paquin
Rina Hawkins

Recording Secretary:

Christina Harrington

1. Call to Order

The meeting of the Residential Property Manager Industry Council (“Industry Council”) was called to order at 1:00 p.m.

2. Approval of Agenda

The Industry Council reviewed the agenda.

***MOTION:** The Residential Property Manager Industry Council approves the November 8, 2023, meeting agenda as presented.*

Moved by Don Brown,

Seconded by Keith McMullen

Carried

3. Conflict(s) of Interest Declared

No conflicts of interest were declared.

4. Chair’s Opening Remarks

The Chair welcomed members to the meeting.

5. Consent Agenda

The Industry Council reviewed the Consent Agenda, which included an overview of the year’s regulatory enforcement activities.

***MOTION:** The Residential Property Manager Industry Council approves the consent agenda, including the September 21, 2023 meeting minutes, as presented, and receives the Action Register Update, and the Regulatory Activity scorecard as information, as presented within the meeting package.*

*Moved by Carrie Plett,
Seconded by Keith McMullen
Carried*

6. RECA Board of Directors Update

The RECA Board of Directors (“Board”) member updated the Industry Council on the activities of the Board. The update was received as information.

7. Industry Council Elections

Management reported that the terms of the Board and Industry Council members collectively expire on November 30, 2023. The Board has appointed MNP LLP as the Election Officer, being a qualified firm that is independent of the Board, Industry Councils, and RECA staff, to supervise, validate, and certify results of the Industry Council nominations, voting and elections process.

Public members are appointed by the Minister of Service Alberta. Industry members are elected by licensees within their industry sector. Polls open on November 22, 2023 and close at 4:00 p.m. November 27, 2023. Election results will be verified and announced by MNP as the Election Officer on or before November 29, 2023. All elected and appointed members will begin their terms on December 1, 2023, for two-years.

8. Election of Industry Council Vice-Chair and Appointment of RECA Board Member

On November 25, 2021, the Minister approved amendments to the *Real Estate Act* (“*REA*”) Bylaws (“Bylaws”) to provide for a two-year term for the Vice-Chair position. At its December 14, 2021, meeting, the Industry Council reappointed Vice-Chairman Brown. The Vice-Chair term expires on November 30, 2023, and the Industry Council will elect a Vice-Chair at its special December 2023 meeting. The Industry Council will also appoint a member to the Board pursuant to Section 7.1(2)(b) of the *REA*.

9. Approval of November 2023 Minutes by Written Resolution

Management recommended that the Industry Council approves the November meeting minutes by written resolution to ensure that newly

elected and appointed members are not responsible for verifying the accuracy of minutes pre-dating their term. The Industry Council accepted the recommendation.

10. Industry Council Annual Evaluation Process

Management reported that, in accordance with the REA Bylaw 4.4, the Industry Council will undertake an annual evaluation process involving a self-assessment of personal and collective performance, as well as a review of the performance of any of the Industry Council's committees. The submissions will be collected anonymously and shared with the Industry Council after November 30, 2023.

11. Credentialing Report and Learner Success Rates

Management reported the credentialing report and learner success rates, which were received as information.

12. Graduated Licensing Pilot Project for Condominium Manager Licensees and Licensing Renewal Update

Management reported on the activities of the Graduated Licensing Pilot project for condominium managers. All conditional licences expired on September 30, 2023. Condominium manager licensees with outstanding conditions as of September 30, 2023 were downgraded to an [appropriate supervised level](#) under the graduated program.

There was low attrition of renewals in the property management sector as of September 30, 2023.

ACTION: The Industry Council will review the progress of the Graduated Licensing Pilot Project for Condominium Management Licensees within the fiscal year.

Elan MacDonald left the meeting at 2:03 p.m.

13. Condominium Property Management Education Ad Hoc Committee

Management reported on the activities of the Condominium Property Management Education Ad Hoc Committee (the "Committee"). The Committee's mandate is to review the educational competencies associated with the practice of condominium property management to ensure the education framework equips individuals with the knowledge required to be successful in their field, while serving the public interest.

The Committee is Chaired by the RECA Registrar and composed of two condominium property manager brokers, one associate condominium property manager, one representative from each of the Association of Condominium Managers of Alberta ("ACMA"), Canadian Condominium

Institute ("CCI") North, and CCI South, as well as one representative from each of the educators currently providing condominium management.

Review of the competencies is progressing well with guidance from an external educational expert who was appointed to guide the review of the core standards, and to collate the Committee's comments on adding, amending or removing competencies. The Committee's term ends on March 30, 2024, or earlier if the work of the Committee is completed.

14. Relicensing Credentialing (OH&S Course)

The Industry Council revisited the *Roadmap to Health, Safety and Compliance for Property Management*, previously reviewed by the Industry Council in April 2021. Since 2021, the Alberta Association for Safety Partnerships ("AASP") have completed the design of three courses for property managers; *Contract Management for Property Management*, *Roadmap to Health, Safety and Compliance*, and the *OHS Leadership Strategies for Property Management* course. The Industry Council recognizes that property managers could benefit from Occupational Health and Safety (OH&S) training to improve compliance with safety legislation.

Management reported that relicensing education could be effectively implemented by 2025. This would allow time to deploy RFPs to various course providers to develop desired courses, or alternatively, to direct licensees to a course that is readily available as a prescriptive relicensing education. The Industry Councils will harmonize relicensing education with other Industry Councils where feasible.

15. Rules Review Steering Committee Update

Management presented that, under RECA's 2022-2025 Strategic Plan, RECA has committed to a comprehensive review of the REA Rules. The Rules Review is broken into three phases, undertaken by the Rules Review Steering Committee ("RRSC"). The RRSC Town Hall, held, November 2, 2023, consulted with licensees on proposed amendments to REA Rules 2 - 40. These Rules primarily address RECA's licensing framework, classes of licences, licence eligibility requirements, and notifying RECA of certain events. Consultation is currently underway with a deadline to respond of November 30, 2023

The Industry Council commended Management and the RRSC on the Town Hall's success.

16. Broker Forums

Management and the Industry Council discussed the upcoming broker forums and forms of stakeholder outreach. The Industry Council would like to expand outreach to new brokers, and reach new markets in rural areas, as well as major cities in Alberta.

17. In-Camera Session with the CEO

The Industry Council moved in-camera with the CEO at 2:39 p.m.

18. In-Camera Session with Industry Council, only

The Industry Council moved in-camera.

19. Final Adjournment

***MOTION:** The Residential Property Manager Industry Council approves the final adjournment of the November 8, 2023, meeting.
Moved by Carrie Plett,
Seconded by Keith McMullen
Carried*

The meeting adjourned at 3:06 p.m.

20. Next Meeting(s)

- December 5, 2023 (Special Meeting)

Approved at Calgary, Alberta on December 5, 2023

Don Newell,
Industry Council Chair