

THE REAL ESTATE COUNCIL OF ALBERTA

Case: 008469
Process: Section 39 of the *Real Estate Act*
Industry Member: Michele Caley
Authorization: Real Estate Broker
Registration: Vertica Resident Services Inc. o/a Vertica Resident Services
Document: LETTER OF REPRIMAND

TO: Michele Caley

The Executive Director of the Real Estate Council of Alberta (RECA) has determined there is sufficient evidence you have contravened **section 32(g) of the *Real Estate Act Rules*** and this is conduct deserving of sanction.

Rule 32 – *A brokerage must immediately notify the executive director in writing of:*

(g) a change in the directors, officers, or shareholders of a corporation if the brokerage is a corporation.

Particulars of the contravention(s):

1. In or around April, 2018, you failed to immediately notify the executive director in writing of a change in the directors, officers or shareholders of a corporation, contrary to section 32(g) of the *Real Estate Act Rules*:
 - a) On April 16, 2018, Vertica Resident Services Inc. had a change in officers. You were the broker at the time and were responsible for ensuring the brokerage met its notification obligations.
 - b) On August 22, 2018, you notified RECA of the officer changes. This was a failure to immediately notify RECA of the change.

The Executive Director considered the following aggravating and mitigating factors:

Mitigating Factors

- You took responsibility for your actions

The Executive Director will issue a more severe sanction for further similar instances of this conduct.

Appeal

You have the right to appeal this Letter of Reprimand to a Hearing Panel under **section 40.1(2) of the *Real Estate Act***. Please refer to Guides on RECA's website for more information on the appeal process.

In an appeal you will be given a full opportunity consistent with procedural fairness and natural justice to present evidence before the Hearing Panel in relation to the contraventions alleged.

Your written notice of appeal must be received by the Executive Director **within 30 days** of you receiving this Letter of Reprimand. If you have any questions regarding particulars or the appeal process, please contact:

Name: Carla Sasley, Professional Conduct Review Officer
Email: csasley@reca.ca
Phone: 403.228.2954; Toll Free: 1.888.425.2754
Fax: 403.228.3065
Address: Real Estate Council of Alberta
Suite 202, 1506 11 Avenue SW
Calgary, Alberta, T3C 0M9

Issued at Calgary, Alberta, on November 21, 2018.

Bob Myroniuk, Executive Director
of the Real Estate Council of Alberta