



Real  
Estate  
Council  
Alberta

reca.ca

# 2021 Election: Urban Commercial Practitioner

**Candidate Information**

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# About RECA

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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 Seat and Who Can Vote

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

**Seats:** one urban commercial real estate practitioner

### **Who can vote**

- 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
- All real estate brokers
- All real estate associate brokers

# Candidate Eligibility Requirements

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## 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 applying for becoming a candidate 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).
- has been licensed with a commercial brokerage (i.e. whose business for the past five years has been comprised of not less than 70% of trades in commercial real estate, measured both by volume and value of real estate transactions, and managed 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
  - has transactional experience with a reasonably significant number of deals completed (i.e. 50 or more) in the last five years in commercial property trades by either the candidate themselves or other associates who report directly to the candidate
  - of the ten required endorsements, at least five must have come from a full time, commercial practitioner

## Urban Commercial Representative – Mandatory Requirements

This seat is for an urban commercial practitioner who, in addition to meeting the general eligibility criteria:

- affirms a minimum of 70% of their business has been conducted in an urban setting (i.e. a municipality / metropolitan region with a population in excess of 90,000 people);
- has a minimum of ten years of brokerage experience in an urban setting

# Role of Industry Councils

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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.
- 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.

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;

## 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

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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.

Members, including the Chair, are also entitled to be reimbursed for all necessary travel expenses. Members may claim for travel time on days other than meeting days.

**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

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

- 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.
- 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 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 the candidates falsified 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.





# Candidate Form

## Urban Commercial Practitioner

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**.

I am an **urban commercial practitioner**, and, in addition to meeting the general eligibility criteria, I affirm a minimum of 70% of my business has been conducted in an urban setting (i.e. a municipality / metropolitan region with a population in excess of 90,000 people); I have a minimum of ten years of brokerage experience in an urban setting, I have been licensed with a commercial brokerage (i.e. whose business for the past five years has been comprised of not less than 70% of trades in commercial real estate, measured both by volume and value of real estate transactions, and managed at least \$2 million of commercial brokerage revenue in each of the past five years); I have transactional experience working with institutional owners or large regional owners of commercial real estate; I have transactional experience with a reasonably significant number of deals completed (i.e. 50 or more) in the last five years in commercial property trades by myself or other associates who report directly to me; and of the ten required endorsements, at least five have come from a full time, commercial practitioner

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 here to is honest and truthful. I understand and acknowledge that if I am the successful candidate and I have falsified my qualifications I will be removed from the Industry Council. I consent to this information, the attached resume, and, if applicable, my candidate video being publicly displayed at RECA.ca.

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Signature of Candidate

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Date

Enclosures (check all that apply):

Resume (REQUIRED)

Coordinates for candidate video (OPTIONAL)