

RESIDENTIAL PROPERTY MANAGER INDUSTRY COUNCIL

9:30 am, Thursday, February 4, 2021
Virtual Teams Meeting

MINUTES

In Attendance: Don Brown
Keith McMullen
Don Newell
Carrie Plett
Cyril Pratt

Resources Duane Monea, *Principal Advisor to the Board*
Warren Martinson, *Acting Executive Director*
Charles Stevenson, *Registrar*
Joseph Fernandez, *Director, Education Programs*
Stacy Paquin, *General Counsel & Corporate Secretary*

Recording Secretary: Rina Hawkins

1. **Call to Order**
The meeting began at 9:31 am.
2. **Approval of Meeting Minutes**
The Industry Council reviewed the minutes from the December 14, 2020 meeting.

***MOTION:** The Residential Property Manager Industry Council approves the December 14, 2020 meeting minutes as presented.
Keith McMullen / Carried*

3. **RECA Board of Directors Report**
The Industry Council's Board member provided a report on the activities of RECA's Board of Directors ("Board").
4. **Board Request for Industry Council Input**
The Industry Council completed a questionnaire to provide input to the Board on the strategic priorities of the organization, the current

priorities of the Industry Council, the key risks facing the organization, and the top attributes of a new Executive Director.

ACTION: Management will provide the Industry Council's input to the Board at their March 5, 2021 meeting.

5. Stakeholder Engagement

Management provided the Industry Council with a proposed stakeholder engagement and outreach process for consideration. The Industry Council accepted the measures as outlined.

The Industry Council discussed the process RECA used to compile the current list of condominium managers.

ACTION: Management will advise the Board of the Industry Council's acceptance of the measures outlined on stakeholder engagement and outreach.

6. Approval of Condominium Manager Standards of Practice & Rules and Condominium Manager Licence Exemptions

Management provided the Industry Council with a summary of the work completed over the last several years to prepare for licensing of condominium managers.

The Condominium Managers Implementation Advisory Committee (CMIAC) was constituted in early 2015 and have been working to develop standards of practice and rules based on the *Condominium Property Act* Regulations. Consultation with stakeholders occurred in August 2020 and concluded in November 2020.

The licensing of condominium managers will commence on December 1, 2021 as directed by the Minister of Service Alberta.

MOTION: *The Residential Property Manager Industry Council approves the Condominium Manager Standards of Practice & Rules as proposed by the CMIAC and directs the Registrar to prepare them for transmission to the Minister of Service Alberta through RECA's Board of Directors.*

Cyril Pratt / Carried

MOTION: *The Residential Property Manager Industry Council approves the Licence Exemptions as proposed by the CMIAC and directs the Registrar to prepare them for transmission to the Minister of Service Alberta through RECA's Board of Directors.*

Keith McMullen / Carried

7. Approval of Vetting Process for the Condominium Manager Pre-Licensing Education Competencies

The *Real Estate Act* requires Industry Councils to set out the conditions of individuals to become licensed. These conditions must be focused on public protection and promoting the integrity of the industry. Competency profiles are a foundational component of the conditions for individuals to become licensed. Management is seeking approval from the Industry Council to engage with an external competency expert to review RECA's draft competencies.

***MOTION:** The Residential Property Manager Industry Council approves:*

- *the review of the draft competencies by a competency expert to provide initial validation of the condominium management competencies; and*
- *the request be made to the RECA Board of Directors to approve [REDACTED] to undertake this review by a competency expert.*

Don Brown / Carried

ACTION: The Industry Council will communicate to the Board and to other Industry Councils the need to agree on a new education framework on a timely basis.

ACTION: The Industry Council will advise the Board and other Industry Councils that on education divestment there needs to be alignment on the approval process for high and low enrolment courses to ensure there are sufficient course providers for all industries.

8. Review and Consideration of a Continued Role for the Condominium Manager Implementation Advisory Committee

Management discussed the value of the CMIAC continuing its work to support the Industry Council.

Management recommends that the Board amend the current CMIAC terms of reference to accommodate one member of the Industry Council as a member of the committee.

***MOTION:** The Residential Property Manager Industry Council requests the RECA Board of Directors extend the current term of the CMIAC to expire on December 31, 2021 to facilitate additional assistance with the regulation of condominium managers implementation phase at the discretion of the Industry Council.*

The Residential Property Manager Industry Council recommends the RECA Board of Directors amend the CMIAC terms of reference to include one member from the

*Residential Property Manager Industry Council
Carrie Plett / Carried*

9. RECA Divestiture of Education

The Industry Council discussed the divestiture of education and the need for the Industry Councils and Board to work collaboratively to facilitate the development of the new, unified education framework and divestment process.

10. Licensing Structure

Management reviewed the challenges of aligning the new legislation with RECA's current licensing structure.

ACTION: The Industry Council agreed that Management will propose interim amendments to the Rules to align with RECA's licensing structure, as it existed prior to December 1, 2020. The Registrar will communicate this to the Industry Chair Roundtable and the Board.

11. In-Camera Session

The Industry Council went in camera with the Acting Executive Director.

The Industry Council went in camera with the Industry Council members only.

12. Adjournment

MOTION: *The Residential Property Manager Industry Council approves the final adjournment of this meeting.
Carrie Plett / Carried*

The meeting adjourned at 12:34 pm.

13. Next Meeting(s)

- Thursday, March 25, 2021

Approved at Calgary, Alberta on March 25, 2021

Don Newell
Industry Council Chair

Don Brown
Industry Council Vice-Chair