

RESIDENTIAL PROPERTY MANAGER INDUSTRY COUNCIL

9:30 am, Thursday, March 25, 2021

Virtual Teams Meeting

MINUTES

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

Guest: Patricia McLeod, QC, *Board Chair (joined approx. 12:15 pm)*

Resources Duane Monea, *Principal Advisor to the Board*
Charles Stevenson, *Registrar*
Joseph Fernandez, *Director, Education Programs*
Stacy Paquin, *General Counsel & Corporate Secretary*
Bryan Douey (*Communications & Connections Manager*) (Item 10)

Recording Secretary: Rina Hawkins

1. Call to Order

The meeting began at 9:31 am.

No conflicts of interest were declared.

2. Consent Agenda Guidelines

The Industry Council reviewed and accepted the Consent Agenda Guidelines.

3. Approval of Meeting Minutes

The Industry Council reviewed the minutes from the February 4, 2021 and March 5, 2021 meeting.

MOTION: *The Residential Property Manager Industry Council approves the February 4, 2021 and March 5, 2021 meeting minutes as presented.*

Cyril Pratt / Carried

4. Action Register

The Industry Council reviewed the Residential Property Manager Industry Council action register.

5. RECA Board of Directors Report

The Industry Council's Board member provided a report on the activities of RECA's Board of Directors ("Board").

6. RECA Condominium Manager Chronology

Management provided a chronology of the RECA Condominium Manager licensing and regulation implementation process.

7. CMIAC Update

The Industry Council representative to the Condominium Managers Implementation Advisory Committee (CMIAC) provided an update on the activities of the Committee.

The Committee reviewed the education core competencies for condominium managers and suggested clarifications and additions. The competency expert is now in the process of reviewing the results of the validation survey. The intent is for the competencies to be presented to the Industry Council for approval at its next meeting.

The next step is a review of the subject learning outcomes and the Committee has offered to complete that review if the Industry Council is amenable to that. Once the subject learning outcomes are completed, they will be presented to the Industry Council for approval.

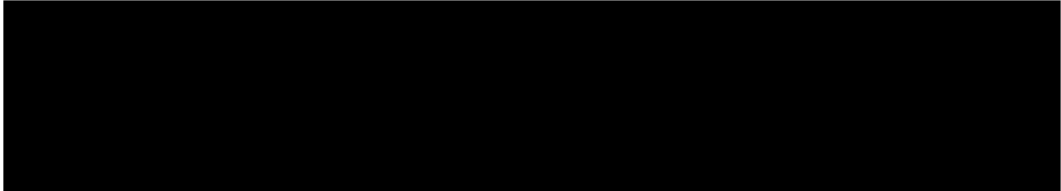
ACTION: The Industry Council requests the CMIAC review the subject learning outcomes.

ACTION: Management will review the CMIAC Terms of Reference and recommend any changes, if any, at the next Industry Council meeting.

8. Education Framework Update

Management provided an update on the requirements of an education framework and potential milestones.

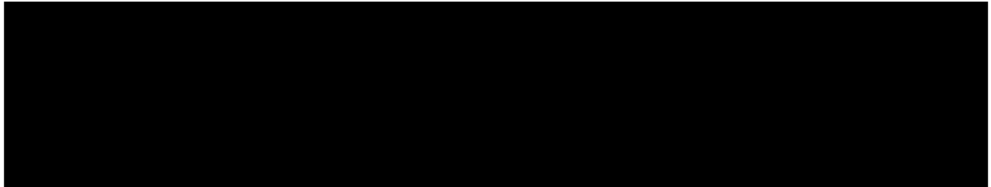
ACTION: The Industry Council will add an additional meeting to the calendar in mid-April to approve the condominium management competency profiles and subject learning outcomes and discuss the communication strategy going forward.



ACTION: Management will provide the CMIAC with the proposed timeline of the events necessary to facilitate the creation of a Condominium Management Pre-licensing Education Framework for information.

Education Divestment

Management presented and reviewed a proposed timeline for the education divestment process.



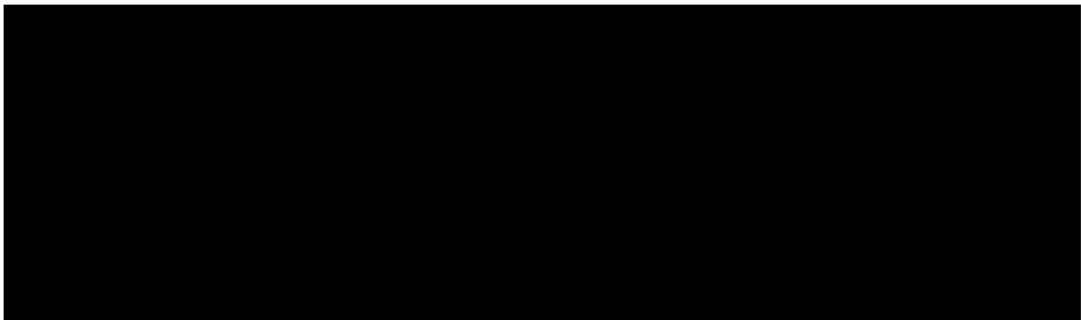
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Education for Condominium Corporations

The Industry Council discussed education for condominium corporations.



ACTION: The Industry Council will raise the potential of RECA making consumer education a pillar of its regulatory function during the strategic planning process.

9. **Regulatory Activity Scorecard**

Management reviewed a proposed regulatory activity scorecard.

The Industry Council agrees with the proposed format of the regulatory activity scorecard, with the inclusion of a comparative column to demonstrate the magnitude of the trends.

ACTION: Management will bring an updated version of the regulatory activity scorecard to the next Industry Council meeting.

10. Stakeholder Engagement

Management discussed the Residential Property Manager Industry Council External Communications plan.

11. Part 3 – Industry Council Responsibilities

Management reviewed Industry Council tasks related to Part 3 of the *Real Estate Act*.

12. Governance Training – Next Steps

Management is preparing a summary of feedback from the governance training sessions facilitated by TNG which will be provided to the Board. The feedback may assist in determining what additional governance training may be required.

13. Industry Council Work Plan (Risk Assessment)

The Industry Council discussed risk assessment.

14. In-Camera Sessions

The Industry Council went in camera with the Board Chair, Principal Advisor to the Board, and General Council & Corporate Secretary.

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

15. Adjournment

_____ *Residential Property Manager Industry Council
approves the final adjournment of this meeting.
Don Newell / Carried*

The meeting adjourned at 12:42 pm.

16. Next Meeting(s)

- Wednesday, April 21, 2021

Approved at Calgary, Alberta on April 21, 2021

Don Newell
Industry Council Chair

Don Brown
Industry Council Vice-Chair