

COMMERCIAL REAL ESTATE BROKER & COMMERCIAL PROPERTY MANAGER INDUSTRY COUNCIL

2:00 pm, Thursday, December 10, 2020

Virtual Teams Meeting

MINUTES

In Attendance: Terry Engen
Brittanee Laverdure
Laura Sharen
Ben Van Dyk
Duane Monea, *RECA Administrator*

Resources Warren Martinson, *Acting Executive Director*
Charles Stevenson, *Registrar*
Stacy Paquin, *General Counsel & Corporate Secretary*

Recording Secretary: Rina Hawkins

1. Call to Order

The meeting began at 2:04 pm.

RECA's Acting Executive Director, Mr. Warren Martinson, welcomed everyone to the first meeting of the Commercial Real Estate Broker & Commercial Property Manager Industry Council.

2. Introductions

The Industry Council members, and RECA staff introduced themselves.

3. Business Requiring Industry Council Attention

- **Posting of Meeting Agendas and Minutes**

Ms. Stacy Paquin, General Counsel and Corporate Secretary reviewed RECA's policies and procedures for posting meeting agendas and minutes.

- **Appointments**

Mr. Martinson led the group through the process to appoint a Chair for a two (2)-year term and Vice-Chair for a one (1)-year of the Industry Council.

Appointment of Industry Council Chair

Mr. Terry Engen put his name forward for Chair of the Industry Council and was acclaimed.

Appointment of Industry Council Vice-Chair

Ms. Brittanee Laverdure put her name forward for Vice-Chair of the Industry Council and was acclaimed.

Vacancy on Industry Council

The group discussed the vacant position on the Industry Council. Mr. Charles Stevenson advised that because no candidates from urban commercial real estate practitioners met the qualification criteria for the first election, a by-election must be held within 90 days of December 1, 2020. RECA is hopeful the vacant position will be filled before the end of January 2021.

Appointment to RECA Board of Directors

Industry Council Chair, Mr. Engen, asked those elected licensees on the Industry Council interested in sitting on RECA's Board of Directors to put their name forward. [REDACTED]

[REDACTED] expressed interest in the position. Both candidates were given an opportunity to address the members of the Industry Council prior to the vote.

The Industry Council members voted by sending a confidential email to RECA's Executive Assistant and recording secretary, Ms. Rina Hawkins, who tallied the votes and advised the Industry Council Chair of the results.

Following the vote, Ms. Laura Sharen was appointed to RECA's Board of Directors.

***MOTION:** In accordance with section 6(1)(b) & (2) of the Real Estate Act, the Commercial Real Estate Broker and Commercial Property Manager Industry Council appoints Ms. Laura Sharen to the RECA Board of Directors for a three (3)-year term.*

Ms. Sharen's appointment to the Board of Directors will be effective immediately and end on November 30, 2023 in compliance with section 6(7) of the Real Estate Act and section 2(6) of the Real Estate bylaws.

Brittanee Laverdure / Carried

MOTION: The Industry Council requests that the electronic votes be destroyed.

Brittanee Laverdure / Carried

- **2020/2021 Meeting Schedule**

Ms. Paquin reviewed the proposed 2020/2021 meeting schedule with the Industry Council. She indicated there will be an opportunity to schedule additional meetings of the Industry Council, if required.

4. Adjournment

MOTION: The Commercial Real Estate Broker and Commercial Property Manager Industry Council approves the final adjournment of this meeting.

Brittanee Laverdure / Carried

The meeting ended at 2:47 pm

5. Next Meeting(s)

- January 2021 Orientation Session

Approved at Calgary, Alberta on January 18, 2021

Terry Engen
Industry Council Chair

Brittanee Laverdure
Industry Council Vice-Chair