



COMMERCIAL REAL ESTATE BROKER & COMMERCIAL PROPERTY MANAGER INDUSTRY COUNCIL

9:30 am, Thursday, May 13, 2021
Virtual Teams Meeting

MINUTES

In Attendance: Terry Engen
Brittanee Laverdure
Cheri Long
Laura Sharen
Ben Van Dyk

Resources Bryan Douey (*Communications & Connections Manager*) (Item 7)
Duane Monea, *Principal Advisor to the Board*
Charles Stevenson, *Registrar*
Joseph Fernandez, *Director, Education Programs*
Warren Martinson, *Acting Executive Director*
Stacy Paquin, *General Counsel & Corporate Secretary*

Recording Secretary: Rina Hawkins

1. Call to Order

The meeting began at 9:31 am.

No conflicts of interest were declared.

2. Consent Agenda

The Commercial Real Estate Broker and Commercial Property Manager Industry Council ("Industry Council") reviewed the consent agenda including the minutes from the March 11, 2021 Industry Council meeting.

MOTION: *The Commercial Real Estate Broker and Commercial Property Manager Industry Council approves the consent agenda, including the minutes from the March 11, 2021 Industry Council meeting as presented.*

Brittanee Laverdure / Carried

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

3. Education Framework & Divestment Update

Management provided an update on the education framework and divestment process.

ACTION: The Industry Council directs Management to seek feedback from stakeholders on the Education Framework documents recommended by the Education Framework Discussion Group.

4. Update to Practice of Property Manager Program

Management reported that RECA's Education Programs unit completed an update to the Practice of Property Management course prior to Service Alberta directing RECA to cease further course development.

Management recommends proceeding with implementing the completed updates to the course.

The Industry Council agreed it was important to proceed with implementing the updates that have already been completed and stressed the importance of a clear communication strategy during the rollout of the updates.

***MOTION:** The Commercial Real Estate Broker and Commercial Property Manager Industry Councils approves Management proceed with updating the Practice of Property Management course.
Cheri Long / Carried*

5. Regulatory Activity Scorecard

For this information item, Management reviewed the Regulatory Activity Scorecard for the six-month period ending March 31, 2021. This item will be brought to the Industry Council on a quarterly basis.

6. Request(s) from NAIOP & BOMA

For this information item, Management indicated that NAIOP & BOMA contacted the Industry Council through the Administrator and later, through the Board Chair regarding three requests:

1. *Real Estate Act* or Exemption Regulation amendment(s) to exempt Institutional Owners from the requirement to be licensed to manage their own properties;
2. Rule amendments to provide an exception for Institutional Owners from the requirement for a continuing

guarantee/irrevocable letter of credit as security when applying for a brokerage licence when the broker does not have a controlling interest; and

3. Rule amendments to provide an exception for Institutional Owners from the requirement to immediately notify the Registrar about changes to directors, officers, or shareholders.

The Board Chair, Industry Council Chair and others met with representatives from NAIOP & BOMA to understand the requests more fully.

The Industry Council discussed the desire to find reasonable and practical ways to respond to concerns raised without creating risk to the public. In addition, any changes may have an impact on other Industry Councils as RECA wishes to remain as consistent as possible in brokerage licence compliance requirements across all industries.

ACTION: Management to provide copies of the NAIOP and BOMA letters to the Industry Council members.

7. Stakeholder Engagement Update

RECA's Communications & Connections Manager joined the meeting for this agenda item.

Management reviewed the process for reviewing emails and stakeholder engagement feedback. All emails received into the Industry Council email address will be added verbatim to the Industry Council folder in Diligent.

Management reported that for the upcoming online stakeholder engagement session on June 2, 2021, 63 people have registered to date.

ACTION: Management to take items raised from stakeholder engagement and incorporate into agenda items for Industry Council meetings. Management to provide briefing notes on topics to educate the Industry Council members on issues raised as the Industry Council prepares to provide input on strategic planning.

8. Roadmap to Health & Safety Compliance

For this information item, Management reported that Alberta Occupational Health and Safety (AOHS) has indicated that property managers are not complying with occupational health and safety legislation and AOHS is spearheading a project to make education materials available for property managers. AOHS is seeking collaboration from RECA with respect to this initiative.

9. Commercial IC Election Bylaws / Criteria

For this information item, Management is engaging with each Industry Council to review the election criteria established by the Election Project Team in the fall of 2020 and further identify and refine the election criteria and processes. A report and draft bylaw with election criteria recommendations is expected to be presented to the RECA Board at its June 22, 2021 meeting.

10. RECA Publication Guidelines

For this information item, Management is seeking input from all Industry Councils on RECA's Publication Guidelines. Management will distribute the existing policy and industry feedback and will solicit feedback from the Industry Councils to amend and approve the Publication Guidelines for implementation.

11. FINTRAC – New Amendments

For this information item, Management reported that FINTRAC has passed new regulatory requirements for real estate brokers and sales representatives.

Management indicated that the new changes do not apply to property managers.

12. Condition-Free Offers

This item was brought forward by the Mortgage Broker Industry Council. Management created a consumer facing information piece regarding the risks of condition-free offers; second, an Information Bulletin for licensees explaining the obligations in a condition-free situation; and third, a communication strategy to maximize exposure. This is complete and posted on the RECA website.

13. G o A Disaster Recovery Program Changes / Impact on Licensees

Management reviewed the changes to the Alberta government's Disaster Recovery Program (DRP) with the Industry Council. The DRP provides financial assistance to qualifying applicants to help restore uninsurable property lost or damaged by a disaster (e.g. massive hail damage in Calgary last summer, Fort McMurray fire, floods in 2013) to its basic, pre-disaster functional condition.

The Alberta Government has set homeowner funding limits and implemented cost-sharing mechanisms, specifically, a 90/10 split, a maximum of \$500K per property on a one-time only basis. The

Government of Alberta is also implementing a searchable registry for properties in Alberta that have exhausted their DRP payment.

RECA anticipates receiving a letter from the Minister with further details on the changes to this program.

14. 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 12:03 pm.

15. Next Meeting(s)

- Thursday, June 10, 2021

Approved at Calgary, Alberta on June 10, 2021

COMMERCIAL REAL
ESTATE BROKER &
COMMERCIAL
PROPERTY
MANAGER INDUSTRY
COUNCIL

Minutes of Meeting

May 13, 2021

Terry Engen
Industry Council Chair

Brittanee Laverdure
Industry Council Vice-Chair