

RECA Board of Directors Special Meeting
12:00 pm – 5:00 pm, Tuesday, June 22, 2021
Virtual Teams Meeting

MINUTES

In Attendance: Patricia McLeod, Chair
Paul Bojakli
Bill Briggs
Shirish Chotalia
Jai Parihar
Carrie Plett
Laura Sharen

Guests: Grant Stapon, *Bennett Jones (joined the meeting for agenda item #8)*

Staff Resource: Joseph Fernandez
Warren Martinson
Stacy Paquin
Charles Stevenson

Recording Secretary: Rina Hawkins

1. Preliminary Matters

The meeting began at 1:00 pm.

No conflicts of interest were declared.

2. Consent Agenda

The Board reviewed the consent agenda. The consent agenda included the meeting minutes from the May 31, 2021 RECA Board of Directors meeting.

MOTION: *The RECA Board of Directors approves the consent agenda, including the minutes from the May 31, 2021 RECA Board of Directors meeting, as presented.*

Carrie Plett / Carried

3. Discussion Items

- **2021/2022 Board & Industry Council Calendar**
This item was provided for information purposes.

4. Stakeholder Engagement

Management reviewed the highlights from the stakeholder engagement activities that have been undertaken by the Board and Industry Councils over the last few months. The Board will continue planning for the proposed engagement activities outlined in the meeting materials.

Management and the Board reviewed brokerage license requirements in the various real estate sectors including condominium and property management brokerages. Brokerage licensing structure is a strategic issue with many ancillary impacts and the topic will be included with strategic planning issues in fall of 2021.

5. Committee Reports/Recommendation

- **Hearings Committee**

The Hearings Committee Chair provided a report on the activities of the Hearings Committee.

In May 2021, the Hearings Committee advertised vacancies on the Hearing Roster panel. RECA received numerous applications and is currently in the process of interviewing candidates. Hearing Panel Roster candidate recommendations will be presented to the Board at its July 29, 2021 meeting.

The Hearings Committee Chair discussed the Hearing Panel Roster reappointment process adopted by the Committee for recommending individuals eligible for a second term on the roster and proposed the following motion:

***MOTION:** The Board approves the re-appointment of the following individuals to the Hearing Panel Roster for a second three (3) year term, effective November 1, 2021:*

1. *Arlene Blake (Public)*
 2. *Susanita De Diego (Real Estate sector)*
 3. *Margaret Geall (Mortgage sector)*
 4. *Kevin Kelly (Public)*
 5. *Tony Lamb (Mortgage Sector)*
 6. *Kathryn Oviatt (Public)*
 7. *Bill Ramsay (Real estate sector)*
 8. *Christopher Williams (Public)*
- Bill Briggs / Carried*

- **Governance & HR Committee**

The Board went in-camera.

The Board came out of in-camera.

The Board had a robust discussion about the status of the CEO search. Further meetings are being scheduled with candidates and the Board will call a special meeting to review the recommendations and next steps in this process as soon as possible. The Board Chair and Governance & HR Committee Chair will include the Industry Council Chairs in the subsequent interviews for Industry Council input.

6. Industry Council Activities

- **Residential Industry Council**

The Residential Industry Council Board appointee provided an update on the activities of the Industry Council. The Industry Council is proposing to form a working group to review the recommendations from the May 2018 Residential Measurement Standards (RMS) report. The terms of reference for this group have not been finalized and no action is required by the Board at this time.

- **Commercial Industry Council**

The Commercial Industry Council Board appointee provided an update on the activities of the Industry Council.

- **Mortgage Industry Council**

The Mortgage Industry Council Board appointee provided an update on the activities of the Industry Council.

- **Property Manager Industry Council**

The Property Manager Industry Council Board appointee provided an update on the activities of the Industry Council.

The Industry Council recently approved the competencies and learning outcomes for condominium management.

The Industry Council has met with two association stakeholders and is working to schedule meetings with others.

Management discussed that Service Alberta has requested additional information and clarification regarding the Condominium Manager Proposed Rules and Exemptions submitted in April 2021. The Industry Council has approved, in principle, the requested changes.

ACTION: Management will continue to work with Service Alberta to track and finalize the requested changes to the Condominium Manager Proposed Rules and Exemptions and report back to the Board on the status.

7. Strategic Matters

- **Business & Financial Plan Outline Update**

Management provided an update on the business and financial plan outline. The *Real Estate Act* states the business and financial plan must include information on goals, annual performance objectives, strategies for achieving the goals and performance objectives, and the performance measures that will be used to evaluate whether the goals and performance objectives are met.

Management will be presenting a budget discussion document at the July 6, 2021 Finance & Audit Committee meeting that will be recommended to the Board on July 29, 2021.

- **By-law Update**

The Board Chair advised that Service Alberta has extended the deadline for RECA to file the *Real Estate Act* mandatory governance by-laws to September 30, 2021. This timeline change will ensure there is adequate time to complete consultation with Industry Councils and Service Alberta on the proposed new by-laws pursuant to legislation.

Real Estate Act Governance By-law

Management reviewed the proposed timeline for Board approval and consultation on the mandatory governance by-laws. With the extension of the filing deadline by Service Alberta, this timeline will need to be revised.

Election Criteria & Process By-law Update

The Registrar reviewed the recommendations from each of the Industry Councils for development of election criteria and process bylaws.

ACTION: Management will draft bylaw recommendations to the Governance & HR Committee for review and, together with General Counsel, develop election criteria and process by-laws for the Board's consideration.

- **Education Divestment Process**

Education Framework

Management discussed the detailed consultation process that took place with Industry Councils on the Education Framework. The Industry Councils all agreed to recommend the Education Framework to the Board for its approval.

***MOTION:** On the recommendations of the relevant Industry Councils, the RECA Board of Directors approves the Pre-licensing Education Philosophy and Examination Blueprint as presented at this meeting.*

Carrie Plett / Carried

Educational Course & Course Provider Requirements

The Industry Councils and the Education Framework Discussion Group approved and recommended to the Board for approval, the Educational Course and Course Provider Requirements. At this time, the Board accepted the materials for information purposes and further consideration.

***ACTION:** Working with representatives from Service Alberta, Management will develop a formal by-law and engagement plan on Educational Course and Course Provider Requirements.*

Transition Plan

The Board discussed the Education Divestment Transition plan and process. The Education Divestment Transition Plan will be brought back to the Board at its July 29, 2021 meeting for further review and consideration.

- **Condominium Manager Education**

Management provided a status update on the efforts being undertaken to foster the delivery of condominium manager pre-licensing education prior to December 1, 2021.

Management is seeking approval to enable the non-exclusive licensing of RECA's education materials for use in the development of condominium manager pre-licensing education in Alberta.

***MOTION:** The Board approves and authorizes RECA Management to enter into non-exclusive licensing agreements for RECA's education materials, as discussed, to ensure the timely development of condominium manager pre-licensing education in Alberta.*

Laura Sharen / Carried

The Board was advised of the recent course provider communication and supported the direction.

- **RECA Building Review & Discussion**

Management provided a preliminary update to the Board on the building review and will provide a further update to the Board at its July 29, 2021 meeting.

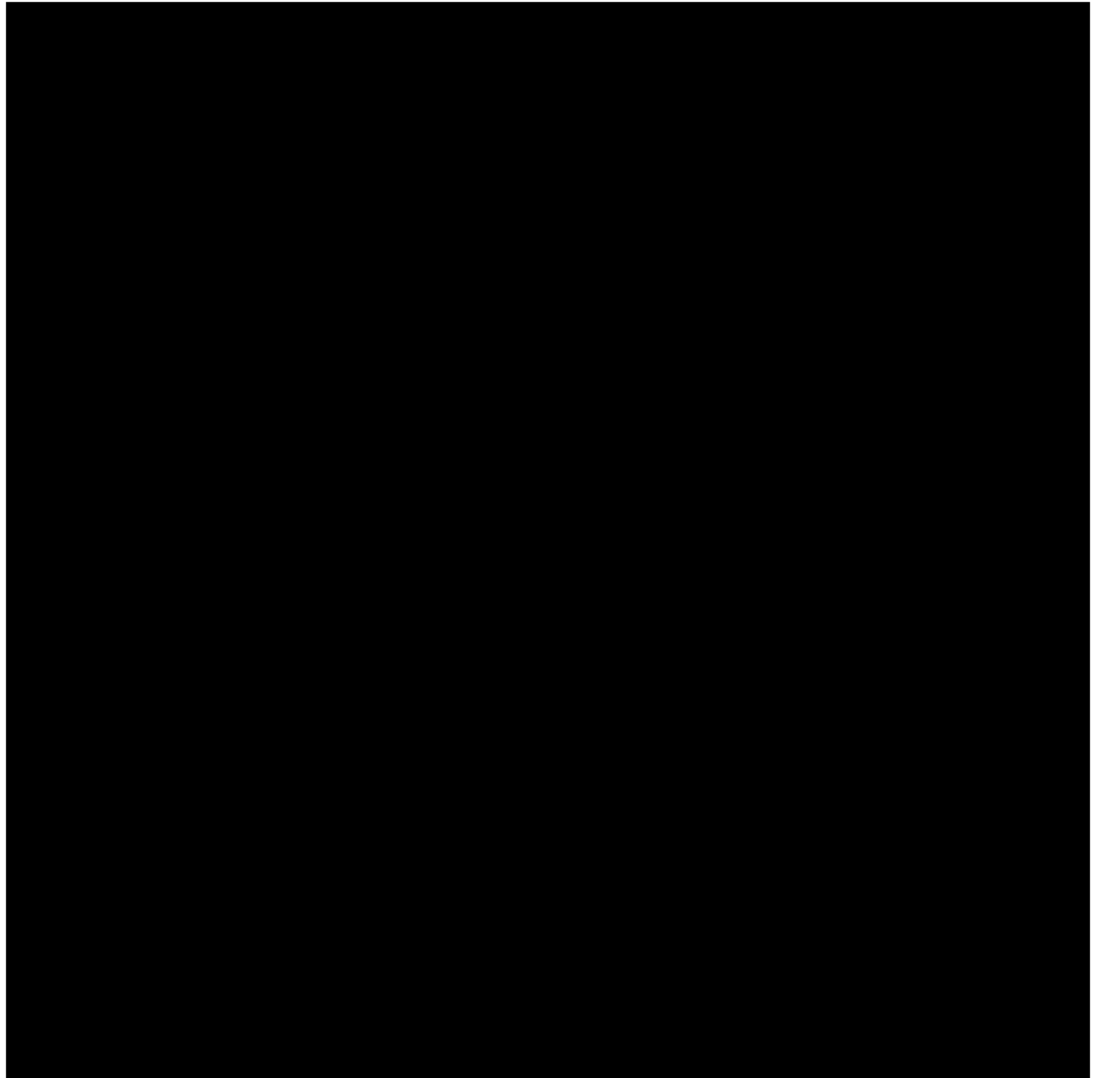
8. Review of Legal Communication

The Board of Directors met with external legal counsel, and RECA's General Counsel to discuss the two items below. *The following minutes from that discussion are confidential and protected by litigation privilege.*

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9. In-Camera Session

The Board went in-camera with the Acting Executive Director.

10. Next Meeting

- Wednesday, July 7, 2021

11. Adjournment

The meeting adjourned at 5:01 pm.

Approved at Calgary, Alberta on July 7, 2021

Patricia McLeod, Q.C., Board Chair

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