

## COMMERCIAL REAL ESTATE BROKER & COMMERCIAL PROPERTY MANAGER INDUSTRY COUNCIL

9:30 am, Thursday, September 9, 2021

Virtual Teams Meeting

### MINUTES

**In Attendance:** Terry Engen, *Chair*  
Brittane Laverdure, *Vice Chair*  
Cheri Long  
Laura Sharen (*joined at 11:57 am*)  
Ben Van Dyk (*joined at 10:30 am*)

**Resources** Charles Stevenson, *Registrar*  
Joseph Fernandez, *Director, Education Programs*  
Russ Morrow, *CEO*  
Stacy Paquin, *General Counsel & Corporate Secretary*

**Recording Secretary:** Rina Hawkins

#### 1. Call to Order

The meeting began at 9:33 am.

No conflicts of interest were declared.

The Industry Council adjusted the order of the agenda.

#### 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 June 10, 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 June 10, 2021 Industry Council meeting as presented.*

*Brittane Laverdure / Carried*

A Board Report to Industry Councils was provided for information purposes. Going forward, this new Board Report format will be provided to Industry Councils on a quarterly basis.

### 3. Bylaws/Policies/Protocol

#### Bylaws

Management discussed the new proposed *Real Estate Act ("REA")* Bylaws with the Industry Council.

***MOTION:** The Commercial Real Estate Broker & Commercial Property Manager Industry Council confirms that it has been consulted on the Real Estate Act (REA) bylaws and recommends that the RECA Board of Directors adopt and approve the proposed REA bylaws as presented in "TAB 9.1B Bylaws Amended Draft – September 2, 2021" of the meeting material.*

*Cheri Long / Carried*

#### Election Policy & Process

Management discussed the proposed Industry Councils' Elections Policy and Process.

***MOTION:** The Commercial Real Estate Broker & Commercial Property Manager Industry Council recommends that the RECA Board of Directors approve the Industry Councils' Elections Policy and Election Process in the form presented at this meeting.*

*Brittane Laverdure / Carried*

#### Communication Protocol

Management reviewed the proposed Communication Protocol for Board & Industry Council Members with the Industry Council. The Industry Council provided feedback on the protocol.

### 4. Education Programs Update

#### Competencies Profile

The Industry Council discussed the Property Management Associate Competency Profile. Members of the Commercial Real Estate Broker and Commercial Property Management Industry Council, and the Residential Property Management Industry Council met in August to discuss and provide feedback on a draft of the Property Management Associate Competency Profile.

### Proposed Validation Survey

Management discussed the proposed process to validate the Property Management Associate Competency Profile.

The Property Management Associate Competency Profile is an extensive document. While steps will be taken to not overwhelm validation survey participants, the length of the documents may discourage property management estate licensees from participating. For this reason, two parallel validation survey processes are recommended.

1. BOMA Edmonton, BOMA Calgary, IREM, REALPAC, and REIC will be given the opportunity to set up member committees to review and provide feedback.
2. All property management licensees will be given an opportunity to fill out the Property Management Associate Competency Profile validation survey.

The proposed consultation period will be 30 days.

***MOTION:** The Commercial Real Estate Broker & Commercial Property Manager Industry Council directs RECA Management to undertake a validation survey of the Property Management Associate Competency Profile using the process presented at this meeting.*

*Cheri Long / Carried*

### Education Policy Changes

Management discussed the proposed education policy changes which are required because of the education transition process.

***MOTION:** The Commercial Real Estate Broker & Commercial Property Manager Industry Council recommends that the RECA Board of Directors adopt and approve the proposed education policies as presented in "TAB 8.3B – Education Policy Changes – Appendix A" of the meeting material.*

*Ben Van Dyk / Carried*

### Course & Course Provider Application Process

Management discussed the draft Course and Course Provider Recognition Process which was developed from the feedback of the Education Framework Discussion Group. The Process is currently out for consultation with course providers and trade associations and is expected to be completed on September 10, 2021. Management briefed the Industry Council on early feedback received on the consultation to date.

Once the consultation process is complete, the Industry Council may hold an electronic vote to recommend the Course and Course Provider Recognition Process to RECA's Board.

#### Education Transition Plan

Management discussed the proposed Education Transition Plan with the Industry Council. The Board asked that the draft Education Transition Plan be circulated to the Industry Councils for feedback in anticipation of their September 24, 2021 meeting.

***MOTION:** The Commercial Real Estate Broker & Commercial Property Manager Industry Council recommends that the RECA Board of Directors adopt and approve the proposed Education Transition Plan as presented in "TAB 8.5B Education Transition Plan - Appendix A" of the meeting material.*

*Brittanee Laverdure / Carried*

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#### 5. **NAIOP & BOMA Update**

An update on the most recent communication between Industry Council members and NAIOP and BOMA was provided.

#### 6. **Condominium Manager Licensing Update**

For this information item, Management provided an update on the process of onboarding condominium managers into RECA's licence registry.

#### 7. **Licensing Renewal Update**

For this information item, Management provided an update on RECA's licence renewal numbers. As of this writing, 27% of licensees have renewed.

#### 8. **CPA Amendments Update**

The Industry Council had a brief discussion about the *Condominium Property Act* amendments and progress towards implementation.

#### 9. **Publication Guidelines**

The Industry Council discussed the feedback received from the Industry Council members on publication guidelines.

The Industry Council consensus on publication guidelines is to stay the course but publish the more serious/important infractions first. Publication Guidelines should be reviewed through RECA's upcoming strategic planning process.

**ACTION:** The Registrar will forward the Industry Council's comments on publication guidelines to RECA's Board for review.

**10. Regulatory Functions Orientation**

Management provided the Industry Council with an overview of Section 54 of the REA, and the Industry Council's roles and responsibilities concerning this section of the REA.

**11. Adjournment**

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

*Laura Sharen / Carried*

The meeting ended at 12:13 pm.

**12. Next Meeting(s)**

- Friday, December 10, 2021

Approved at Calgary, Alberta on December 10, 2021

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**Terry Engen**  
Industry Council Chair

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**Brittane Laverdure**  
Industry Council Vice-Chair