

RESIDENTIAL PROPERTY MANAGER INDUSTRY COUNCIL

9:30 am, Wednesday, April 21, 2021

Virtual Teams Meeting

MINUTES

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

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

Recording Secretary: Rina Hawkins

1. Call to Order

The meeting began at 9:30 am.

No conflicts of interest were declared.

The Chair highlighted the recent proposed amendments to the *Real Estate Act*.

2. Consent Agenda

The Residential Property Manager Industry Council ("Industry Council") reviewed the minutes from the March 25, 2021 Industry Council meeting.

MOTION: *The Residential Property Manager Industry Council approves the March 25, 2021 Residential Property Manager Industry Council meeting minutes as presented.*

Carrie Plett / Carried

The Industry Council reviewed the Industry Council action register.

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 discussed that an Education Framework discussion group has been formed to make recommendations on a common education framework. Mr. Cyril Pratt and Mr. Keith McMullen have volunteered to represent the Industry Council in this group.

4. Condo Manager Competencies Update

Management provided an update on the condo manager competencies project. Good progress is being made and the Condominium Manager Implementation Advisory Committee (CMIAC) is continuing to review the competencies and subject learning outcomes.

ACTION: Management to provide a copy of the CMIAC Code of Conduct to the Industry Council for their information.

ACTION: Management to address printing capabilities protocol for the Industry Council meeting documentation.

ACTION: Management to provide a timeline to incorporate consultation of subject learning outcomes with condominium management stakeholders after the CMIAC's review.

The Industry Council discussed the CMIAC Terms of Reference and Management confirmed that the current CMIAC Terms of Reference adequately address the committee's mandate.

ACTION: The Industry Council will re-evaluate the CMIAC Terms of Reference in September 2021.

5. Condominium Document Fees

The Industry Council discussed condominium document fees.

The Industry Council agreed that an education piece on condominium document fees could be included in the Regulator at the end of May.

ACTION: Management will raise this issue with Service Alberta.

6. Regulatory Activity Scorecard

Management reviewed the Regulatory Activity Scorecard with the Industry Council.

ACTION: Management will provide a more detailed breakdown of the residential property management files on the Regulatory Activity Scorecard for the next meeting.

7. Stakeholder Engagement Update

Management provided an update on the recent Industry Council stakeholder engagement activities.

An Industry Council engagement email was distributed on April 8, 2021 to the industry, along with personalized letters from the Industry Council Chair to stakeholder organizations.

Management reported that, to date, 75 people have registered for the Property Manager Industry Council online engagement session scheduled for May 19, 2021.

The Industry Council reviewed and agreed with the proposed responses to the emails received in Appendix A provided in the briefing materials.

8. Residential Property Manager Industry Council 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 their June 22, 2021 meeting.

9. 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 further feedback from the Industry Councils to amend and approve the Publication Guidelines for implementation.

10. 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.

- 11. G of 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.

- 12. Roadmap to Health, Safety and Compliance for Property Management**
Management informed the Industry Council that Alberta Occupational Health & Safety (AOHS) has identified that some property managers are not always complying with occupational health and safety legislation. Management is leading a project to make education materials available for property managers. RECA will collaborate with AOHS on this initiative.

- 13. In-Camera Sessions**
The Industry Council went in camera.

- 14. Adjournment**
The meeting adjourned at 12:27 pm.

- 15. Next Meeting(s)**
- Friday, June 4, 2021

Approved at Calgary, Alberta on June 4, 2021

Don Newell
Industry Council Chair

Don Brown
Industry Council Vice-Chair