

## RESIDENTIAL PROPERTY MANAGER INDUSTRY COUNCIL

9:30 am, Thursday, September 30, 2021

Virtual Teams Meeting

### MINUTES

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

**Resources** Bryan Douey, *Communications & Connections Manager (Item 4)*  
Joseph Fernandez, *Director, Education Programs*  
Warren Martinson, *Director, Corporate Services*  
Russ Morrow *CEO*  
Charles Stevenson, *Registrar*

**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 Residential Property Manager Industry Council ("Industry Council") reviewed the minutes from the June 4, 2021 Industry Council meeting.

***MOTION:*** *The Residential Property Manager Industry Council approves the June 4, 2021 Residential Property Manager Industry Council meeting minutes as presented.*

*Keith McMullen / Carried*

The Industry Council reviewed the Industry Council action register.

**ACTION:** On behalf of the Industry Council Chair, Management will prepare a draft thank you letter to the members of the Condominium Manager Implementation Advisory Committee (CMIAC) for their work.

The Registrar reviewed the Regulatory Activity Scorecard with the Industry Council.

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

### 3. Real Estate Broker Competencies

#### Competency Profile

The Industry Council discussed the Real Estate Broker Competency Profile.

#### Proposed Validation Survey

Management discussed the proposed process to validate the Real Estate Broker Competency Profile.

1. All real estate trade associations will be given the opportunity to set up member committees to review and provide feedback on competencies.
2. All real estate brokers will be given an opportunity to fill out the Real Estate Broker Competency Profile validation survey.

The proposed consultation period will be 30 days.

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

*Don Brown / Carried*

### 4. Communications Update

For this information item, Management discussed the Communicating Condominium Manager Licensing Report.

*10:18 am Vice Chair Don Brown began serving as Chair of the meeting*

### 5. Publication Guidelines

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

**ACTION:** The Industry Council supports the current Publication Guidelines as written and directs the Registrar to forward the Industry Council comments to the Industry Chairs Roundtable.

**ACTION:** The Industry Council agrees the Publication Guidelines should be reviewed periodically.

**6. Condominium Property Act (CPA) Amendments Update**

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

**7. Condominium Manager Licensing Update**

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

**ACTION:** Follow up a few months after initial licensing on December 1 to evaluate whether all condominium managers have been identified and to consider next steps as necessary.

**ACTION:** Management will suggest to Service Alberta that Land Titles retain information about how each condominium corporation is managed, i.e. self-managed, managed by an employee, managed by a licensed manager, etc.

*11:00 am Chair Don Newell resumed chairing the meeting*

**8. Property Management Outreach**

The Industry Council discussed additional outreach that the Industry Council could look at.

**ACTION:** This will be added to the Action Register for follow-up.

**9. Regulatory Functions Orientation**

Management provided the Industry Council with an overview of how RECA derives authority, interprets, and applies the principles of "good character" and "fitness to practice" in its licensing and disciplinary processes.

**10. Education Update – Condominium Management Course and Course Providers**

The Industry Council discussed the progress on the Condominium Management Course and course providers.

**ACTION:** Management will provide the Industry Council with progress updates at the end of October and November.

#### 11. Feedback on New Information Bulletin

The Industry Council provided feedback on a proposed information bulletin for condominium manager assistants.

ACTION: Management will provide the Industry Council with a digital copy of the information bulletin and the Industry Council will provide feedback to Management as soon as possible.

#### 12. Residential Measurement Standards (RMS)

The Residential Real Estate Broker Industry Council recently established a Residential Measurement Standards (RMS) committee to review RECA's RMS. As the work of this committee will impact the Property Manager Industry Council, Management is requesting the Industry Council select two (2) individuals to sit on this committee, one of whom would ideally be from the Council, potentially to serve as vice-chair of the committee.

ACTION: Management will provide additional information about the RMS Committee to the Industry Council.

#### 13. In-Camera Sessions

The Industry Council went in-camera with the CEO at 11:45 am and with the Council members only at 11:50 am.

#### 14. Adjournment

MOTION: *The Residential Real Estate Broker Industry Council approves the final adjournment of this meeting.*

*Don Newell / Carried*

The meeting adjourned at 12:28 pm.

#### 15. Next Meeting(s)

- Tuesday, December 14, 2021

Approved at Calgary, Alberta on December 14, 2021

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Don Newell  
Industry Council Chair

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Don Brown  
Industry Council Vice-Chair