



## RESIDENTIAL REAL ESTATE BROKER INDUSTRY COUNCIL

9:00 am, Tuesday, September 7, 2021  
Virtual Teams Meeting

### MINUTES

**In Attendance:** Bill Briggs  
Brad Hamdon  
Brad Kopp  
Erika Ringseis  
Sano Stante, *Chair*

**Resources:** Charles Stevenson, *Registrar*  
Joseph Fernandez, *Director, Education Programs*  
Tania Guerrero, *Education Specialist (joined for Item #8)*  
Russ Morrow, *CEO*  
Stacy Paquin, *General Counsel & Corporate Secretary*

**Recording Secretary:** Rina Hawkins

#### 1. Call to Order

The meeting began at 9:00 am.

The Residential Real Estate Broker Industry Council ("Industry Council") went in-camera.

The Industry Council came out of in-camera.

Industry Council member, Mr. Brad Hamdon, declared that he is an employee of the University of Alberta which may result in a conflict of interest in future decisions of the Industry Council on education related matters.

#### 2. Consent Agenda

The Industry Council reviewed the consent agenda, including the minutes from the August 10, 2021 Industry Council meeting.

***MOTION:** The Residential Real Estate Broker Industry Council approves the consent agenda, including the August 10, 2021 meeting minutes as presented.*

*Bill Briggs / Carried*

**3. RECA Board of Directors Report**

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.

**4. Reporting Accepted Conditional Offers**

Management presented the updated *“The Real Estate Act & Board Rules”* Information Bulletin for the Industry Council’s review and consideration based on direction given from the Industry Council at its August 10, 2021 meeting.

**ACTION:** Management will revise the wording in *“The Real Estate Act & Board Rules”* Information Bulletin as further discussed at this meeting.

**ACTION:** Management will create a plan to communicate the amended *“The Real Estate Act & Board Rules”* Information Bulletin to the industry.

***MOTION:** The Residential Real Estate Broker Industry Council instructs Management to take down a 2012 blog and a 2013 video from the RECA website around disclosure of accepted conditional offers and to post the amended version of *“The Real Estate Act & Board Rules”* Information Bulletin as further discussed and amended at this meeting.*

*Brad Kopp / Carried*

**5. Residential Measurement Standards (RMS) Committee Update**

The Committee Chair, Mr. Brad Kopp provided an update on the RMS Committee. Mr. Kopp has reached out to several industry members who may be interested in being on the Committee, and Industry Council member Ms. Ringseis has volunteered to join the Committee in her capacity as a member of the public.

Once the Committee members are finalized, the membership of the Committee will need to be approved by the Industry Council. This may be accomplished through an electronic motion.

**6. Licence Renewal Update**

For this information item, Management provided an update on RECA’s licence renewal numbers.

## 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. Currently, there are 170 individuals in the eligibility process.

## 8. Education Programs Update

### Competencies Profile

The Industry Council discussed the Residential Real Estate Associate Competency Profile. Given the level of detail provided in the Competency Profile, the Industry Council is relying on the experience and expertise of Management to guide them through this process.

### Proposed Validation Survey

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

1. Each of Alberta's real estate boards and AREA will be given the opportunity to set-up member committees to review and provide feedback.
2. All real estate associate licensees and real estate brokers will be given an opportunity to complete the survey.

The proposed consultation period will be 30 days.

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

*Erika Ringseis / Carried*

### Education Policy Changes

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

***MOTION:** The Residential Real Estate Broker Industry Council recommends that the RECA Board of Directors adopt and approve the proposed education policies as presented in "TAB 13.3B – Education Policy Changes – Appendix A" of the meeting material.*

*Brad Hamdon / 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.

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 of Directors.

#### 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 Residential Real Estate Broker Industry Council recommends that the RECA Board of Directors adopt and approve the proposed Education Transition Plan as presented in "TAB 13.5B Education Transition Plan - Appendix A" of the meeting material.*

*Brad Kopp / Carried*

## 9. Bylaws/Policies/Protocol

#### Bylaws

Management discussed the new proposed Real Estate Act ("REA") Bylaws, and the Industry Council had some suggested changes.

***MOTION:** The Residential Real Estate Broker 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 and further amended in "TAB 14.1B Bylaws Amended Draft – September 2, 2021" of the meeting material.*

*Erika Ringseis / Carried*

#### Election Policy & Process

Management discussed the proposed Industry Councils' Elections Policy and Process, and the Industry Council suggested a few changes.

**ACTION:** The Industry Council requested Management amend the Residential Real Estate Broker Industry Council eligibility requirements so that at least one (1) of the elected residential real estate broker Industry Council licensees must be a real estate broker and at least (1) must be a real estate associate. The Industry Council also recommended that a real estate broker delegate would not qualify as a real estate broker for the purposes of election eligibility requirements.

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

*Bill Briggs / Carried*

#### Communication Protocol

Management reviewed the proposed Communication Protocol for Board & Industry Council Members with the Industry Council.

#### **10. Mentorship Program**

The Industry Council discussed the concept of a mentorship program.

***ACTION:** The Industry Council requests that the concept of a mentorship program be raised with the RECA Board of Directors as a possible strategic planning initiative.*

#### **11. 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.

#### **12. In-Camera Session with the CEO**

The Industry Council went in-camera.

The Industry Council came out of in-camera.

#### **13. Adjournment**

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

*Bill Briggs / Carried*

The meeting ended at 12:27 pm.

#### **14. Next Meeting(s)**

- Tuesday, November 9, 2021

Approved at Calgary, Alberta on November 9, 2021

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Sano Stante  
Industry Council Chair

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Brad Kopp  
Industry Council Vice-Chair