

## RESIDENTIAL REAL ESTATE BROKER INDUSTRY COUNCIL

9:00 am, Tuesday, December 7, 2021

Virtual Teams Meeting

### MINUTES

- In Attendance:** Bill Briggs  
Brad Hamdon  
Brad Kopp, *Vice-Chair*  
Erika Ringseis  
Sano Stante, *Chair*
- Resources:** Charles Stevenson  
Joseph Fernandez  
Russ Morrow  
Stacy Paquin  
Warren Martinson
- Guests:** Taylor Adolphe, *Criterium Group (Item #8)*  
Robin Auld, *Criterium Group (Item #8)*
- Recording Secretary:** Rina Hawkins  
Christina Harrington

#### 1. Call to Order

The Chair called the meeting to order at 9:03 am.

***MOTION:** The Residential Real Estate Broker Industry Council approves the December 7, 2021 meeting agenda as presented.*

*Motioned by Erika Ringseis*

*Seconded by Brad Kopp*

*Carried*

#### 2. In Camera

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

The Industry Council reconvened.

### 3. Conflict(s) of Interest Declared

No conflicts of interest were declared.

### 4. Chairs Opening Remarks

The Chair advised that Industry Council meetings are governed under *Robert's Rules of Order*, pursuant to the amended *Real Estate Act Bylaws*, effective November 25, 2021.

The Chair reported that the November 10, 2021 meeting with the Minister of Service Alberta was productive. The Minister indicated support towards the Industry Council's initiatives.

### 5. Consent Agenda

The Industry Council reviewed the consent agenda, including the minutes from the November 9, 2021 meeting, the Action Register, and the Regulatory Activity Scorecard.

***MOTION:** The Residential Real Estate Broker Industry Council approves the consent agenda, including the November 9, 2021 meeting minutes as presented at this meeting.*

***Motion by Brad Kopp***

***Seconded by Bill Briggs***

***Carried***

### 6. RECA Board of Directors Report

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

### 7. Industry Council Officer Election: Vice-Chair

Management introduced the new officer requirements in accordance with the amended *Real Estate Act Bylaws*, effective November 25, 2021.

***MOTION:** In accordance with Sections 3.16 to 3.19 of the Real Estate Act Bylaws, the Residential Real Estate Broker Industry Council elects Mr. Brad Kopp to the officer position of Vice-Chair of the Residential Real Estate Broker Industry Council for a period of two (2) years, which term shall expire on November 30, 2023.*

***Motioned by Brad Hamdon***

***Seconded by Erika Ringseis***

***Carried***

## 8. Strategic Planning Orientation

Management introduced representatives of Criterium Group, in attendance to support the Board's Strategic Planning. RECA's Strategic Planning questions were presented to promote discussion and to orient RECA towards its governance goals.

**ACTION:** Criterium Group will circulate RECA's Strategic Planning question survey for Industry Council members completion following the meeting.

**ACTION:** The Industry Council will have a more fulsome discussion to support Board strategic planning in February 2022.

## 9. Residential Measurement Standards (RMS) Committee Update

The RMS Committee Chair advised that he has canvassed for further members from the industry and the public.

**ACTION:** The Industry Council requests Management amend the terms of reference of the RMS Committee to extend the term end date to May 31, 2022, and to include that the CEO may appoint one or more RECA staff, and staff of boards or associations to serve as resources to the Committee. The Industry Council requested that the amendments be advanced to the Board for approval by electronic vote in December 2021.

Management presented draft correspondence addressed to the Minister of Service Alberta. Correspondence advocates for the use of RMS in the building and sale of new homes and condominiums, as well for existing condominium owners. The Industry Council directed Management to amend the correspondence as discussed at the meeting.

## 10. Education and Communications Update

- **Stakeholder Engagement Policy Guideline**

Management presented the Stakeholder Engagement Policy Guideline ("Guideline"), a companion document to RECA's Stakeholder Engagement Policy. The Guideline will aid the Board and Industry Council members when interacting with stakeholders and bring clarity as to when and how stakeholder engagements must be reported.

**MOTION:** *The Residential Real Estate Broker Industry Council recommends the RECA Board of Directors approve the Stakeholder Engagement Reporting Guidelines as presented in "TAB 12(1)B" of the meeting material.*

*Motioned by Brad Hamdon*

*Seconded by Brad Kopp  
Carried*

- **Residential Associate Competency Profile and Course Examination Blueprint**

Management discussed the Residential Associate Competency Profile and Course Examination Blueprint.

*MOTION: The Residential Real Estate Broker Industry Council approves the Residential Associate Competency Profile and Competency Weightings as presented in "TAB 12(2)B" of the meeting material and as amended at this meeting.*

*Motioned by Bill Briggs  
Seconded by Brad Hamdon  
Carried*

- **Real Estate Broker Competency Profile and Course Examination Blueprint**

Management discussed the Real Estate Broker Competency Profile and Course Examination Blueprint.

*MOTION: The Residential Real Estate Broker Industry Council approves the Real Estate Broker Competency Profile and Competency Weightings as presented in "TAB 12(4)B" of the meeting material and as amended at this meeting.*

*Motioned by Brad Hamdon  
Seconded by Erika Ringseis  
Carried*

- **Operationalization of the Course and Course Provider Recognition Process**

Management discussed the Course and Course Provider Recognition Process. The Board has suggested that the Course and Course Providers recognition applications be operationalized involving the Chair of the appropriate Industry Council. This would require Management to complete a checklist relating to course or course provider applicants and then having the Industry Council Chair approve the application, provided all requirements are met. This process will reduce delays in course/course provider approval.

*MOTION: The Residential Real Estate Broker Industry Council recommends the RECA Board of Directors approves to operationalize the Course and Course Provider Recognition Process, as presented in "TAB 12(6)" of the meeting material.*

*Motioned by Bill Briggs  
Seconded by Brad Hamdon  
Carried*

- **Fundamentals vs Practice Content**

Management advised that overlapping education competencies will be modularized and removed to prevent duplication over separate sectors and will be included in a Board-approved “fundamentals of real estate” course.

**ACTION:** The Industry Council requests Management provide a succinct list of competencies overlapping with other Industry Councils whose weighting will be averaged and presented to the Board.

**11. Spring 2022 Industry Stakeholder Engagement**

Management advised that the spring stakeholder engagement town-hall meeting is approaching. Management requested guidance from the Industry Council as to the format of the 2022 town-hall meeting.

**ACTION:** Management will provide the Industry Council with details of an in-person town hall event (Spring 2022).

**12. Red Tape Reduction Letter to the Government of Alberta**

The Industry Council discussed red tape reduction.

**13. RECA Industry Council Annual Evaluation Process**

Management discussed the annual Industry Council Evaluation process. The process will evaluate the performance of the Industry Council, any of its committees, and the effectiveness of the Industry Council Chair.

**MOTION:** *The Residential Real Estate Broker Industry Council approves the Industry Council Evaluation Process as presented in “TAB 15B” of the meeting material.*

*Motioned by Bill Briggs*

*Seconded by Brad Kopp*

*Carried*

**ACTION:** Management will provide the Industry Council Effectiveness Assessment through the Diligent platform for completion.

**14. Licence Renewal Outcomes – September 30, 2021**

Management advised that the License Renewal Outcomes report was presented at the November 9, 2021 meeting.

Management advised that on December 1, 2021, condominium management brokerages and individual condominium managers must hold a license to provide condominium management services.

**15. Complaints & Investigations 2020 / 2021**

Management advised that the Complaints & Investigations 2020/2021 report was presented at the November 9, 2021 meeting. There have been no changes.

**16. In-Camera Session with the CEO**

The Industry Council went in-camera with the CEO.

**17. In-Camera Session with Industry Council only**

The Industry Council went in-camera.

**18. Adjournment**

***MOTION: That the Residential Real Estate Broker Industry Council meeting of December 7, 2021 be terminated.***

***Motioned by Brad Hamdon,  
Seconded by Bill Briggs  
Carried***

The meeting ended at 12:59 pm.

**19. Next Meeting(s)**

- Tuesday, February 8, 2022

Approved at Calgary, Alberta on February 8, 2022

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**Sano Stante**  
Industry Council Chair