

COMMERCIAL REAL ESTATE BROKER & COMMERCIAL PROPERTY MANAGER INDUSTRY COUNCIL

9:00 am, Friday, December 10, 2021

Virtual Teams Meeting

MINUTES

In Attendance: Terry Engen, *Chair*
Brittanee Laverdure
Cheri Long, *Vice-Chair*
Laura Sharen
Ben Van Dyk

Resources Charles Stevenson
Joseph Fernandez
Russ Morrow
Stacy Paquin
Warren Martinson
Bryan Douey (*Items #7 & 9*)
Tania Guerrero (*Item #7*)

Guests: Taylor Adolphe, *Criterium Group (Item #6)*
Robin Auld, *Criterium Group (Item #6)*

Recording Secretary: Rina Hawkins
Christina Harrington

1. Call to Order and Approval of Agenda

The Chair called the meeting to order at 9:01 am.

Given the voluminous agenda, the Commercial Real Estate Broker & Commercial Property Manager Industry Council ("Industry Council") directed an additional meeting be held in December before year-end. Management will canvas availability for the week of December 20-23, 2021.

Agenda items #10(4),(5),(6),(7), 14 and 15 will be removed from the agenda and addressed at the subsequent December meeting.

***MOTION:** The Commercial Real Estate Broker and Commercial Property Manager Industry Council approves the December 10, 2021 meeting agenda, as amended.*

*Moved by Laura Sharen
Seconded by Brittane Laverdure
Carried*

2. Conflict(s) of Interest Declared

No conflicts of interest were declared.

3. Chair's Opening Remarks

Management advised of the amended *Real Estate Act* Bylaws ("Bylaws"), effective November 25, 2021. In accordance with the amended Bylaws, Industry Council procedures must adhere to *Roberts Rules of Order* (s.5.16, *Rules of Procedure*).

4. Consent Agenda

The Industry Council reviewed the consent agenda, including the minutes of September 9, 2021, the Action Register, the Regulatory Activity Scorecard, and the RECA Board of Directors Report.

MOTION: *The Commercial Real Estate Broker and Commercial Property Manager Industry Council approves the consent agenda, including the September 9, 2021 meeting minutes as presented at this meeting.*

*Moved by Brittane Laverdure
Seconded by Laura Sharen
Carried*

5. Industry Council Officer Election: Vice-Chair

Management introduced new Industry Council officer requirements, in accordance with the amended Bylaws. The Industry Council appointed Council Member Cheri Long as Vice-Chair, by acclamation, for a two-year term expiring on November 30, 2023.

6. Strategic Planning Orientation

Management introduced the RECA Strategic Planning Questions for review and discussion. Representatives from Criterium Group collected commentary regarding strategic themes. Board strategic planning will be revisited in February 2022.

ACTION: *Criterium Group will circulate RECA Strategic Planning Questions survey for Industry Council completion following the meeting.*

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

7. Education and Communications Update

- **Stakeholder Engagement Policy Guideline**

Management discussed the Stakeholder Engagement Policy Guideline (“Guideline”). 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 Commercial Real Estate Broker and Commercial Property Manager Industry Council recommends the RECA Board of Directors approve the Stakeholder Engagement Policy Guidelines as presented in “TAB 10.1B” of the meeting material.*

Moved by Laura Sharen

Seconded by Brittanee Laverdure

Carried

- **Property Manager Associate Competency Profile**

Management discussed the Property Manager Associate Competency Profile and corresponding weightings. Six percent of possible respondent’s replied to the validation survey sent to industry in October 2021. Management also collected feedback from the Building Owners and Managers Association (“BOMA”) of Edmonton and Calgary, and NAIOP, the Commercial Real Estate Development Association.

Two Industry Councils are reviewing the Property Manager Associate Competency Profile and weightings, being the Residential Real Estate Broker Industry Council and this Industry Council. Management discussed recommendations.

***MOTION:** The Commercial Real Estate Broker and Commercial Property Manager Industry Council approves the Property Manager Associate Competency Profile and Competency Weightings as presented in “TAB 10(2)B” of the meeting material, and as amended at this meeting.*

Moved by Brittanee Laverdure

Seconded by Cheri Long

Carried

- **Real Estate Broker Competency Profile**

Management discussed the Real Estate Broker Competency Profile and corresponding weightings. Management noted that 16% of real estate brokers replied to the validation survey that was sent to

industry in October/November 2021. The Alberta Real Estate Association (AREA) provided feedback through the Broker Education Working Group.

Three Industry Councils are reviewing the same profile, being the Residential Property Manager Industry Council, the Residential Real Estate Broker Industry Council and this Industry Council. Management discussed recommendations.

MOTION: The Commercial Real Estate Broker and Commercial Property Manager Industry Council approves the Real Estate Broker Competency Profile and Competency Weightings as presented in "TAB 10(8)B" of the meeting material, and as amended at this meeting.

Moved by Cheri Long

Seconded by Ben Van Dyk

Carried

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

Management discussed the Course and Course Provider Recognition process. The Board of Directors has suggested that the Course and Course Provider recognition applications be operationalized involving the Chair of the appropriate Industry Council. This would require Management to complete a Course/Course Provider checklist, which would then be reviewed and approved by the Industry Council Chair, provided all requirements are met. This process will reduce delays in Course/Course Provider approval.

MOTION: The Commercial Real Estate Broker and Commercial Property Manager Industry Council recommends the RECA Board of Directors approves to operationalize the Course and Course Provider Recognition Process, as presented in "TAB 10.10" of the meeting material.

Moved by Ben Van Dyk

Seconded by Brittanee Laverdure

Carried

- **Fundamentals vs Practice Content**

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

ACTION: Management will provide the Industry Council with a succinct list of overlapping competencies with other Industry

Councils whose weighting will be averaged and presented to the Board.

8. Strategic Planning Town Halls

Management discussed that the Town Hall meetings for strategic planning. The sessions will be hosted virtually.

9. Spring 2022 Industry Stakeholder Engagement

Given the emerging restrictions imposed by the Government of Alberta in response to the COVID-19 pandemic, the Industry Council acknowledged that Spring 2022 industry stakeholder engagement will be hosted virtually.

10. RECA Industry Council Annual Evaluation Process

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

***MOTION:** The Commercial Real Estate Broker and Commercial Property Manager Industry Council approves the Industry Council Annual Evaluation Process as presented in "TAB 13B" of the meeting material.*

*Moved by Brittane Laverdure
Seconded by Laura Sharen
Carried*

ACTION: Management will provide the Industry Council Annual Evaluation Assessment through the Diligent platform for completion in January 2022.

11. Red Tape Reduction

The Industry Council discussed red tape reduction.

12. In-Camera Session with the Industry Council Only

The Industry Council moved in-camera.

13. Adjournment

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

Moved by Cheri Long

*Seconded by Ben Van Dyk
Carried*

The meeting ended at 1:21 pm.

14. Next Meeting(s)

- To be determined.

Approved at Calgary, Alberta on March 10, 2022

COMMERCIAL REAL
ESTATE BROKER &
COMMERCIAL
PROPERTY
MANAGER INDUSTRY
COUNCIL

Minutes of Meeting

December 10, 2021

Terry Engen
Industry Council Chair