



## RESIDENTIAL PROPERTY MANAGER INDUSTRY COUNCIL SPECIAL MEETING

8:00 AM Thursday, November 10, 2022

Virtual Teams Meeting

### MINUTES

<b>In Attendance:</b>	Don Brown, <i>Vice-Chair</i> Keith McMullen Carrie Plett Cyril Pratt
<b>Resources:</b>	Russ Morrow, <i>CEO</i> Janice Harrington Warren Martinson Stacy Paquin Doug Dixon ( <i>item #5</i> ) Rina Hawkins
<b>Guest:</b>	Elan MacDonald, <i>Chair Real Estate Council of Alberta Board of Directors</i>
<b>Recording Secretary:</b>	Christina Harrington
<b>Absent:</b>	Don Newell, <i>Chair</i>

#### 1. Call to Order

In the absence of Chairman Newell, Vice-Chairman Brown chaired the meeting and called the meeting to order at 8:01 a.m.

#### 2. Approval of Agenda

The Residential Property Manager Industry Council ("Industry Council") reviewed the agenda.

*MOTION: The Residential Property Manager Industry Council adopts the November 10, 2022, meeting agenda as presented.*

*Moved by Cyril Pratt*

*Seconded by Carrie Plett*

*Carried*

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

No conflicts of interest were declared.

#### 4. Chairman's Opening Remarks

Vice-Chairman Brown welcomed attendees to the special meeting of the Industry Council to address the transition of conditional licenses of condominium managers.

Russ Morrow welcomed the Real Estate Council of Alberta Board of Director's (Board) Chairperson, Elan Macdonald, as a meeting guest.

#### 5. Conditional Licenses for Condominium Managers

The Industry Council discussed the transition of conditionally licensed condominium manager brokers and associates.

After consultation with industry, the Industry Council announced an extension to the pre-licensing education deadlines for conditionally licenced condominium manager brokers and associates<sup>1</sup>, from November 30<sup>th</sup>, 2022, to March 31<sup>st</sup>, 2023. Conditional licensees are required to demonstrate registration with a recognized course provider prior to November 30, 2022 and are required to complete the courses and examination by March 31<sup>st</sup>, 2023.

Elan MacDonald was appointed as Chairperson *pro tem* due to technical difficulties experienced by Vice-Chairman Brown. Vice-Chairman Brown remained in attendance.

The Industry Council considered concerns raised by industry including course availability and timelines impacting their ability to enrol and complete the required education and examinations.

Management presented the *Condominium Manager Condition Report* outlining conditional vs. unconditional condominium manager licenses. Management presented recognized course provider statistics and advised of *Real Estate Act (REA) Rule 16(3)*.

***MOTION:*** *The Residential Property Manager Industry Council approves the extension of the completion of conditions on conditional condominium manager associate licenses and condominium manager broker licenses to September 30, 2023, provided that the condominium manager associate and condominium manager brokers have registered for all required courses no later than November 30, 2022.*

*Moved by Carrie Plett,  
Seconded by Don Brown  
Carried*

#### **ACTION:**

Management will:

- Retain condominium legal subject matter experts to review examination questions

---

<sup>1</sup> Industry Council meetings of June 6, 2022 and September 23, 2022, respectively

- Where able, review recognized course provider condominium courses to assess relevance and alignment to competencies as approved by the Industry Council, and to recommend improvements
- Hold recognized course provider meetings
- Raise awareness with industry that the Registrar may grant an exemption from any or all of the educational, examination or other requirements at his discretion, pursuant to REA Rule 16(3).
- Continue pilot development of a tiered licensing structure in condominium management
- Review condominium competencies within the next fiscal year
- Create strong messaging reminding industry that unlicensed activity is strictly prohibited, in the interest of public protection.

RESIDENTIAL  
PROPERTY  
MANAGER INDUSTRY  
COUNCIL

Minutes of Meeting

November 10, 2022

## 6. Final Adjournment

***MOTION:** The Residential Property Manager Industry Council approves the final adjournment of the November 10, 2022, meeting.*

*Moved by Carrie Plett*

*Seconded by Keith McMullen*

*Carried*

The meeting adjourned at 9:21 a.m.

## 7. Next Meeting(s)

- December 15, 2022

Approved at Calgary, Alberta December 15, 2022

---

**Don Newell,**  
Industry Council Chair