



# RESIDENTIAL PROPERTY MANAGER INDUSTRY COUNCIL

9:00 a.m. Thursday, June 22, 2023  
Virtual Meeting

## MINUTES

### In Attendance:

Don Brown  
Keith McMullen  
Don Newell, *Chair*  
Carrie Plett

### Resources:

Russ Morrow, *CEO*  
Stacy Paquin  
Warren Martinson  
Janice Harrington  
Doug Dixon (*item #6 & #7*)  
Rina Hawkins

### Recording Secretary:

Christina Harrington

### 1. Call to Order

The meeting of the Residential Property Manager Industry Council ("Industry Council") was called to order at 9:13 a.m.

### 2. Approval of Agenda

The Industry Council reviewed the agenda and advanced on the agenda the Pilot Project: Graduated Licensing for Condominium Licensees and the Broker Forum Update in the interest of time.

***MOTION:** The Residential Property Manager Industry Council approves the June 22, 2023, meeting agenda as amended.*

*Moved by Carrie Plett,*

*Seconded by Don Newell*

*Carried*

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

No conflicts of interest were declared.

### 4. Chair's Opening Remarks

Chairman Newell advised that Cyril Pratt had resigned from his position as Industry Council member. The Industry Council expressed appreciation for Mr. Pratt's contributions to RECA during his term on the Industry Council.

## 5. Consent Agenda

The Industry Council reviewed the Consent Agenda.

***MOTION:** The Residential Property Manager Industry Council approves the consent agenda, including the March 23, 2023 meeting minutes, as presented, and accepts the Consent Resolution, Real Estate Act Bylaws – Errors and Omissions Insurance, Action Register and Regulatory Activity Scorecard as information, as presented within the meeting package.*

***Moved by Keith McMullen,***

***Seconded by Carrie Plett***

***Carried***

## 6. Graduated Licensing Pilot Project

The Industry Council discussed the proposed graduated licensing pilot project for condominium managers. Graduated licensing may be approved as conditional licences by the Registrar under the *Real Estate Act* ("REA") Rule 22, which states:

The registrar may, on or subsequent to issuing a licence, make it subject to any terms, conditions or restrictions with respect to trading in real estate, dealing in mortgages, engaging in property management or engaging in condominium management services, as the case may be, that the registrar considers appropriate.

RECA Board of Directors Chair, Elan MacDonald, joined the meeting at 9:31 a.m.

The Industry Council discussed that demand for condominium managers is high and the industry is underserved. Establishing a graduated licensing system will attract entry level condominium managers and new recruits. Brokers may assess an applicant's capabilities and course progress to set supervised activities, as an introduction to the industry.

The Industry Council reviewed the matrix of activities proposed through the Condominium Manager Graduated Licensing Pilot Project and suggested amendments.

***MOTION:** The Residential Property Manager Industry Council approves the proposed Condominium Manager Graduated Licensing Pilot Project, as amended. The graduated licensing pilot project will become effective October 1, 2023.*

***Moved by Carrie Plett,***

***Seconded by Keith McMullen***

***Carried***

**ACTION:** The Industry Council will review the Condominium Manager Graduated Licensing Pilot Project for effectiveness within one-year of implementation.

**7. Broker Forum Update**

Management presented the topics discussed at the Broker forums including conditional licensing, education, and examinations. At the forums RECA presented the Rules Review Steering Committee initiative and collected proposed amendments.

**8. Industry Council Calendar**

Management recommended that the Industry Council advance its December meeting to November 2023 due to the upcoming elections/appointments for Industry Council members with new terms commencing December 1, 2023. The Industry Council agreed with the recommendation.

**9. RECA Board of Directors Report**

The RECA Board of Directors ("Board") member presented a report on the activities of the Board which was received as information.

**10. Condominium Property Management Education Competencies Ad Hoc Committee**

Management presented the Condominium Property Management Education Competencies Ad Hoc Committee ("Committee") Terms of Reference. The Committee will review alignment between the required competencies and education programs and make appropriate recommendations to the Industry Council. The Committee is comprised of industry members, education providers and RECA administration.

**ACTION:** Management will regularly report to the Industry Council on activities of the Condominium Property Management Education Competencies Ad Hoc Committee.

**11. Credentialing Report**

Management presented the credentialing report and results of the condominium management (fundamentals and practice) examination review by the subject matter experts. The report was received as information.

**12. Relicensing Education**

The Industry Council discussed relicensing education for property manager licensees and condominium manager licensees.

**ACTION:** Management will obtain the Occupational Health and Safety (“OH&S”) course from the Government of Alberta. The OH&S course will be presented to the Condominium Property Management Education Competencies Ad-Hoc Committee for consideration as future pre-licensing or relicensing education.

### 13. Rules Review Steering Committee

Management provided all responses received to date by the Rules Review Steering Committee, in response to the [Phase One Discussion Paper](#). Areas of interest included digital business (allowing virtual offices), licensing structures, and notice periods. Phase Two will engage all stakeholders. RECA will facilitate a survey design specialist and will hold engagement sessions, town halls, and virtual sessions. Proposed REA Rules draft rules are under development.

### 14. Errors & Omissions Insurance, Risk Identified by Insurers

Management discussed the opinions of insurer’s regarding their reluctance to provide errors & omissions insurance (“E&O”) for condominium managers. Insurers generally will not offer E&O due to the high likelihood of litigation. Differences across jurisdictions also makes reciprocal insurance exchange impracticable. Condominium brokers must go to market to obtain appropriate condominium board coverage that is suitable to the size and complexity of their business.

### 15. Residential Measurement Standards Committee (“RMS Committee”)

The Industry Council representative reported on the activities of the RMS Committee. The RMS Committee made its final recommendations to the Residential Real Estate Broker Industry Council and will wind down in accordance with its terms of reference, by June 30, 2023.

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

The Industry Council moved in-camera with the CEO.

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

The Industry Council moved in-camera.

### 18. Final Adjournment

***MOTION:** The Residential Property Manager Industry Council approves the final adjournment of the June 22, 2023, meeting.*

***Duly moved and seconded  
Carried***

The meeting adjourned at 11:45 a.m.

## 19. Next Meeting(s)

- September 21, 2023

Approved at Calgary, Alberta on September 21, 2023

---

Don Newell, Industry Council Chair

RESIDENTIAL  
PROPERTY  
MANAGER INDUSTRY  
COUNCIL

Minutes of Meeting

June 22, 2023