



COMMERCIAL REAL ESTATE BROKER & COMMERCIAL PROPERTY MANAGER INDUSTRY COUNCIL

10:00 a.m. – 3:30 p.m. Tuesday, September 19, 2023

In-Person Meeting

MINUTES

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

Resources: Russ Morrow
Janice Harrington
Warren Martinson
Stacy Paquin

Absent: Laura Sharen

Recording Secretary: Christina Harrington

1. Call to Order

The meeting of the Commercial Real Estate Broker & Commercial Property Manager Industry Council (“Industry Council”) was called to order at 10:04 a.m.

2. Approval of Agenda

The Chair presented the agenda for September 19, 2023.

***MOTION:** The Commercial Real Estate Broker and Commercial Property Manager Industry Council approves the September 19, 2023, meeting agenda as presented.*

Moved by Cheri Long,

Seconded by Brittane Laverdure

Carried

3. Conflict(s) of Interest Declared

No conflicts of interest were declared.

4. Chair’s Opening Remarks

The Chair welcomed the Industry Council members to the meeting.

5. Consent Agenda

The Industry Council reviewed the Consent Agenda.

MOTION: *The Commercial Real Estate Broker and Commercial Property Manager Industry Council approves the minutes of the meeting of June 20, 2023, and receives the correspondence from the Minister of Service Alberta and Red Tape Reduction regarding approval of submitted amendments to the Real Estate Act Bylaws and Rules, the Action Register Update, as information, as presented within the meeting package.*

*Moved by Brittanee Laverdure,
Seconded by Ben Van Dyk
Carried*

6. RECA Board of Directors Report

Management and the Chair reported on the activities of the RECA Board of Directors ("Board").

7. Industry Council Election

Management presented that the terms of the Board and Industry Council members collectively expire on November 30, 2023. The Board has appointed MNP LLP as the independent Election Officer, to supervise, validate, and certify results of the Industry Council election.

Management presented the Industry Council Elections 2023 Candidate Information Package, in part. Public members will be appointed by the Minister. Licensed individuals will be elected by peers in their respective industry sectors. Successful licensee candidates will begin their two-year terms on December 1, 2023.

8. Reimbursement of Expenses

Reimbursement of Expenses Policy and Professional Development Policy (collectively referred to as "Policies")

Management reviewed the Policies amended by the Board to clarify that pre-authorization is required for certain expenses related to hospitality and hosting events. The Professional Development budget permits Industry Councils to enhance their understanding of governance, administrative law, and regulatory trends through professional education. The Professional Development budget is provided annually and expires at the fiscal year-end.

9. Licensee Communication Plan

Management presented stakeholder engagement outreach initiatives. The format of the Broker Forums will be updated to reach a wider, more diverse audience. For example, those in rural areas, through a hybrid virtual/in-person format.

*The Industry Council recessed at 11:06 a.m.
The Industry Council reconvened at 11:13 am*

10. Commercial Real Estate Broker and Commercial Property Manager Broker Meetings, Southern Alberta

The Chair reported that a small broker forum was held in Red Deer on September 1, 2023, with the RECA Registrar, Regulatory Compliance Advisor, Doug Dixon, the Industry Council Chair, and commercial brokers in attendance. Topics of discussion included mentorship, graduated licensing for commercial real estate associates, professional development, the effectiveness of the *Real Estate Act* ("REA"), REA Regulations, the REA Rules, and the work of the Rules Review Steering Committee.

11. Credentialing Report and Learner Success Rates

Management presented the credentialing report and learner success rates which were received as information.

The Industry Council recessed at 12:14 p.m.

The Industry Council reconvened at 1:06 p.m.

12. Labour Mobility, Agribusiness, Credentialing Requirements

The Industry Council discussed supplemental education, or alternatively a relicensing education module, relating to agribusiness. However, the Industry Council is cognizant of the fact that it may be difficult to attract Course Providers if enrolment in the area is low.

13. Rules Review Steering Committee Update

Management reported on the activities of the Rules Review Steering Committee (the "Committee"). Pursuant to the Committee's terms of reference, the Committee will review the Rules in five phases. In each phase, the Committee will consult extensively with industry, associations, and the public. The Committee's recommendations will be provided to the relevant Industry Council(s) for consideration and, if accepted, will be recommended to the Minister of Service Alberta, as required by the REA. Management presented the Committee's consultation questions relating to Rules 2 – 40.

14. In-Camera Session with the CEO

The in-camera session with the CEO was dispensed with.

15. In-Camera Session with Industry Council only

The Industry Council in camera session was dispensed with.

16. Final Adjournment

MOTION: The Commercial Real Estate Broker and Commercial Property Manager Industry Council approves the final adjournment of the September 19, 2023, meeting.

Moved by Ben Van Dyk,

Seconded by Cheri Long

Carried

The meeting adjourned at 2:24 p.m.

17. Next Meeting(s)

November 21, 2023

Approved at Calgary, Alberta on November 21, 2023

Terry Engen,
Industry Council Chair

COMMERCIAL REAL
ESTATE BROKER &
COMMERCIAL
PROPERTY
MANAGER INDUSTRY
COUNCIL

Minutes of Meeting

September 19, 2023